

Summary of Policy Revisions

El Paso ISD

November 2014

The El Paso ISD comprehensive policy revisions are summarized in table format. The tables contain the following information: (1) The policy code, (2) The policy title, (3) Justification statements to revise, add, or delete the policy, and (4) Board action to approve or revise.

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
AE(LOCAL)	Educational Philosophy	<p>REVISE POLICY</p> <p>Based on information on the district's website, the enclosed revisions are recommended to the district's vision statement. The district's core beliefs are also recommended for inclusion in this policy.</p>	YES
BBB(LOCAL)	Board Members Elections	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to update the schedule of elections for trustees beginning with the 2015 elections in which the terms of three board members (single-member districts 2, 6, and 7) are scheduled to expire.</p> <p>In response to a question posed during the board review session, there are approximately 800 school districts (80 percent) that conduct at-large elections of board members.</p>	YES
BBE(LOCAL)	Board Members Authority	<p>REVISE POLICY</p> <p>The revision at REFERRING COMPLAINTS is recommended since individuals who file a complaint or grievance always have an opportunity to present to the board if it is not resolved at lower levels.</p> <p>The text at VENDOR CONTACT WITH BOARD MEMBERS is recommended for placement in this policy instead of at BFA(LOCAL) since it does involve referrals to the superintendent or the appropriate complaint policy.</p> <p>During discussion on this policy the board expressed a desire to have any complaints resolved at the lowest possible level and provided recommendations to reduce the time required to make a decision. TASB recommended policy language for DGBA(LOCAL), FNG(LOCAL), and GF(LOCAL) have been included along with this summary.</p>	YES
BBF(LOCAL)	Board Members Ethics	<p>REVISE POLICY</p> <p>Regarding the text at PERSONAL CONDUCT, the district currently has policies at DIA and FFH that address harassment and discrimination. It is recommended that the unique text at PERSONAL CONDUCT be removed and the board relies on those policies to investigate allegations of discrimination and harassment involving a board member.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
BBFA(LOCAL)	Ethics Conflict of Interest Disclosures	<p>REVISE POLICY</p> <p>The text at VENDOR CONTACT WITH BOARD MEMBERS is recommended for deletion; it has been moved to BBE(LOCAL).</p>	YES
BBG(LOCAL)	Board Members Compensation and Expenses	<p>REVISE POLICY</p> <p>The recommended revisions are intended to reflect current district practice regarding board member expense reimbursements. During the board session it was mentioned that the district no longer issues equipment to board members; these provisions are recommended for deletion. The district can continue to provide supplies for purposes of board members conducting business and this would be addressed through annual budget allocations.</p> <p>The recommended revisions are intended to clarify that board members will be reimbursed for all expenses. No advances will be paid directly to a board member. Board members will be required to provide receipts for all expenses incurred for approved travel.</p> <p>A provision is included regarding the use of personal vehicles. In those circumstances when a board member selects to use his or her vehicle rather than taking a flight, the reimbursement for mileage will be capped at the price of a coach airline ticket.</p>	YES
BDAA(LOCAL)	Officers and Officials Duties and Requirements of Board Officers	<p>REVISE POLICY</p> <p>As discussed during the board review, the enclosed revision removes the requirement that a candidate for board office must have served on board at least one year.</p> <p>The policy continues to reflect at TERMS AND DUTIES that a board officer shall not serve consecutive terms in the same board office.</p> <p>Since this is not the current responsibility of the superintendent, the provision designating the superintendent as the assistant board secretary is recommended for removal. The board continues to have the authority to assign an employee to provide clerical assistance.</p>	YES

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BDAE(LOCAL)	Officers and Officials Duties and Requirements of Depository	<p>REVISE POLICY</p> <p>At SELECTING A DEPOSITORY, the recommended revisions update the title of the chief financial officer.</p>	YES
BE(LOCAL)	Board Meetings	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to more accurately reflect details about the district's board's meetings, preparations for board meetings, and the development of the consent agenda.</p> <p>Based on discussions during the board review, the revisions at PREPARATION are proposed to reflect the practice of requiring at least two board members to place an item on the agenda.</p> <p>The provisions at SOLE SOURCE PURCHASES are addressed at CH(LOCAL), the code that addresses purchases, and is recommended for deletion from this policy.</p> <p>Regarding the provisions at COMPLIANCE WITH OPENING MEETINGS ACT, this is more of a training issue for the principals. The provisions are recommended for removal from this policy.</p>	YES
BEC(LOCAL)	Board Meetings Closed Meetings	<p>DELETE POLICY</p> <p>A board members' right to access certified agenda or tape recordings of closed meetings is established in statute and clarified through attorney general opinions. The board could establish a procedure for access, but it is not necessary to include in board policy. This policy is recommended for deletion.</p>	YES
BED(LOCAL)	Board Meetings Public Participation	<p>REVISE POLICY</p> <p>To clarify the two opportunities that individuals have to address the board in open forum or on a specific agenda item, the provisions have been reorganized and some modifications to the text are recommended.</p> <p>In response to the board's request, the text at ADDRESSING THE BOARD is recommended. It would require an individual addressing the board to state their name, address, and, if a District employee, their position in the district. Under DISRUPTION, the text is recommended for deletion since a decision of the presiding officer can be appealed in accordance with meeting procedures.</p>	YES

