EDUCATIONAL PHILOSOPHY

MISSION STATEMENT

The mission of the District is to educate and inspire all students to excel in society.
<table>
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<tr>
<th>ELECTIONS AND TERMS</th>
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<tr>
<td>POSITIONS 1, 2, AND 3</td>
<td>2012, 2015, 2018, and so forth.</td>
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<tr>
<td>POSITIONS 4 AND 5</td>
<td>2013, 2016, 2019, and so forth.</td>
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Elections of Trustees shall be held annually for three-year terms in cycles keyed off the years below:
The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.

A vacancy among officers of the Board shall be filled by majority action of the Board.

Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. Be authorized to sign all contracts approved by the Board.

The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.
3. Be authorized to sign all contracts approved by the Board.

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign documents as approved by the Board.
5. Be authorized to sign all contracts approved by the Board.
Unless otherwise provided in the notice for a meeting, Board meetings shall be held at 401 S. Cherry Lane, Fort Worth, TX 76108.

Regular meetings of the Board shall be held on the third Tuesday of each month at 5:30 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.

The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

The deadline for submitting items for inclusion on the agenda is noon of the seventh calendar day before regular meetings and noon of the third calendar day before special meetings.

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]
The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

ORDER OF BUSINESS
The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

RULES OF ORDER
The Board shall observe the parliamentary procedures as found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

VOTING
Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded. [See BDAA(LOCAL) for the Board President's voting rights]

CONSENT AGENDA
When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

MINUTES
Board action shall be carefully recorded by the secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

DISCUSSIONS AND LIMITATION
Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired.
LIMIT ON PARTICIPATION

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

PUBLIC COMMENT

At regular meetings the Board shall allot a reasonable amount of time not to exceed 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

BOARD’S RESPONSE

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

DISRUPTION

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.
The Board shall approve and periodically review the District’s mission and goals to improve student performance. The mission, goals, and the approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4. [See AE(EXHIBIT)]

The District’s planning process to improve student performance includes the development of the District’s educational goals, the legal requirements for the District and campus improvement plans, all pertinent federal planning requirements, and administrative procedures. The Board shall approve the process under which the educational goals are developed and shall ensure that input is gathered from the District-level committee.

The Board shall ensure that the District and campus improvement plans, as applicable, address all elements required by federal law for receipt of Title I, Part A funds, including elements pertaining to parental involvement. The District-level and campus-level committees shall involve parents in the development of such plans and in the process for campus review and improvement of student academic achievement and campus performance. [See EHBD]

The Board shall ensure that administrative procedures meet legal requirements in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization; adequately reflect the District’s planning process; and include implementation guidelines, time frames, and necessary resources. The Superintendent shall report periodically to the Board on the status of the planning process, including a review of the related administrative procedures, any revisions to improve the process, and progress on implementation of identified strategies.

The Board shall ensure that data are gathered and criteria are developed to undertake the required biennial evaluation to ensure that policies, procedures, and staff development activities related to planning and decision-making are effectively structured to positively impact student performance.
In compliance with Education Code 11.251, the District-planning committee shall advise the Board or its designee in establishing and reviewing the District’s educational goals, objectives, and major Districtwide classroom instructional programs identified by the Board or its designee. The committee shall serve exclusively in an advisory role except that the committee shall approve staff development of a Districtwide nature.

The Superintendent shall be the Board’s designee and shall serve as chairperson of the committee.

The chairperson of the committee shall set its agenda and shall schedule at least five meetings per year; additional meetings may be held at the call of the chairperson.

The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but are not limited to:

1. Articles regarding the work of the committee in District and campus publications or on the District’s Web site.
2. News releases to the local media regarding the work of the committee.
3. Periodic reports on the work of the committee that may be posted on campus bulletin boards.

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff representatives shall be classroom teachers. The remaining employee representatives shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

The director of communications, director of early education, special programs director, testing coordinator, lead nurse, subcommittee advisory members, and committee facilitators shall serve as ex officio members of the committee.

Classroom teacher representatives shall be nominated and elected by classroom teachers assigned to each campus and shall comprise at least two-thirds of the total professional staff representation on the committee.
At least one campus-level nonteaching professional representative shall be nominated and elected by the campus-level nonteaching professional staff.

At least one District-level professional staff member, other than the Superintendent, shall be nominated and elected by the District-level professional staff.

**PARENTS**

The committee shall include at least two parents of students currently enrolled in the District, selected in accordance with administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the committee’s duties and composition and shall solicit volunteers. [See BQA(LEGAL)]

**COMMUNITY MEMBERS**

The committee shall include at least two community members selected by a process that provides for adequate representation of the community’s diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

**BUSINESS REPRESENTATIVES**

The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community’s diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.

**ELECTIONS**

An employee’s affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]

The consent of each nominee shall be obtained before the person’s name may appear on the ballot. Election of the committee shall be held in the fall of each school year at a time determined by the Board or its designee. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.

**TERMS**

Representatives shall serve staggered three-year terms and shall be limited to two consecutive terms on the committee.

**VACANCY**

If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election.
OTHER ADVISORY GROUPS

The existence of the District-level committee shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.
A campus-planning committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal.

The committee shall serve exclusively in an advisory role except that each campus committee shall approve staff development of a campus nature.

Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District’s educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.

The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver. [See BQB(LEGAL) and BF]

Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.

The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but are not limited to:

1. Articles regarding the work of the committee in District or campus publications and on the District or campus Web site.
2. News releases to the local media regarding the work of the committee.
3. Periodic reports on the work of the committee that may be posted on campus bulletin boards.

The committee shall be composed of members who shall represent District- and campus-based professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff representatives shall be classroom teachers. The remaining employee representatives shall be professional non-teaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.
CLASSROOM TEACHERS
Classroom teachers shall be nominated and elected by classroom teachers assigned to that campus.

CAMPUS-BASED NONTEACHING PROFESSIONALS
Campus-based nonteaching professionals shall be nominated and elected by nonteaching professionals assigned to that campus.

