



In-House Counsel's Office

TO: Person Addressed
FROM: Melodee A. Grams
SUBJECT: Policy Manual Revisions
DATE: September 2013

Policy manual revisions are a mix of recent statutory and regulatory changes and include local policies generated by our District to support legal requirements. A brief overview of each policy change is included to help you understand the change and why it was made.

The policy manual for our District is available online at www.episd.org (under the Board of Trustees' tab) or at my.episd.org under District Services and click on Policy Office. **Please call the Policy Office at 230-2562 to receive immediate verification for any online policy that is needed to ensure that the policy has not been recently revised.**

The online policies include search capability. By entering key word(s), you can search the entire policy manual at one time and the system will pull up every policy that contains the key word(s).

<u>Policy</u>	<u>Action Taken</u>	<u>Explanation</u>
CV (LOCAL) FACILITIES CONSTRUCTION	Revision	Language added in order that the Facilities Planning and Construction unit may efficiently administer construction contracts resulting in timely completion of projects.
DCB (LOCAL) EMPLOYMENT PRACTICES TERM CONTRACTS	Revision	New Language added: Any district employee employed as a full-time classroom teacher or librarian under a continuing contract as of September 1, 2013, shall remain on a continuing contract as long as the employee remains employed in the same professional capacity. [see also DCC (LEGAL)]
DCC (LOCAL) EMPLOYMENT PRACTICES CONTINUING CONTRACTS	Revision	New Language added: full-time professional employees who are required to hold certificates issued under education code chapter 21, subchapter b, shall be employed on term contracts, as authorized by education code 21.002 and 21.201. [see dcb(legal) and (local)] Any district employee employed as a full-time classroom teacher or librarian under a continuing contract prior to September 1, 2013, shall remain on a continuing contract as long as the employee remains in the same position. [see also DCC (LEGAL)]
FD (LOCAL) ADMISSIONS	Revision	New Language: Upon admission, the student should be placed initially at the grade level reached in the home country, pending final transcript credit analysis by the guidance services department. Within twenty (20) school days, the student's final grade placement shall be adjusted to reflect the completed transcript credit analysis. A preliminary transcript evaluation and intake shall be performed at the campus while awaiting completion of the transcript analysis by the guidance services department.
FDA (LOCAL) ADMISSIONS: INTERDISTRICT TRANSFERS	Revision	Revision addresses tuition exemption for former residents. Language added for clarity.
FEC (LOCAL)		

<u>Policy</u>	<u>Action Taken</u>	<u>Explanation</u>
ATTENDANCE FOR CREDIT	Revision	Revisions align Local and Legal policy and address changes required by House Bill 5 pertaining to loss of credit and final grades in Kindergarten through Grade 12. Additionally, the new language addresses petitions by drop-out students to the Attendance Review Committee(s).
FOCA (LOCAL) PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING	Revision	New language pertaining to placement of elementary school students in the Disciplinary Alternative Education Program.