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BF(LOCAL)	Board Policies	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to align with TASB standard language.</p> <p>The text at HARMONY OF LAW is recommend for removal since it appears to address immunity which is covered in policies BBE and DGC.</p> <p>At TASB LOCALIZED UPDATES, the recommendations are intended to simplify the provisions. How the district handles the legally referenced policies should be included in administrative procedures since the (LEGAL) policies themselves do not require board approval.</p> <p>The process outlined in WAIVERS FROM LAW/RULE/POLICY is recommended for removal. This can be addressed with an administrative procedure.</p>	<p>YES</p> <p>However remove the language from page 2, third full paragraph “and into other localized policy manuals maintained by the District.”</p>
BJA(LOCAL)	Superintendent Qualifications and Duties	<p>REVISE POLICY</p> <p>Included with this summary is our standard policy language regarding the qualifications and duties of the superintendent. It is recommended that the district review its current policy and TASB standard language to determine whether the two need to be combined, avoiding any duplication, or if the district would like to retain its current policy, or move in to the standard language.</p> <p>Regarding some of the district’s locally developed text:</p> <ul style="list-style-type: none"> • Any additional QUALIFICATIONS beyond what the law requires is more appropriate for discussion when the board is considering the posting for a vacancy in the superintendent position. It is not recommended for inclusion in policy. • The JOB GOAL text is merely a summary of the superintendent’s responsibilities which is addressed in statute, so this text is also recommended for removal from the policy. <p>The DELEGATION text is recommended for inclusion in this policy to cover those instances when the superintendent does decide to delegate responsibility for a particular responsibility.</p>	<p>YES</p>

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BJCF(LOCAL)	Superintendent Nonrenewal	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to reflect that board will determine on a case-by-case basis whether to conduct the nonrenewal hearing of the superintendent or use the independent hearing examiner method.</p> <p>The corresponding exhibit has also been updated to reflect this practice.</p>	YES
BQ(LOCAL)	Planning and Decision-Making Process	<p>REVISE POLICY</p> <p>A few minor revisions are recommended for clarity in the text at PARENTAL INVOLVEMENT PLAN.</p>	YES
BQA(LOCAL)	Planning and Decision-Making Process District-Level	<p>REVISE POLICY</p> <p>The enclosed proposed policy is recommended to reflect district practices regarding the composition and responsibilities of the Districtwide Educational Improvement Council (DEIC).</p> <p>Due to the extensive number of other editorial revisions, we have provided a clean copy in lieu of redlined copy of the proposed policy. A few highlights of the policy:</p> <ul style="list-style-type: none"> • The CHAIRPERSON is elected by the DEIC. • At least four MEETINGS are held each year. This would be a change from the nine meetings each year currently reflected in policy. • At COMPOSITION, it is recommended that the number of individuals on the council be removed and the district rely on the two-thirds ratio of teachers to professional members when assembling the committee. Any specifics on membership could be included in DEIC guidelines. • At least two PARENTS, two COMMUNITY MEMBERS, and two BUSINESS MEMBERS serve on the committee. • For the ELECTIONS, only the individual’s consent is required to be listed on the ballot. • Representatives serve for two-year TERMS and are limited to two consecutive terms on the council. <p>Based on the administrative discussions, the district would like to include a provision limiting the number of teachers elected from a specific school.</p>	YES

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BQB(LOCAL)	Planning and Decision-Making Process Campus-Level	<p>REVISE POLICY</p> <p>Enclosed is a proposed policy to reflect practices regarding the composition and responsibilities of the Campus Improvement Teams (CIT).</p> <p>Due to the extensive number of other editorial revisions, we have provided a clean copy in lieu of redlined copy of the proposed policy. The policy states:</p> <ul style="list-style-type: none"> • The Chairperson is elected by the CIT. • The professional staff representatives, CLASSROOM TEACHERS, and CAMPUS-BASED NONTEACHING PROFESSIONALS are elected by their peer group. • The DISTRICT-LEVEL PROFESSIONAL is elected by the principal assigned at the campus. A district-level professional cannot serve on more than two CITs. • At least two PARENTS of students enrolled at the campus, two COMMUNITY MEMBERS, and two BUSINESS MEMBERS serve on the committee. • Representatives serve for two-year TERMS and are not limited to the consecutive terms they can serve. 	YES
CAA(LOCAL)	Fiscal Management Goals and Objectives Financial Ethics	<p>REVISE POLICY</p> <p>The proposed revisions at FRAUD AND FINANCIAL IMPROPRIETY are recommended to align with TASB recommended policy language.</p> <p>To reflect the district's zero tolerance approach to financial impropriety and fraud, the enclosed revisions are recommended at RESPONSE.</p>	YES
CB(LOCAL)	State and Federal Revenue Sources	<p>DELETE POLICY</p> <p>Many of the provisions in the policy are recommended for removal. These provisions are informational defining state funds, federal funds, and local revenue.</p> <p>The provision at grant reports is recommended for deletion. As part of its oversight responsibilities the board can request a report on any aspect of district operations. It is not necessary to reflect this in policy.</p>	YES