DISTRICT-LEVEL PROFESSIONALS
District-level professionals shall be nominated and elected by District-level professional staff.

PARENTS
The committee shall include at least two parents of students currently enrolled in the District, selected in accordance with administrative procedures. The principal shall, through various channels, inform all parents of campus students about the committee’s duties and composition and shall solicit volunteers. [See BQB(LEGAL)]

COMMUNITY MEMBERS
The committee shall include at least two community members selected by a process that provides for adequate representation of the community’s diversity, in accordance with administrative procedures. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

BUSINESS REPRESENTATIVES
The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community’s diversity, in accordance with administrative procedures. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.

ELECTIONS
An employee’s affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA] Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.

TERMS
Representatives shall serve staggered three-year terms and shall be limited to two consecutive terms on the committee.

VACANCY
A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

MEETINGS
The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting.
### PURCHASING AUTHORITY

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

### PURCHASING METHOD

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL).

### COMPETITIVE BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in accordance with administrative regulations. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

### COMPETITIVE SEALED PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in accordance with administrative regulations. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

### ELECTRONIC BIDS OR PROPOSALS

The District may accept bids or proposals through electronic transmission in accordance with administrative regulations. Such regulations shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

### RESPONSIBILITY FOR DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.
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<tr>
<th>PURCHASE COMMITMENTS</th>
<th>All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.</th>
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<tr>
<td>CONTRACTS AND AGREEMENTS</td>
<td>All contracts for the purchase of services or supplies that are not required to be bid shall be coordinated through the Superintendent, and then submitted to the District's attorney for review and approval. The contracts may then be executed by any Board officer or the Superintendent or designee.</td>
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<tr>
<td>PERSONAL PURCHASES</td>
<td>District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.</td>
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The District shall purchase insurance to protect the District and employees from liabilities other than the Tort Claims Act. [See CRB(LEGAL)]
SPECIFICATIONS

The Superintendent or designee shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

PROCESS

All bids shall be submitted in accordance with administrative regulations. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

ELECTRONIC BIDS

The District may accept bids through electronic transmission in accordance with administrative regulations. Such regulations shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids; and ensure that the electronic bids remain effectively unopened until the proper time.

SAFETY RECORD

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder’s OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder’s insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.
The Superintendent or designee shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.

All proposals shall be submitted in accordance with administrative regulations. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may accept proposals through electronic transmission in accordance with administrative regulations. Such regulations shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic proposals; and ensure that the electronic proposals remain effectively unopened until the proper time.

Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.

The District may reject any and all proposals.

If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.
Term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to:

1. SBEC-certified employees serving full-time as principals, assistant principals, teachers, counselors, diagnosticians, librarians, and the athletic director; and

2. Full-time nurses.

Educator term contracts shall be provided also to persons in the following positions for which the District requires current SBEC certification: assistant superintendents and directors.

Any District employee hired under a continuing contract prior to March 1, 1999, shall remain on a continuing contract until the employee relinquishes the contract. [See also DCC]

Policies relating to employment by educator term contract [see DCB and the DFB series] do not apply to employees on continuing contracts.
Personnel employed on an at-will basis include but are not limited to employees in the following categories: instructional aides, clerical employees, maintenance and custodial employees, transportation employees, food service employees, and technology specialists.

**ASSIGNMENT AND EVALUATION**

The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.

Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. [See DN]

**REASONABLE ASSURANCE OF EMPLOYMENT**

At-will employees in positions normally requiring less than 12 months of service annually and who are expected to report to work at the beginning of the following school session shall be provided a letter of reasonable assurance of employment. [See CRF]

**DISMISSAL**

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

**APPEAL TO BOARD**

A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).
The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

PAY ADMINISTRATION

The Superintendent shall administer the compensation plans consistent with the budget approved by the Board. The Superintendent or designee shall classify each job title within the compensation plans based on the qualifications and duties of the position. Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees reassigned to different positions.

ANNUAL PAY INCREASES

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine annual increases for individual employees, within budgeted amounts.

MID-YEAR PAY INCREASES

A contract employee’s pay shall not be increased after performance on the contract has begun unless there is a change in the employee’s job assignment or duties that warrants additional compensation.

CONTRACT EMPLOYEES

The Superintendent may grant a pay increase to a noncontract employee after duties have begun only when there is a change in the employee’s job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

DISASTER PAY

The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent. During an emergency closing for which the workdays are not scheduled to be made up at a later date, all employees shall continue to be paid for their regular duty schedule regardless of whether the employees are required to report to work.

All employees who are required to work during an emergency closing shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

CLASSIFICATION OF POSITIONS

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).
EXEMPT
The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District’s attention, through the District’s complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the FLSA, as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the District’s compensation plans.

NONEXEMPT
Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

WORKWEEK DEFINED
For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

COMPENSATORY TIME ACCRUAL
At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of overtime, the employee will be required to use compensatory time or, at the District’s option, will receive overtime pay.

USE
An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.
Compensatory time may be used at either the employee’s or the District’s option. An employee may use compensatory time in accordance with the District’s leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

ANNUALIZED SALARY REQUIRED

The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary, including any stipends, in equal monthly or bimonthly payments, beginning with the first pay period of the school year.

EARLY SEPARATION

If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, “separation from service” shall be as defined in IRS regulation 26 CFR 1.409A-1(h).

A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:

1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District’s group health coverage for one or more months of the summer, the employee’s share of premiums shall be withheld from the final paycheck.

2. All other employees shall be paid according to the annualized salary provisions above.

[For provisions on continuation of coverage after resignation, see CRD(LEGAL).]
The term “immediate family” is defined as:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

A “workday” for purposes of earning, use, or recording shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family, as stated in the District’s catastrophic leave bank guidelines, that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition.

The District shall make paid leave for the current year available for use at the beginning of the school year.

The District shall not approve paid leave for more workdays than have been accumulated in prior years plus those to be earned during the current year. Any absences beyond available paid leave shall result in deductions from the employee’s pay.