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CBB(LOCAL)	State and Federal Revenue Sources	<p>DELETE POLICY</p> <p>This extremely old policy referenced arbitration methods for the Close-up Scholastic Excellence Service State Grant Program and Community Service State Grant Program. These programs are no longer in place in the district. This policy is recommended for deletion from the manual.</p>	YES
CCA(LOCAL)	Local Revenue Sources Bond Issues	<p>DELETE POLICY</p> <p>Because much of the information regarding bond elections is covered in statute and in state rules, this policy is recommended for deletion.</p>	YES
CCG(LOCAL)	Local Revenue Sources Ad Valorem Taxes	<p>REVISE POLICY</p> <p>Since DELINQUENT TAXES and INSTALLMENTS are covered in the law [see CCG(LEGAL)], it is not necessary to address this issue in local policy; the enclosed revisions are recommended.</p>	YES
CDA(LOCAL)	Other Revenues Investments	<p>REVISE POLICY</p> <p>Anyone designated by the board to serve as investment officer must meet all requisite training requirements as provided in statute. It is not necessary to repeat this requirement in the local policy, so the revisions at INVESTMENT AUTHORITY are recommended for removal.</p> <p>It is recommended that the district establish INTERNAL CONTROLS to avoid collusion.</p> <p>Since the district provides a report on investments on at least a monthly basis, the provision at PORTFOLIO REPORT is recommended for removal.</p>	YES
CDB(LOCAL)	Other Revenues Sale, Lease, or Exchange of School-Owned Property	<p>REVISE POLICY</p> <p>The revisions at REAL PROPERTY are recommended for clarity. The superintendent authority to manage school facilities is established at policy BJA. The text at PAVING ASSESSMENTS is recommended for removal since it reflects state law and does not require any statement in local policy.</p> <p>The superintendent has authority to delegate appropriate staff to implement particular policies or responsibilities; it is not necessary to record that delegation in policy; the text at DELEGATION OF AUTHORITY TO ACT is recommended for deletion.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
CE(LOCAL)	Annual Operating Budget	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to clarify several items regarding the district’s budget:</p> <ul style="list-style-type: none"> • New text is recommended to state the district’s fiscal year of July 1 - June 30. • At BUDGET PLANNING, the revised language clarifies the general purpose of the budget planning process. • New text is recommended to outline the process surrounding the BUDGET MEETING, including the public hearing required to be conducted before the board approves the budget. • New provisions are recommended to address AUTHORIZED EXPENDITURES and BUDGET AMENDMENTS. <p>Who serves in the absence of the chief financial officer is an administrative decision that would be addressed in job descriptions. It is not necessary to include this information in policy.</p>	YES
CFB(LOCAL)	Accounting Inventories	<p>REVISE POLICY</p> <p>The proposed policy language is recommended to replace this district’s current provisions on inventories. The only issue that is required to be addressed in policy is the district’s capitalization threshold. The remainder of the provisions in current policy is more appropriate for inclusion in an administrative procedure on inventory tracking.</p>	YES
CFC(LOCAL)	Accounting Audits	<p>REVISE POLICY</p> <p>Several revisions are recommended to clarify the direct relationship between the board and the director of internal audit office and the operation of that office, including the employment of the director.</p> <p>At ORGANIZATION AND ASSIGNMENT OF PERSONNEL TO THE INTERNAL AUDIT DEPARTMENT, there was discussion on the provision (first paragraph) permitting the department to engage in certain activities with board approval.</p> <p>Board Revisions: Change “director of/for internal audit” to “Chief Internal Auditor” throughout and on page 1 in Selection of Director For Internal Audit change “The director for internal audit shall be an at-will employee.” To “the Chief Internal Auditor shall be a contract employee.”</p>	YES with revisions

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CFC(EXHIBIT)	Accounting Audits	<p>REVISE EXHIBIT</p> <p>Recommended for inclusion in the exhibit is a statement at the end that this charter is board approved and can only be modified by board action.</p>	YES with revisions
		<p>Board Revisions: Change “director of/for internal audit” to “Chief Internal Auditor” throughout and add the word “processes” after the word governance in the 3rd added paragraph.</p>	
CFD(LOCAL)	Accounting Activity Funds Management	<p>REVISE POLICY</p> <p>Several revisions are recommended to this policy on activity funds. The language at USE AND EXPENDITURE is recommended to permit student groups to use funds in accordance with the purpose of the organization or upon the approval of the sponsor.</p> <p>Student groups would be permitted to continue to raise funds for charitable organizations, but the organization must be a qualified 501(c)(3) tax-exempt organization and must provide a determination letter regarding this status.</p> <p>At APPROVAL, we have clarified that the immediate supervisor must approve any disbursement made to an employee.</p> <p>New text is recommended to address the disposition of any remaining SENIOR CLASS FUNDS.</p>	YES
CI(LOCAL)	School Properties Disposal	<p>REVISE POLICY</p> <p>The enclosed revisions are provided to clarify who has authority to dispose of surplus or salvage property. The text recommended for deletion would be more appropriate for inclusion in an administrative procedure since the superintendent is authorized to dispose of this property.</p> <p>Regarding reports, a board member or the board can always request a report from the administration regarding an operational area. It is not necessary to include a provision in the policy to this effect.</p>	YES
CLE(LOCAL)	Buildings, Grounds, and Equipment Management Flag Displays	<p>DELETE POLICY</p> <p>With recent legislation requiring flags in every classroom and the mandates of the United States Flag Code regarding lowering a flag to half-staff, this policy is recommended for deletion.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
CNA(LOCAL)	Transportation Management Student Transportation	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to clarify when the district will provide transportation to students.</p> <p>Based on discussions during the administrative review, the district will only provide transportation to students for whom the district receives transportation funding, a student who resides in a designated hazardous area, or a student attending a magnet school or special program who resides two or more miles from that campus.</p> <p>New language is recommended to address the adoption of the resolution designating hazardous conditions and areas in for purposes of transportation eligibility. This policy and the resolution are required if the district wishes to apply for funding to cover transporting students residing in the designated hazardous areas.</p> <p>The text at ineligibility is recommended for deletion since the revised policy establishes which students are eligible for transportation. The text at DISRUPTIVE STUDENTS is more of an administrative procedure and should be communicated to bus drivers in the form of a regulation or in the transportation handbook.</p>	YES
CNB(LOCAL)	Transportation Management District Vehicles	<p>REVISE POLICY</p> <p>Because the district permits nonschool use of district vehicles, this policy is recommended for revision. The use of district vehicles would require approval of the superintendent or designee.</p>	YES
CO(LOCAL)	Food Services Management	<p>DELETE POLICY</p> <p>Because this local policy merely repeats U.S. Department of Agriculture rules, this policy is recommended for deletion.</p>	YES
CPAB(LOCAL)	Office Communications Mail and Delivery	<p>REVISE POLICY</p> <p>The provisions recommended for removal in this policy repeat current statute.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
CQ(LOCAL)	Technology Resources	<p>REVISE POLICY</p> <p>The substantive revision recommended to this policy is at LIMITED PERSONAL USE. The district permits limited personal use of the district's technology resources (i.e., Internet access) by employees and students as long as there is no tangible cost to the district, it doesn't burden the district's technology resources, and does not adversely impact the employee's job performance or student's academic performance. Given the requirements for use, item 4 was not necessary in policy and is recommended for removal.</p>	YES
CR(LOCAL)	Insurance and Annuities Management	<p>DELETE POLICY</p> <p>The information in this policy is administrative in nature and is recommended for deletion.</p>	YES
CRB(LOCAL)	Insurance and Annuities Management Liability Insurance	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to reflect that the district purchases liability insurance for board members and employees.</p>	YES
CRF(LOCAL)	Insurance and Annuities Management Unemployment Insurance	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to clarify this policy on letters of reasonable assurance.</p>	YES

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CV(LOCAL)	Facilities Construction	<p>REVISE POLICY</p> <p>Enclosed are several recommended revisions to remove specific citations and refer, instead, to "state law." This will avoid the possibility of incorrect citations resulting from any reorganization of statutes.</p> <p>At APPROVAL AUTHORITY, the statement is recommended for removal. The expectation is that all policies, laws, and procedures be followed as described in DH(LOCAL).</p> <p>Recommended for inclusion in the policy is a statement about FINAL PAYMENT. No final payment would be made until the board has accepted the work. At PROFESSIONAL SERVICES the revisions are recommended to clarify the authority of the superintendent to approve professional services agreements that are less than \$100,000 in value.</p>	YES
CVA(LOCAL) CVB(LOCAL)	Facilities Construction Competitive Bidding Facilities Construction Competitive Sealed Proposals	<p>REVISE POLICY</p> <p>The enclosed revisions to these policies are recommended to address the BID PROCESS and how the safety record of the bidder will be considered.</p> <p>Recommended for removal from the policy are provisions that are currently addressed in statute.</p>	YES
CVD(LOCAL)	Facilities Construction Construction Manager-At-Risk	<p>REVISE POLICY</p> <p>The text recommended for removal is addressed in statute and is not necessary to repeat in the policy.</p>	YES
CW(LOCAL)	Naming Facilities	<p>REVISE POLICY</p> <p>To reflect that the board and not the board services committee receives nominations for names of district facilities, the enclosed revisions are recommended.</p>	YES
DB(LOCAL)	Employment Requirements and Restrictions	<p>DELETE POLICY</p> <p>Based on the discussion during the administrative review, requiring employees to live in the United States no longer reflects district practice and is recommended for deletion.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
DBB(LOCAL)	Employment Requirements and Restrictions Medical Examinations and Communicable Diseases	REVISE POLICY A few minor revisions are recommended to this policy on examinations for employees.	YES

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DBD(LOCAL)	Employment Requirements and Restrictions Conflict of Interest	<p>REVISE POLICY</p> <p>The recommended changes to this policy on conflict of interest are based on TASB’s recommended language. It establishes the requirements to which employees must adhere regarding disclosures of potential conflicts of interest. The district has the discretion to expand on these requirements. Below are a few highlights of the policy:</p> <ul style="list-style-type: none"> • A disclosure is required of any employee when there is a conflict in the general discharge in their duties. • Specific disclosures for the superintendent and any employee in a position to effect a financial decision are required in the policy when a particular circumstance exists. • The district can require other employees, in addition to the superintendent, to submit a conflicts disclosure statement. This would apply for all employees designated by policy. The conflicts disclosure statement would reveal any relationship that the designated employee has with an existing or potential vendor. It would replace the district’s locally developed provisions regarding affidavits and disclosures or ownership or employment. • The provisions at REQUIREMENTS AND RESTRICTIONS are recommended for deletion. As long as the employee discloses, the board or superintendent, depending on the amount, would have the authority to make the purchase. • With the establishment of a committee to select instructional materials (textbooks), this provision is recommended for removal. If the district wishes to retain this information, it is recommended for coding at CMD(LOCAL). • The provisions at DBD(LLEGAL) provide information on acceptable gifts, so the detailed provisions in this policy are recommended for deletion. • The provisions at PUBLIC OFFICE are recommended for deletion since the determination of whether an office is incompatible with district employment usually requires legal consultation. If it is not incompatible, an employee could use available leave to attend meetings of that governmental body. • It is recommended that the details on CONSULTANT SERVICE be addressed in administrative regulations. Text at NONSCHOOL EMPLOYMENT and PRIVATE TUTORING are recommended to clarify these practices. 	<p>YES, however on page 2, paragraph numbered one, remove the words ‘for business services.’</p>

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DC(LOCAL)	Employment Practices	<p>REVISE POLICY</p> <p>Recommended for inclusion in this policy are provisions clarifying that the superintendent would define the qualifications and duties of all positions and ensure that job descriptions are up-to-date.</p> <p>At EMPLOYMENT OF STAFF, the enclosed revisions are recommended to specify that the board retains authority to hire the internal auditor. The superintendent is authorized to hire all other employees in the district and may present to the board for action recommendations for principals and senior administrative staff positions. The text at LATERAL TRANSFER OR REASSIGNMENT is recommended for deletion since this topic is covered at DK(LOCAL).</p>	YES
DE(LOCAL)	Compensation and Benefits	<p>DELETE POLICY</p> <p>The information in this policy reflects more of a district or board goal and is recommended for deletion. If the district publishes a manual or handbook regarding compensation, that would be the appropriate place to include this information.</p>	YES
DEA(LOCAL)	Compensation and Benefits Wage and Hour Laws	<p>REVISE POLICY</p> <p>The text CREDITABLE YEARS is recommended for deletion since this is addressed in state rules. During the administrative review, it was recommended that the maximum number of compensatory hours accumulated by an employee be capped at 120 hours. Once the cap is reached, the employee would be paid for any approved overtime and would not earn compensatory time. The cap would be the same for security personnel and non-security personnel.</p>	YES
DEB(LOCAL)	Compensation and Benefits Fringe Benefits	<p>DELETE POLICY</p> <p>The information regarding non-resident employees and their children attending school in the district is addressed at FDA(LOCAL) and is recommended for removal from this policy. Because the district no longer has a tuition exemption program for district employees enrolled in the adult education program, this policy is recommended for deletion.</p>	YES
DED(LOCAL)	Compensation and Benefits Vacation and Holidays	<p>ADD POLICY</p> <p>Enclosed is a recommended policy on vacation for 12-month employees.</p>	YES