An employee shall not earn leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.
When an employee has used more leave than he or she has earned, the District shall deduct the cost of unearned leave days from the employee’s final paycheck for the year or from the last paycheck after the employee ceases to be employed by the District.

RECORDING

Leave shall be recorded as follows:

1. For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed.

2. For positions for which a substitute is not normally required, leave shall be recorded based on the classification of the position.
   a. Leave for food service positions shall be recorded in quarter-hour increments.
   b. Leave for maintenance positions shall be recorded in one-hour increments.

3. If the employee is taking intermittent FMLA leave, leave shall be recorded in quarter-hour increments.

4. If the employee chooses to offset leave against workers’ compensation benefits, leave shall be recorded in the amount used.

ORDER OF USE

Earned compensatory time shall be used before any available paid state and local leave. [See DEA]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.

CONCURRENT USE OF LEAVE

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

An employee receiving workers’ compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.
MEDICAL CERTIFICATION

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;

2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;

3. The employee requests FMLA leave for the employee’s serious health condition or that of a spouse, parent, or child; or

4. The employee requests FMLA leave for military caregiver purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

RETURN TO WORK FORM

An employee who is absent more than ten consecutive workdays for a personal illness or disability that does not qualify for FMLA leave shall provide a fitness-for-duty certification before resuming work. [For FMLA-qualifying leave requirements, see FITNESS-FOR-DUTY CERTIFICATION, below.]

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

STATE PERSONAL LEAVE

For purposes of this section, each employee shall earn state personal leave up to the statutory maximum of five workdays annually at the rate established in administrative regulations.

The Board requires employees to differentiate the manner in which state personal leave is used:

NON-DISCRETIONARY USE

1. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

   Non-discretionary use also includes leave for well-baby care within the first year after birth, adoption, or placement of a child.

DISCRETIONARY USE

2. Discretionary use of leave is at the individual employee’s discretion, subject to limitations set out below.

   The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state person-
al leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee’s absence on the educational program or District operations, as well as the availability of substitutes.

<table>
<thead>
<tr>
<th>DURATION OF LEAVE</th>
<th>DISCRETIONARY USE OF STATE PERSONAL LEAVE SHALL NOT EXCEED FIVE CONSECUTIVE WORKDAYS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCAL LEAVE</td>
<td>ALL EMPLOYEES SHALL EARN FIVE EQUIVALENT WORKDAYS OF PAID LOCAL LEAVE PER SCHOOL YEAR IN ACCORDANCE WITH ADMINISTRATIVE REGULATIONS. LOCAL LEAVE SHALL ACCUMULATE WITHOUT LIMIT. LOCAL LEAVE SHALL BE USED ACCORDING TO THE TERMS AND CONDITIONS OF STATE PERSONAL LEAVE. [SEE STATE PERSONAL LEAVE, ABOVE]</td>
</tr>
<tr>
<td>CATASTROPIC SICK LEAVE BANK</td>
<td>THE DISTRICT SHALL ESTABLISH A CATASTROPIC SICK LEAVE BANK THAT EMPLOYEES MAY JOIN THROUGH CONTRIBUTION OF LOCAL LEAVE OR STATE PERSONAL LEAVE. LEAVE CONTRIBUTED TO THE CATASTROPIC SICK LEAVE BANK SHALL BE SOLELY FOR THE USE OF PARTICIPATING EMPLOYEES. AN EMPLOYEE WHO IS A MEMBER OF THE CATASTROPIC SICK LEAVE BANK MAY REQUEST LEAVE FROM THE CATASTROPIC SICK LEAVE BANK IF THE EMPLOYEE OR A MEMBER OF THE EMPLOYEE’S IMMEDIATE FAMILY EXPERIENCES A CATASTROPHIC ILLNESS OR INJURY AND THE EMPLOYEE HAS EXHAUSTED ALL PAID LEAVE. IF THE EMPLOYEE IS UNABLE TO REQUEST LEAVE FROM THE CATASTROPIC SICK LEAVE BANK, A MEMBER OF THE EMPLOYEE’S FAMILY OR THE EMPLOYEE’S SUPERVISOR MAY SUBMIT THE REQUEST. THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP REGULATIONS FOR THE OPERATION OF THE CATASTROPIC SICK LEAVE BANK THAT ADDRESS THE FOLLOWING: 1. MEMBERSHIP IN THE CATASTROPIC SICK LEAVE BANK, INCLUDING THE NUMBER OF DAYS AN EMPLOYEE MUST DONATE TO BECOME A MEMBER; 2. PROCEDURES TO REQUEST LEAVE FROM THE CATASTROPIC SICK LEAVE BANK; 3. THE MAXIMUM NUMBER OF DAYS PER SCHOOL YEAR A MEMBER EMPLOYEE MAY RECEIVE FROM THE CATASTROPIC SICK LEAVE BANK; 4. THE COMMITTEE OR ADMINISTRATOR AUTHORIZED TO CONSIDER REQUESTS FOR LEAVE FROM THE CATASTROPIC SICK LEAVE BANK AND CRITERIA FOR GRANTING REQUESTS; AND</td>
</tr>
</tbody>
</table>
5. Other procedures deemed necessary for the operation of the catastrophic sick leave bank.

**APPEAL**

All decisions regarding the catastrophic sick leave bank may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.

**FAMILY AND MEDICAL LEAVE**

For purposes of an employee’s entitlement to FMLA, the 12-month period shall be July 1 through June 30.

**TWELVE-MONTH PERIOD**

**COMBINED LEAVE FOR SPOUSES**

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

**INTERMITTENT OR REDUCED SCHEDULE LEAVE**

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

**CERTIFICATION OF LEAVE**

If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

**FITNESS-FOR-DUTY CERTIFICATION**

If an employee takes FMLA leave due to the employee’s own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee’s ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.

**END OF SEMESTER LEAVE**

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), LEAVE AT THE END OF A SEMESTER]

**FAILURE TO RETURN**

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]

**TEMPORARY DISABILITY LEAVE**

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.
An employee’s notification of need for extended absence due to the employee’s own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.