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DEE(LOCAL)	Compensation and Benefits Expense Reimbursement	<p>REVISE POLICY</p> <p>The recommended revisions are provided regarding this policy on reimbursement for authorized employee travel. Because this policy addresses employee travel, references to student travel and volunteer travel have been removed. Again, regarding, MONTHLY REPORTS, the board can request reports from the administration at any time as part of its oversight responsibilities. During the administrative review, it was determined that the district does not require receipts for meals. Instead, employees are provided a meal per diem. The language at exception is intended to cover this practice.</p> <p>Please note that this policy differs somewhat from BBG(LOCAL), which addresses travel reimbursement for board members. Similar limitations on reimbursement for use of personal vehicles could be established for employees in administrative procedures.</p>	YES
DFAA(LOCAL)	Probationary Contracts Suspension/Termination During Contract	<p>REVISE POLICY</p> <p>The SUSPENSION WITHOUT PAY/TERMINATION text is recommended for deletion since the superintendent's authority to reassign a district employee is provided in policy DK. The remaining text is recommended for deletion since the board is not authorizing the superintendent to suspend someone without pay; the board continues to retain that authority and would rely on the superintendent to make such a recommendation.</p>	YES
DFBA(LOCAL)	Term Contracts Suspension/Termination During Contract	<p>DELETE POLICY</p> <p>This policy is recommended for deletion. The superintendent's authority to reassign a district employee is provided in policy DK. The remaining text is recommended for deletion since the board is not authorizing the superintendent to suspend someone without pay; the board continues to retain that authority and would rely on the superintendent to make such a recommendation.</p>	YES

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DFD(LOCAL)	Termination of Employment Hearings Before Hearing Examiner	<p>REVISE POLICY</p> <p>Because this policy addresses the time limits when hearing oral arguments, the text at DIRECT COMMUNICATION WITH BOARD MEMBERS is recommended for deletion. This prohibition against communicating with board members on a pending hearing or appeal is addressed in DFBB(LOCAL) and DGBA(LOCAL).</p>	YES
DGA(LOCAL)	Employee Rights and Privileges Freedom of Association	<p>REVISE POLICY</p> <p>To clarify the district's expectations regarding an employee's participation in organizational activities, the enclosed revisions are recommended to this policy. With the widespread use of cell phones, the text at TELEPHONE USE is recommended for removal.</p>	YES
DGBA(LOCAL)	Personnel-Management Relations Employee Complaints/Grievances	<p>REVISE POLICY</p> <p>The proposed policy primarily reflects recommendations provided by the administration. In addition to the administrative recommendations, some additional language has been suggested to clarify the grievance policy.</p> <p>Included in the policy was a statement requiring a RESPONSE at LEVEL ONE and LEVEL TWO within three days of the meeting with the grievant. Also included is the TASB recommended language for a three level complaint process.</p>	<p>YES, however on page 5, 2nd to last paragraph change "their" to "his/her"</p>

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DHE(LOCAL)	Employee Standards of Conduct Searches and Alcohol/Drug Testing	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to clarify when REASONABLE SUSPICION ALCOHOL OR DRUG SCREENING is required for an employee. At DRUG-RELATED VIOLATIONS, employees subject to the Department of Transportation testing program would not be eligible for reinstatement if they are found to have a drug-related violation.</p>	YES
DI(LOCAL)	Employee Welfare	<p>REVISE POLICY</p> <p>To meet federal grant requirements, this policy was included in the district's manual. The enclosed revisions are intended to simplify this policy. How the district responds to drug violations is handled in other policies (e.g., policy DH).</p>	YES
DK(LOCAL)	Assignment and Schedules	<p>REVISE POLICY</p> <p>The recommended revisions are intended to clarify the superintendent's authority to assign and reassign district personnel. Since the provision at TRANSFERS AND ASSIGNMENTS is covered at DC(LOCAL), it is recommended for removal from this policy.</p>	YES
DLB(LOCAL)	Work Load Required Plans and Reports	<p>ADD POLICY</p> <p>By law, the board is required to limit redundant reports and written reports. This local policy is recommended for inclusion to your policy to meet this legal requirement and to ensure that efforts are implemented for that purpose.</p>	YES
DMA(LOCAL)	Professional Development Required Staff Development	<p>DELETE POLICY</p> <p>This policy, dating back to 1997, is recommended for deletion. The administration can establish a professional development plan that meets the expectations of the board. It is not necessary to detail that plan in policy.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
DMD(LOCAL)	Professional Development Professional Meetings and Visitations	<p>REVISE POLICY</p> <p>This policy addresses employee attendance at professional meetings. The enclosed revisions are recommended to clarify who has authority to approve attendance at MEETINGS, CONFERENCES, AND WORKSHOPS. The provisions recommended for deletion can be addressed in administrative procedures.</p>	YES
DN(LOCAL)	Performance Appraisal	<p>REVISE POLICY</p> <p>Some minor revisions are recommended to this policy on performance appraisals for all employees other than teachers, administrators, and other certified professional employees.</p>	YES
DNB(LOCAL)	Performance Appraisal Evaluation of Other Professional Employees	<p>REVISE POLICY</p> <p>A few minor revisions are recommended to this policy on performance appraisals for certified professional employees.</p>	YES
DP(LOCAL)	Personnel Positions	<p>REVISE POLICY</p> <p>Since the board, by policy, is only required to establish the qualifications for principals, the enclosed revisions are recommended. The specific duties are not necessary in policy; these would be part of the principal job description established by the superintendent.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
EB(LOCAL)	School Year	<p>REVISE POLICY</p> <p>Based on discussions during the administrative review, the enclosed revisions are recommended to reflect that the superintendent consults with the DEIC in developing a school calendar.</p> <p>In addition, at EMERGENCIES, the existing language authorizes the superintendent to make variations from calendar in case of emergencies. Since the board has granted this authority to the superintendent, it would not be necessary to ratify any changes. This delegation is a practical approach since there may not be time to consider a change in the calendar for bona fide emergent situations.</p>	YES
EED(LOCAL)	Instructional Arrangement Student Schedules	<p>DELETE POLICY</p> <p>The information in this policy is recommended for deletion. The level of detail regarding scheduling could be covered in district procedures and the information on dropping courses is more appropriate for the student handbook.</p>	YES
EEH(LOCAL)	Instructional Arrangement Homebound Instruction	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to clarify that an emancipated minor or student who is 18 years or older could serve on the placement committee for homebound services.</p>	YES
EFA(LOCAL)	Instructional Resources Instructional Materials	<p>REVISE POLICY</p> <p>Several recommended revisions are intended to clarify this policy on instructional materials. The statement in the first paragraph regarding requisition and purchase is recommended for removal since it is covered for all purchases based on the limits in the district budget. During the administrative review it was determined that the curriculum and instruction product review form is no longer used so the text regarding this form, on Page 2, is recommended for removal.</p> <p>Lastly, at GUIDING PRINCIPLES, TASB recommends including language that an individual is entitled to raise an objection to material even given a clearly established selection process and qualified personnel who are involved in the selection.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
EFB(LOCAL)	Instructional Resources Library Media Programs	<p>DELETE POLICY</p> <p>This policy, once required for Southern Association of Colleges and Schools for accreditation purposes, is no longer necessary and is recommended for deletion from the manual.</p>	YES
EHAC(LOCAL)	Basic Instructional Program Required Instruction (Secondary)	<p>REVISE POLICY</p> <p>Since the text at PHYSICAL ACTIVITY repeats legal requirements and are stated in EHAC(LEGAL), the enclosed revision is recommended.</p>	YES
EHBA(LOCAL)	Special Programs Special Education	<p>DELETE POLICY</p> <p>The provisions regarding the discipline of special education students are covered in the districts code of conduct and in other legal policies. The provisions on approval of mediation expenses would fall under the district's purchasing policy. The text at PARENTAL CONSENT FOR ASSESSMENT is repetitive of the legal policy. As a result, this policy is recommended for deletion.</p>	YES
EHBB(LOCAL)	Special Programs Gifted and Talented Students	<p>REVISE POLICY</p> <p>While most of the proposed revisions to this policy are editorial in nature to clarify nomination and selection for the district's gifted and talented (GT) program, several areas are highlighted below:</p> <ul style="list-style-type: none"> • The policy continues to reflect that each campus will establish a selection committee. • While the district encourages parents to have their child reassessed for the program when they transition to middle school, the district has not established routine reassessments for students. • At TRANSFER STUDENTS, the recommended revisions distinguish between the placement process for students from military families and students from non-military families. 	YES
EHBC(LOCAL)	Special Programs Compensatory/Accelerated Services	<p>REVISE POLICY</p> <p>Since the specifics on accelerated instruction are outlined in statute, they are recommended for removal from this policy. The credit recovery information is more appropriate for inclusion in the student handbook since it, too, only presents the options to earn course credit. Because dyslexia is a criterion that is included in the statutory definition of "at risk", the text at LOCAL ELIGIBILITY CRITERIA is recommended for deletion from the policy.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