**Note:** Workers’ compensation is not a form of leave. The workers’ compensation law does not require the continuation of the District’s contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

An employee eligible for workers’ compensation income benefits, and not on assault leave, may elect in writing to use available partial-day increments of paid leave to make up the difference between the employee’s income benefits and the pre-injury wage. [See CRE]

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee’s pay or leave balance.

Absences for court appearances related to an employee’s personal business shall be deducted from the employee’s personal leave or, at the option of the employee, shall be taken by the employee as leave without pay.

An employee who retires from employment with the District shall receive $15 for each year of verifiable service to the District.

In addition, the following leave provisions shall apply to state and local leave earned beginning on the original effective date of this program.

An employee who retires from employment with the District shall be eligible for reimbursement of state and local leave under the following conditions:

1. The employee’s retirement from employment is voluntary, i.e., the employee is not being discharged or nonrenewed.

2. The employee provides advance written notice of intent to retire from employment. Contract employees must provide written notice at least 90 days before the last day of employment.
Non-contract employees must provide written notice at least two weeks before the last day of employment.

3. The employee has at least five years of service with the District.

The employee shall be reimbursed for each day of state and local leave at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.
PAID VACATION DAYS

An employee in a position normally requiring 240 days of service shall receive paid vacation days each year. All vacation schedules shall be subject to the approval of the employee’s immediate supervisor. The following guidelines shall apply:

1. The number of paid vacation days granted shall be based on the employee’s position classification, in accordance with administrative regulations.

2. An employee shall be eligible for vacation time after 12 months of continuous employment.

3. Vacation days shall not be allowed to accumulate for use in the following school year.
<table>
<thead>
<tr>
<th>PRIOR APPROVAL REQUIRED</th>
<th>An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee’s immediate supervisor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVEL EXPENSES</td>
<td>Reimbursement for authorized travel shall be in accordance with legal requirements.</td>
</tr>
<tr>
<td></td>
<td>Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.</td>
</tr>
<tr>
<td>DOCUMENTATION REQUIRED</td>
<td>For any authorized expense incurred except for meals associated with overnight travel, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.</td>
</tr>
<tr>
<td>PER DIEM</td>
<td>The District shall pay for meal expenses associated with overnight travel on a per diem basis, with no requirement for receipts.</td>
</tr>
</tbody>
</table>
**STATEMENT OF NONDISCRIMINATION**

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

**DISCRIMINATION**

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

**HARASSMENT**

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

**EXAMPLES**

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

**SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:
1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

**EXAMPLES**
Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

**RETRIALATION**
The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

**EXAMPLES**
Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**PROHIBITED CONDUCT**
In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**REPORTING PROCEDURES**
An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

**DEFINITION OF DISTRICT OFFICIALS**
For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

**TITLE IX COORDINATOR**
Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District de-
signates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Dr. Audrey Arnold  
Position: Superintendent  
Address: 401 S. Cherry Lane, Ft. Worth, TX  76108  
Telephone: (817) 367-1350

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Ronda Wright  
Position: Director for Special Programs  
Address: 8500 Rockway Drive, Ft. Worth, TX  76108  
Telephone: (817) 367-1327

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate and address the prohibited conduct.

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.
Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Absent extenuating circumstances, the investigation should be completed within a reasonable length of time.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.
RECORDS RETENTION  Copies of reports alleging prohibited conduct, investigation reports, 
and related records shall be maintained by the District for a period 
of at least three years. [See CPC]

ACCESS TO POLICY  This policy shall be distributed annually to District employees. 
Copies of the policy shall be readily available at each campus and 
the District administrative offices.
The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with the Professional Development and Appraisal System (PDAS).

The District shall establish an appraisal calendar each year.

District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following local criteria. The eligible teacher shall:

1. Be on an educator term contract;
2. Be SBEC certified;
3. Not be on a District permit;
4. Work in his or her certification area;
5. Receive a Proficient rating for three consecutive years;
6. Be employed by the District for three years;
7. Not be new to the teaching assignment;
8. Not be new to the campus; and

Eligible teachers shall be appraised every other year.

During any school year when a complete PDAS is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

In the years that PDAS is not scheduled for an eligible teacher, an annual review process detailed in guidelines developed by the administration in collaboration with the District- and campus-level decision-making committees shall be conducted.

The alternative annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

The regular PDAS procedures and requirements shall not apply to the alternative annual review process.

First classroom observations of teachers shall be scheduled within a two-week window.

The list of qualified appraisers who may appraise a teacher in place of the teacher’s supervisor shall be approved by the Board.
Upon a teacher’s request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.

Second appraisals shall be scheduled within a two-week window.

The Board shall ensure that the Superintendent or designee establish procedures regarding how domain scores from first and second appraisals will be used.

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term. [See DFAB(LEGAL)]

When relevant to decisions regarding term contracts, written evaluations of a teacher’s performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.

Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).
At the beginning of each school year, the Superintendent or a designee, in cooperation with principals, shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals. The list shall indicate each individual’s qualifications. Principals shall request and receive specific authorization from the Superintendent or designee before employing any substitute not on the approved list.

Persons wishing to substitute teach in the District shall make application through usual channels. [See DC]

Approved substitutes shall have on file in the District:

1. The District’s application form;
2. A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas certificates; and
3. An income tax withholding form.

The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma.

Principals shall give first consideration to the most qualified teachers on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.

The rates for substitute pay shall be set by the Board and recorded in Board minutes.

A substitute shall be subject to all duties of a regular classroom teacher.
The Superintendent shall appoint a textbook selection committee. The majority of the committee members shall be classroom teachers.

After examining all instructional materials adopted by the State Board and reflected on the multiple lists, the textbook selection committee shall select materials for use in the District and recommend the selections to the Board for ratification. In the event the Board does not ratify all of the selections, the reasons shall be recorded in Board minutes. The committee shall make other recommendations for selection until the Board has ratified all selections.