EHBD(LOCAL)	Special Programs Federal Title I	<p>REVISE POLICY</p> <p>The text recommended for deletion merely repeats statute. Parental Involvement is currently addressed at BQ(LOCAL), and the district parental involvement plan should be included in the overall district improvement plan. The proposed revisions at COMPARABILITY OF SERVICES are recommended to ensure compliance with the TEA Division of Federal Fiscal Compliance and Reporting Comparability Assurance Document. It requires the district to demonstrate it has established a written policy to ensure “equivalence among schools” in certain areas. For this purpose, the term “equity” is recommended for use in this policy.</p>	YES
EHBE(LOCAL)	Special Programs Bilingual Education/ESL	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to authorize the principals to assign professional staff to the LPAC. Since the specific membership of the committee and their responsibilities are established by law, the remainder of this policy is recommended for deletion.</p>	YES
EHDB(LOCAL)	Alternative Methods for Earning Credit Credit by Examination with Prior Instruction	<p>REVISE POLICY</p> <p>Credit by examination with prior instruction is only permitted for students in grades 6-12 so it’s not necessary to clarify in the local policy that it is for a “secondary” course. The text recommended for removal refers to credit by examination without prior instruction, which is addressed in policy EHDC.</p>	YES
EI(LOCAL)	Academic Achievement	<p>REVISE POLICY</p> <p>Based on the discussions at the administrative review, the enclosed revisions are recommended to clarify the practice of grade averaging. The revisions in the third paragraph of FULL CREDIT COURSE GRADE AVERAGING are recommended to provide an exception to this practice for Pre-AP courses taken not taken for high school credit.</p>	YES
EIA(LOCAL)	Academic Achievement Grading/Progress Reports to Parents	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to this policy on grading. A new provision would require teachers to record a minimum of two grades each week for students in grades 2-12. Also, to align with current practice regarding the issuance of progress reports, the revisions at PROGRESS REPORT are recommended.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
EIAA(LOCAL)	Grading/Progress Reports to Parents Examinations	<p>REVISE POLICY</p> <p>The recommendation that was agreed on in the administrative review was to permit the Campus Improvement Teams (CIT) to approve campus procedures for exam exemptions. If this is the recommendation from the CIT, it will be submitted to the area superintendent. The remaining revisions are recommended to establish specific criteria for s student on a campus instituting exam exemptions.</p>	YES
EIAB(LOCAL)	Grading/Progress Reports to Parents Makeup Work	<p>DELETE POLICY</p> <p>TASB recommends deletion of the enclosed policy. There is no requirement for a policy to address these issues, and such material would be more effectively maintained and communicated to students and parents in the district’s grading guidelines and student handbook.</p>	YES
EJ(LOCAL)	Academic Guidance Program	<p>REVISE POLICY</p> <p>Some minor revisions are recommended to align the list in AREAS OF STUDENT NEED with standard TASB text. The policy continues to reflect in the last paragraph that qualified counselors will assist with the standardized testing program.</p>	YES
EKB(LOCAL)	Testing Programs State Assessment	<p>REVISE POLICY</p> <p>The outdated text at TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS PROCEDURES is recommended for removal from this policy. The specific testing requirements are established in statute and reflected in the district’s EKB(LEGAL).</p>	YES
EMB(LOCAL)	Miscellaneous Instructional Policies Teaching About Controversial Issues	<p>REVISE POLICY</p> <p>The recommended revision is intended to clarify that teachers should not be “transmitting” personal beliefs regarding political and sectarian issues. The term “indoctrinate” implies that the beliefs have been accepted by the student. The intent with this policy is to advise teachers they shouldn’t be sharing personal beliefs about certain issues.</p>	YES
EMG(LOCAL)	Miscellaneous Instructional Policies Non-Service Animals	<p>REVISE POLICY</p> <p>Minor revisions are recommended to the policy to conform to policy style. No substantive changes are recommended.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
FB(LOCAL)	Equal Educational Opportunity	<p>REVISE POLICY</p> <p>In order to comply with federal rules, the name, title, and contact information for the district's TITLE IX COORDINATOR and ADA/SECTION 504 COORDINATOR are recommended for inclusion in this policy. These individuals would receive reports of noncompliance with the federal laws regarding discrimination based on gender or disability, respectively. The superintendent is responsible for ensuring compliance with all other antidiscrimination laws.</p> <p>Also recommended is the addition of text to address special records retention rules for certain reports of discrimination. The text at NO PASS, NO PLAY is recommended for removal from this local policy; it is addressed at FM(LEGAL).</p>	YES
FFH(LOCAL)	Student Welfare Freedom from Discrimination, Harassment, and Retaliation	<p>REVISE POLICY</p> <p>The name, title and contact information for the TITLE IX COORDINATOR and ADA/SECTION 504 COORDINATOR are recommended for inclusion in this policy.</p>	YES
FC(LOCAL)	School Attendance Areas	<p>REVISE POLICY</p> <p>The philosophical statement is recommended for removal from this policy. The remaining revision is intended to direct individuals to the district's website for a description of the various attendance zones.</p>	YES
FD(LOCAL)	Admissions	<p>REVISE POLICY</p> <p>Since the district admits persons between 21 and 26 years old to complete the requirements for a high school diploma, the enclosed revisions are recommended at the beginning of the policy.</p> <p>To clarify that provisions at NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE apply to students 12 years old or younger, the text in that section is recommended for revision. The text at NONPUBLIC AND NONACCREDITED SCHOOLS is recommended for revision to clarify the placement process for these students and the evaluation of TRANSFER CREDIT. Schools located out of the country are considered nonaccredited for purposes of this policy.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
FDC(LOCAL)	Admissions Homeless Students	DELETE POLICY This policy is recommended for deletion. Much of what is reflected in the policy is addressed in law. The designation of the homeless liaison is made at FFC(LOCAL).	YES
FDE(LOCAL)	Admissions School Safety Transfers	REVISE POLICY A minor revision is recommended to clarify when the district is required to notify the parent of a student who is A VICTIM OF A VIOLENT CRIMINAL OFFENSE. The change recommended at ADDITIONAL TRANSFER OPTIONS is intended to cover any sexual assault.	YES
FEA(LOCAL)	Attendance Compulsory Attendance	REVISE POLICY Because the withdrawal of students 18 years or older is covered in statute, the enclosed revisions are recommended.	YES
FEC(LOCAL)	Attendance Attendance for Credit	REVISE POLICY FEC(LEGAL) states that a majority of the attendance review committee shall be composed of teachers. For this reason, the text at ATTENDANCE REVIEW COMMITTEES is recommended for removal from the policy.	YES
FED(LOCAL)	Attendance Attendance Enforcement	DELETE POLICY With the director of pupil services designated as the attendance officer in policy FEA(LOCAL), this policy is recommended for deletion.	YES
FEF(LOCAL)	Attendance Released Time	REVISE POLICY At PARENTAL RIGHTS and RELEASING A STUDENT TO A PARENT, the enclosed revisions are recommended to update the policy on noncustodial parent access to their children while in school and release of students to their noncustodial parents. We recommend removing the text at PRIVATE LESSONS since use of district facilities for private lessons is addressed at GKD(LOCAL).	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