The Superintendent or designee shall be responsible for coordinating the time frame for meetings of the committee and meetings of the Board to ensure compliance with state timelines.
Students may be referred for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons.

The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.

The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.

A selection committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law, and shall be established at each campus.

The District shall provide written notification to parents of students who qualify for services through the District’s gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted program.

The District shall reassess students to determine appropriate program placement when a student moves from grade 5 to grade 6 or from grade 6 to grade 7.
<table>
<thead>
<tr>
<th>SECTION</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td><strong>TRANSFER STUDENTS</strong></td>
<td></td>
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<tr>
<td><strong>INTERDISTRICT</strong></td>
<td></td>
</tr>
<tr>
<td>When a student identified as gifted by a previous school district enrolls in the District, the District shall place the student in the District’s program for gifted and talented students.</td>
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<tr>
<td><strong>INTRADISTRICT</strong></td>
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<tr>
<td>A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive services in the District’s gifted and talented program.</td>
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<tr>
<td><strong>FURLOUGHS</strong></td>
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<tr>
<td>The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.</td>
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</tr>
<tr>
<td>In accordance with administrative regulations, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted program, be placed on another furlough, or be exited from the program.</td>
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<tr>
<td><strong>EXIT PROVISIONS</strong></td>
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<tr>
<td>The District shall monitor student performance in the program. If at any time the selection committee determines it is in the best interest of the student and his or her educational needs, the committee may exit a student from the program. If a student or parent requests removal from the program, the selection committee shall meet with the parent and student before honoring the request.</td>
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<tr>
<td><strong>APPEALS</strong></td>
<td></td>
</tr>
<tr>
<td>A parent or student may appeal any final decision of the selection committee regarding selection for or exit from the gifted program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.</td>
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<tr>
<td><strong>PROGRAM EVALUATION</strong></td>
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<tr>
<td>The District shall annually evaluate the effectiveness of the District’s gifted program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community.</td>
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</tr>
<tr>
<td><strong>COMMUNITY AWARENESS</strong></td>
<td></td>
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<tr>
<td>The District shall ensure that information about the District’s gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.</td>
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</tbody>
</table>
CERTIFICATES OF COURSEWORK COMPLETION

Certificates of coursework completion shall be issued to senior students who successfully complete state and local credit requirements for graduation but who fail to meet all applicable exit-level testing requirements. The student's academic achievement record shall indicate the date on which the certificate was issued. [See EIF, FMH]

In order to earn a certificate of coursework completion, the student shall:

1. Attempt mastery of the exit-level testing requirements each time it is offered during the school year.

2. Complete all state requirements for the minimum number of approved credits.

3. Participate in all available remediation activities. If the student refuses to participate in the remediation class for state-mandated assessments, he or she shall sign a contract stating this denial of remediation.

4. Have an academic committee certify that the requirements above have been met in order to be granted permission to participate in the graduation exercises.

PARTIAL CREDIT

In a two-semester course, one credit shall be awarded at the end of the second semester of each school year, provided the student:

1. Passes both semesters; or

2. Attains a second semester grade of 70 or above and an average of 70 or above for both semesters.

Credit shall be awarded for the first semester only when the student:

1. Earns a grade of 70 or above for the first semester; and

2. Earns a grade below 70 for the second semester.

WITHDRAWAL OR LATE ENROLLMENT

A migrant or homeless student who enrolls after the first day of instruction or who withdraws early shall be provided opportunities to achieve mastery of the essential knowledge and skills to meet course requirements. Teachers and counselors shall consider the student’s particular circumstances in determining appropriate opportunities, which may include, but are not limited to:

1. Individualized work.

2. Tutorial sessions.
3. Testing to verify mastery of the essential knowledge and skills.
4. Early final examinations.
# Academic Achievement

## Grading/Progress Reports to Parents

**The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.**

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student’s performance indicates the level of mastery of the designated District objectives. The student’s mastery level shall be a major factor in determining the grade for a subject or course.

**The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student’s relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.**

In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

**Grade reports shall be issued every six weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.**

**Interim progress reports shall be issued for all students after the third week of each grading period. Supplemental progress reports may be issued at the teacher’s discretion.**

**In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.**

**Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.**
FINAL CLASS RANK

Final class rank shall be calculated at the end of the fifth six-week grading period of the senior year using the grade weighting chart below. Only semester grades for those courses taken on an accredited high school campus during the regular freshman through senior years and any courses from the approved list of dual credit college courses shall be included.

EXCLUSIONS

The following exclusions shall apply to students entering grade 9 prior to the 2009–10 school year. Grades earned through regular high school distance learning courses, summer school courses, night school courses, nonaccredited home school courses, credit by examination, and credit earned in grades 7 and 8 shall be excluded from class ranking computations.

Beginning with students entering grade 9 during the 2009–10 school year and thereafter, exclusions shall include only grades earned through nonaccredited homeschool courses and credit earned in grades 7 and 8.

VALEDICTORIAN AND SALUTATORIAN

The eligible students with the highest and second highest weighted grade point averages, respectively, shall be recognized as the valedictorian and salutatorian. To be eligible for such recognition, a student must have been continuously enrolled in the District for the four semesters preceding graduation and must have completed the Advanced/Distinguished Achievement Program for graduation.

TIES

In case of a tie for weighted averages among top ranking students, the following methods shall be used to determine which students shall be recognized as the valedictorian and as the salutatorian:

1. The weighted grade average shall be computed to a sufficient number of decimal places until the tie is broken.

2. However, if a tie still exists after a computation of the weighted grade average to a sufficient number of decimal places, the honors shall be awarded as follows:
   a. Covaledictorians shall be declared should a tie remain after the computation for valedictorian.
   b. Cosalutatorians shall be declared should a tie remain after the computation for salutatorian.

In breaking a tie to award state scholarships, the District shall give the award to the student with the highest grade point average in weighted classes. In the event there is still a tie, the student who has taken the most AP courses in grades 9–12 shall be awarded the scholarship.
HONOR GRADUATE RECOGNITION

Honor graduates shall be recognized according to the following weighted grade averages:

- **Summa Cum Laude**: 100.00 or above
- **Magna Cum Laude**: 98.00–99.99
- **Cum Laude**: 96.00–97.99

TOP TEN PERCENT

All students whose grade point averages make up the top ten percent of the graduating class shall be recognized. Eligibility requirements for determining valedictorian and salutatorian or other local honor positions shall not apply to the calculation of class rank for automatic admissions to institutions of higher education. The GPA shall be reported on the student's transcript and made available in accordance with the application deadline for the college or university when requested by the student. [See EIC(LEGAL)]

EARLY GRADUATES

To be eligible to graduate early, a student shall complete all required coursework and exit-level testing required of the ninth grade class in which he or she began high school.

A student who completes the high school program requirements in fewer than four years:
- Shall be ranked in the class in which he or she actually graduates.
- Shall be eligible for honor graduate and top ten percent recognition.
- Shall not be eligible for recognition as valedictorian or salutatorian.

TRANSFER STUDENTS

For students transferring from within the United States, numerical grades shall be recorded exactly as they appear on the transcript, and alphabetical grades shall be given the numerical equivalent according to the grading scale of the sending school. If no grading scale is provided by the sending school, the following conversion scale shall be used:

- **A+** = 99
- **B+** = 89
- **C+** = 79
- **D+** = 74
- **F** = 65
- **A** = 95
- **B** = 85
- **C** = 77
- **D** = 73
- **A -** = 90
- **B -** = 80
- **C -** = 75
- **D -** = 70

A student who transfers into the District high school with higher-level course credits shall receive similar credits counted toward the
GPA according to the list of higher-level courses offered in the District and the grade point scale used for credit earned in the District.

A transfer student receiving a P (Pass) or an F (Fail) for a class shall receive a 70 for a P and a 65 for an F.

GRADE WEIGHTS

A student’s weighted grade average shall be calculated according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular Curriculum*</th>
<th>Honors / Advanced</th>
<th>Advanced Placement*</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100.0</td>
<td>110.0</td>
<td>115.0</td>
</tr>
<tr>
<td>99</td>
<td>99.0</td>
<td>108.9</td>
<td>113.9</td>
</tr>
<tr>
<td>98</td>
<td>98.0</td>
<td>107.8</td>
<td>112.7</td>
</tr>
<tr>
<td>97</td>
<td>97.0</td>
<td>106.7</td>
<td>111.6</td>
</tr>
<tr>
<td>96</td>
<td>96.0</td>
<td>105.6</td>
<td>110.4</td>
</tr>
<tr>
<td>95</td>
<td>95.0</td>
<td>104.5</td>
<td>109.3</td>
</tr>
<tr>
<td>94</td>
<td>94.0</td>
<td>103.4</td>
<td>108.1</td>
</tr>
<tr>
<td>93</td>
<td>93.0</td>
<td>102.3</td>
<td>107.0</td>
</tr>
<tr>
<td>92</td>
<td>92.0</td>
<td>101.2</td>
<td>105.8</td>
</tr>
<tr>
<td>91</td>
<td>91.0</td>
<td>100.1</td>
<td>104.7</td>
</tr>
<tr>
<td>90</td>
<td>90.0</td>
<td>99.0</td>
<td>103.5</td>
</tr>
<tr>
<td>89</td>
<td>89.0</td>
<td>97.9</td>
<td>102.4</td>
</tr>
<tr>
<td>88</td>
<td>88.0</td>
<td>96.8</td>
<td>101.2</td>
</tr>
<tr>
<td>87</td>
<td>87.0</td>
<td>95.7</td>
<td>100.1</td>
</tr>
<tr>
<td>86</td>
<td>86.0</td>
<td>94.6</td>
<td>98.9</td>
</tr>
<tr>
<td>85</td>
<td>85.0</td>
<td>93.5</td>
<td>97.8</td>
</tr>
<tr>
<td>84</td>
<td>84.0</td>
<td>92.4</td>
<td>96.6</td>
</tr>
<tr>
<td>83</td>
<td>83.0</td>
<td>91.3</td>
<td>95.5</td>
</tr>
<tr>
<td>82</td>
<td>82.0</td>
<td>90.2</td>
<td>94.3</td>
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<td>81</td>
<td>81.0</td>
<td>89.1</td>
<td>93.2</td>
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<td>80</td>
<td>80.0</td>
<td>88.0</td>
<td>92.0</td>
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<td>79</td>
<td>79.0</td>
<td>86.9</td>
<td>90.9</td>
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<tr>
<td>78</td>
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<td>89.7</td>
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<td>77</td>
<td>77.0</td>
<td>84.7</td>
<td>88.6</td>
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<tr>
<td>76</td>
<td>76.0</td>
<td>83.6</td>
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<tr>
<td>75</td>
<td>75.0</td>
<td>82.5</td>
<td>86.3</td>
</tr>
<tr>
<td>74</td>
<td>74.0</td>
<td>81.4</td>
<td>85.1</td>
</tr>
<tr>
<td>73</td>
<td>73.0</td>
<td>80.3</td>
<td>84.0</td>
</tr>
<tr>
<td>72</td>
<td>72.0</td>
<td>79.2</td>
<td>82.8</td>
</tr>
</tbody>
</table>
GRADING SCALE

The following grading scale shall be used to determine letter grades for courses taken on District campuses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular Curriculum*</th>
<th>Honors / Advanced / Pre-AP/Dual College*</th>
<th>Advanced Placement*</th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
<td>71.0</td>
<td>78.1</td>
<td>81.7</td>
</tr>
<tr>
<td>70</td>
<td>70.0</td>
<td>77.0</td>
<td>80.5</td>
</tr>
<tr>
<td>69 or less</td>
<td>calculated</td>
<td>As</td>
<td>As</td>
</tr>
</tbody>
</table>

*See the student handbook for courses in these categories.