FFAA(LOCAL)	Wellness and Health Services Physical Examinations	<p>REVISE POLICY</p> <p>The policy continues to reflect that annual physicals are required for participation in UIL athletic competitions and the completion of a medical statement for participation in the JROTC. The text at ALL GRADES is recommended for deletion since the request for documentation for excessive absences for health reasons is covered in FEC(LOCAL).</p>	YES
FFAC(LOCAL)	Wellness and Health Services Medical Treatment	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to clarify the administering of medication to students.</p>	YES
FFAD(LOCAL)	Wellness and Health Services Communicable Diseases	<p>DELETE POLICY</p> <p>This policy is recommended for deletion. The procedures to deal with blood or bodily fluid spills can be handled with administrative procedures.</p>	YES
FFB(LOCAL)	Student Welfare Crisis Intervention	<p>REVISE POLICY</p> <p>Several editorial revisions are recommended to clarify the district's response to crises, including suicides.</p>	YES
FFC(LOCAL)	Student Welfare Student Support Services	<p>ADD POLICY</p> <p>This enclosed policy is recommended for inclusion in the district's policy manual. This policy designates the district's liaison for homeless students.</p>	YES
FFD(LOCAL) FFG(EXHIBIT)	Student Welfare Student Insurance	<p>REVISE POLICY and EXHIBIT</p> <p>Whether or not the district offers accident insurance to students is a decision made at the board level, but it is not necessary to reflect that decision in policy; the provision at VOLUNTARY PROGRAM is recommended for deletion.</p> <p>During the administrative review, it was confirmed that the district does require either insurance coverage or a waiver for students who participate in trips outside the district or in athletic activities. The revisions are recommended to clarify this practice.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
FG(LOCAL)	Student Awards and Scholarships	<p>REVISE POLICY</p> <p>The enclosed revisions are recommended to clarify the district’s practice regarding ACADEMIC AWARDS and ATHLETIC AWARDS.</p>	YES
FJ(LOCAL)	Gifts and Solicitations	<p>REVISE POLICY</p> <p>The recommended revisions clarify who approves fundraising projects. Students would be permitted to participate in fundraising for charitable organizations, such as Jump Rope for Heart or Relay for Life. The students could also organize their own fundraising projects for charitable organizations.</p>	YES
FM(LOCAL)	Student Activities	<p>REVISE POLICY</p> <p>A minor revision is recommended to reflect the number of EXTRACURRICULAR ACTIVITY ABSENCES permitted by the district in a school year.</p>	YES
FMD(LOCAL)	Student Activities Social Events	<p>DELETE POLICY</p> <p>Because the details regarding the conduct of school social events can be addressed administratively, this policy is recommended for deletion.</p>	YES
FMF(LOCAL)	Student Activities Contests and Competition	<p>REVISE POLICY</p> <p>The policy continues to reflect that the district’s decision to pay students’ travel expenses associated with an overnight trip required for any level of UIL competition. The proposed revision would remove the text at CHEERLEADING SAFETY; this is more appropriately addressed in the cheerleader handbook or extracurricular activities handbook.</p>	YES
FMG(LOCAL)	Student Activities Travel	<p>REVISE POLICY</p> <p>Much of the current policy contains procedural information, which is recommended for deletion.</p> <p>The area superintendent approves overnight trips and out-of-state trips for student organizations.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
FN(LOCAL)	Student Rights and Responsibilities	<p>REVISE POLICY</p> <p>The proposed revisions in this policy are recommended to clarify that the board does not adopt student handbooks. The other recommended changes are to reflect the existence of various handbooks based on the grade levels served.</p>	YES
FNAB(LOCAL)	Student Expressions Use of School Facilities for Non-School Purposes	<p>REVISE POLICY</p> <p>The revisions are recommended regarding nonschool use of district facilities by student groups.</p>	YES
FNF(LOCAL)	Student Rights and Responsibilities Interrogations and Searches	<p>REVISE POLICY</p> <p>Some clarifying revisions are recommended to the district's policy on student searches, the use of sniffer dogs and metal detectors.</p>	YES
FNG(LOCAL)	Student Rights and Responsibilities Student and Parent Complaints/Grievances	<p>REVISE POLICY</p> <p>The enclosed revisions would align this policy with the TASB recommended text for a three-level grievance process. It is recommended that the district's three complaint policies, DGBA, FNG, and GF are aligned regarding the number of levels and the days permitted to submit a complaint, to respond to a complaint, and to appeal.</p>	YES
FO(LOCAL)	Student Discipline	<p>REVISE POLICY</p> <p>Several revisions are recommended to clarify the district official who is responsibility for preparing and distributing the code of conduct. The new text at VIDEO AND AUDIO MONITORING is recommended since the district uses video and audio monitoring equipment on district property.</p>	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
FOB(LOCAL) FOCA(LOCAL)	Student Discipline Out-of-School Suspension Placement in Disciplinary Alternative Education Setting Disciplinary Alternative Education Program Operations	DELETE POLICIES These policies are recommended for deletion. This information is included in the board adopted student code of conduct.	YES to both
FODA(LOCAL)	Expulsion Juvenile Justice Alternative Education Program	DELETE POLICY This policy is recommended for deletion. The location and establishment of the district's juvenile justice alternative education program (JJAEP) should be covered in the memorandum of understanding.	YES
GBAA(LOCAL)	School Communications Program News Media Relations	REVISE POLICY The enclosed revisions clarify who in central or campus administration would address the media when there are routine and non-routine issues that need to be addressed.	YES
GF(LOCAL)	Public Complaints	REVISE POLICY The recommended revisions clarify that days means district business days. With the exception of the time required to file the initial grievance, which is 15 days, the enclosed revision would change all other deadlines for action to ten days. It is recommended that timelines in the other complaint policies are aligned [see DGBA and FNG].	YES

POLICY CODE	POLICY TITLE	ACTION AND SUMMARY OF REVISIONS	APPROVED
GKD(LOCAL)	Community Relations Nonschool use of School Facilities	REVISE POLICY Much of the current policy includes information that is more appropriate for inclusion in procedures or in the user agreement. The revised policy continues to provide for nonschool use of facilities. Nonprofit fundraising and for-profit use are permitted. The scheduling and approval authority is clarified and the insurance coverage by the user is a requirement. Fees are established by the superintendent with the option included for the board to waive fees.	YES
GKDA(LOCAL)	Nonschool use of School Facilities Distribution of Nonschool Literature	REVISE POLICY Redundant text at TIME, PLACE, AND MANNER RESTRICTIONS is recommended for removal for the policy.	YES
GKG(LOCAL)	Community Relations School Volunteer Program	REVISE POLICY Some nonsubstantive revisions are recommended to align this policy with policy style. Several margin notes have also been revised or deleted for better organization of the policy.	YES