DUAL CREDIT COURSES GRADING SCALE

The following grading scale shall be used to determine numerical grades for letter grades earned in dual credit courses taken on District campuses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>C</td>
<td>77</td>
</tr>
<tr>
<td>D</td>
<td>65</td>
</tr>
<tr>
<td>F</td>
<td>below 65</td>
</tr>
</tbody>
</table>

A student who receives a ‘D’ or an ‘F’ in a dual credit college course shall not receive high school credit for the course.
The Board shall consider an application for a campus charter or program charter if the applicant:

1. Complies with the statutory requirements for a campus charter or program charter;
2. Follows the application process established by the District; and
3. Supplies evidence to the Board that the applicant will comply with the statutory and District requirements for a campus charter or program charter.

Campus charters and program charters shall comply with all federal law and with state law governing such charters and shall be nonsectarian.

The Superintendent or designee shall schedule an informational meeting for anyone expressing interest in establishing a charter campus or charter program. Applications and petition forms for charter campuses and charter programs shall be available in the Superintendent's or designee's office.

Applicants shall present a draft of the application to the Superintendent or designee in accordance with a time line established in administrative regulations. The Superintendent or designee shall work with the applicants in completing the application process.

A public forum shall be held to allow the applicants an opportunity to present their proposals to the Board and to the community prior to formal consideration by the Board.

Final applications and petitions for campus charters or program charters shall be submitted to the District prior to January 1 for a charter to be considered by the Board to begin the following school year.

A final application for a campus charter or program charter shall include the following:

1. The purpose and need for such a campus or program;
2. The unique distinction between the proposed program and the District's current program;
3. A mission and goals statement;
4. The curriculum to be offered;
5. A plan for measuring student achievement;
6. A governance and decision-making plan, including a list of local Board policies which shall apply, as well as a list of local policies the applicant is requesting the Board to waive;

7. An enrollment and withdrawal process;

8. A plan for maintaining and reporting PEIMS data in accordance with state requirements;

9. Discipline procedures;

10. A safety and security plan;

11. A plan for providing facilities and student transportation;

12. A facility and maintenance plan that includes routine maintenance as well as emergency procedures for managing potential danger to the health and safety of students and employees;

13. An employment plan consistent with federal and applicable state guidelines, due process requirements, and contract non-renewal and termination procedures; and

14. The role of the chief operating officer responsible for personnel, the budget, purchasing, program funds, and other areas of management.

Applicants shall submit with the application the required petitions indicating evidence of support for the approval of a campus charter or program charter.

A charter shall be a written contract signed by the Board President, the Superintendent, and the chief operating officer of the campus charter or program charter.

Each charter shall:

1. Satisfy the requirements of the law governing campus charters or program charters.

2. Include the items listed in the application, with any modifications required by the Board.

3. Stipulate a term length for the charter.

4. Establish a date for review or renewal of the charter.

The Board may revoke a charter if it finds that the charter campus or charter program:

1. Violates a provision of applicable state or federal law.

2. Violates a provision of the charter.
3. Fails to meet generally accepted accounting standards for fiscal management.

REVOCATION PROCEDURE

The Superintendent shall investigate any allegation that a charter campus or charter program has violated federal or applicable state law or provisions of the charter or fails to meet generally accepted accounting standards for fiscal management. The Superintendent shall hold a conference with the chief operating officer and governing body of the charter campus or program to discuss any such allegation.

If the Superintendent determines that a violation or mismanagement has occurred, the chief operating officer of the charter campus or program shall respond to the allegation at the next regularly scheduled Board meeting. The Superintendent shall ensure that the issue is on the agenda.

The Board shall hear the presentation and take action, if necessary, to place the charter campus or program on probation.

If the Board decides to consider revocation of the charter, it shall schedule a public hearing to be held on the campus where the program is located.
The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Dr. Audrey Arnold  
Position: Superintendent  
Address: 401 S. Cherry Lane, Ft. Worth, TX 76108  
Telephone: (817) 367-1350

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Ronda Wright  
Position: Director for Special Programs  
Address: 8500 Rockway Drive, Ft. Worth, TX 76108  
Telephone: (817) 367-1327

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Allegations of unlawful discrimination, prohibited harassment, including sexual harassment, or retaliation shall be made according to FFH(LOCAL).

Copies of reports alleging discrimination, prohibited harassment, including sexual harassment, and retaliation; investigation reports; and related records shall be maintained by the District for a period of at least three years. If the person alleged to have experienced discrimination, prohibited harassment, or retaliation was a minor, the records shall be maintained until the person reaches the age of 21.

The Section 504 coordinator and members of the Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]

The Section 504 committee shall be composed of at least two persons, including persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the
legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

**REFERRALS**

A student may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if the student has disabilities and is in need of special instruction or services.

**PARENTAL CONSENT**

The Section 504 coordinator shall notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. Parental consent shall be obtained before the initial student evaluation procedures for the identification, diagnosis, and prescription of specific education services.

**NOTICE TO PARENTS**

Parents shall be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.

**PREPLACEMENT EVALUATION**

The results of the evaluation shall be considered before any action is taken to place a student with disabilities or make a significant change in placement in an instructional program. The evaluation shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the standards of personal independence and social responsibility expected of his or her age and cultural group.

**IMPARTIAL HEARING**

Parents shall be given written notice of their due process right to an impartial hearing if they have a concern or complaint about the District’s actions regarding the identification, evaluation, or educational placement of a student with disabilities. The impartial hearing shall be conducted by a person who is knowledgeable about the issues involved in Section 504 and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney.

**STATE-MANDATED ASSESSMENTS**

Modifications in taking the state-mandated assessments may be made for a Section 504 student when the modifications have been determined not to destroy the validity of the test, are necessary for the student to take the test, are consistent with modifications provided the student in the classroom, and are approved by TEA. [See EKB]
WHITE SETTLEMENT INDEPENDENT SCHOOL DISTRICT
APPLICATION FOR TRANSFER FORM

To be considered for acceptance as a transfer student, the following criteria must be met:

1. The student must:
   a. Be currently enrolled.
   b. Have been continuously enrolled in the District for the previous five years.
   c. Not have been placed in a DAEP or JJAEP while enrolled in the District.
   d. Have met minimal expectations on the most recent administration of the state-mandated assessment in all tested subject areas.

2. Timely tuition payments must have been made in two equal payments to the District business office by the first of each month beginning in August or by the fifth day of each semester.

3. Written application must be made prior to May 1, using the District’s application form.

Tuition for the 2005–06 school year will be as follows:

1) Child #1 $150 per month for ten months
2) Child #2 $100 per month for ten months
3) Child #3 (and more) $  50 per month for ten months

Children of District employees will be accepted without meeting the criteria above.
WHITE SETTLEMENT INDEPENDENT SCHOOL DISTRICT
STUDENT TRANSFER APPLICATION
FOR THE SCHOOL YEAR 20____ – 20____
A parent or guardian must complete Sections 1 and 2.

SECTION 1:
Parent’s or Guardian’s:

Name (print) ______________________________________
Address ____________________________________________
Telephone __________________________________________
New address _________________________________________
Date of move _____________ New telephone number ___________

Does the parent or guardian work for the District? □ No □ Yes  Campus __________

If yes, skip to Section 2.

On what date was the student originally enrolled in the District? _________________

Has the student been continuously enrolled since the original enrollment date? □ Yes □ No

Has the student been placed in a DAEP or JJAEP during the period of enrollment?
□ Yes □ No

Has the student met the minimum expectation on the most recent year’s state-mandated as-

SECTION 2:
Student’s:

Name ___________________________ Social security number ________________
Address __________________________________________

Ethnic code ___________ (for state reporting purposes only) Grade ______
1 = American Indian or Alaskan Native 3 = Black, not Hispanic 5 = White, not Hispanic
2 = Asian or Pacific Islander 4 = Hispanic

County district no. of residence _________ Campus no. of residence ____________

Previous district ________________________ Previous county district no. ______

I have been informed of the District’s policy concerning tuition charges and I accept respon-

SECTION 3:  (For District use only)

Campus assignment __________________________ Campus no ________________

The request for transfer(s) is: □ approved □ disapproved

Superintendent

DATE ISSUED: 6/14/2011
LDU 2011.01
FDA(EXHIBIT)-X
The Superintendent or designee is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

A nonresident student shall be permitted to apply to attend a District campus for kindergarten through grade 12 that has been declared open in accordance with the following criteria:

1. Space is available at the requested campus.
2. The student has at least 95 percent attendance for the previous semester and the last six weeks.
3. The student is currently passing all classes and passed all classes in the last semester completed.
4. The student has passed all applicable state testing. A student not residing in the District who transfers from a homeschool, private school, or nonaccredited school must show successful achievement on the District-delivered assessment.
5. The student has not been placed in a DAEP or JJAEP.

The campus principal may require a conference with the parents and may request written acknowledgement of the criteria for admission as a transfer. An open enrollment transfer shall be approved by the campus principal and the Superintendent or designee.

All student transfers shall be reviewed annually.

A resident student who becomes a nonresident during the course of a grading period may be permitted to continue for the remainder of that six-week grading period, provided there are no discipline, attendance, or transportation problems. When the student becomes a nonresident, the parent may submit an open enrollment transfer form. If the student meets the criteria, the student may remain at the current campus until the end of the school year.

Transfers shall be granted for one regular school year at a time, on a tuition-free basis; however, the Board reserves the right to review annually whether or not to charge tuition [see FDA(LEGAL)].

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student’s disciplinary history and attendance records.

The District shall not provide transportation for a nonresident student who transfers into the District and such statement shall be included in the transfer agreement.
REVOCATION OF TRANSFER

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District’s rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation shall be set in accordance with the written transfer agreement.

Written notification of any transfer revocation shall be sent to the school district of residence.

TUITION

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

WAIVERS

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]

NONPAYMENT

The District may initiate withdrawal of students whose tuition payments are delinquent.

APPEALS

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.
The Superintendent or designee shall be responsible for maintaining a student attendance accounting system in accordance with statutory and TEA requirements.

The Superintendent or designee shall report annually to the Board concerning the operation and effectiveness of the District’s student attendance system, and may present recommendations for improvement.

A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student’s parent.

A verifiable, documented telephone call from the parent to the school office, indicating consent and stating the reason for the absence, shall be accepted in lieu of a note.

If the student is 18 or older or is an emancipated minor, the District shall accept a note or telephone call from the student in the same manner.
The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

A student and the student’s parent or guardian shall be given written notice prior to and at such time when a student’s attendance in any class drops below 90 percent of the days the class is offered.

When a student’s attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student’s attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit by submitting a written petition to the appropriate attendance committee.

Petitions for credit may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student’s entire attendance record and the reasons for absences and shall determine whether to award credit. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee.

When a student’s absence for personal illness exceeds three consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student’s extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician’s or clinic’s statement of illness after a single day’s absence as a condition of classifying the absence as one for which there are extenuating circumstances.
The attendance committee shall adhere to the following guidelines to determine attendance for credit:

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed satisfactorily, absences for the following reasons shall be considered days of attendance for this purpose:
   a. Religious holy days;
   b. Required court appearances;
   c. Activities related to obtaining U.S. citizenship;
   d. Serving as an election clerk;
   e. Visiting an institution of higher education [see FEA]; and
   f. Health-care appointments.
[See FEB]

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

3. In reaching consensus regarding a student’s absences, the committee shall attempt to ensure that its decision is in the best interest of the student.

4. The Superintendent or designee shall develop administrative regulations addressing the committee’s documentation of the decision.

5. The committee shall consider the acceptability and authenticity of documented reasons for the student’s absences.

6. The committee shall consider whether the absences were for reasons out of the student’s or parent’s control.

7. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

8. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.
The committee may impose any of the following conditions for receiving credit lost because of excessive absences:

1. Completing additional assignments, as specified by the committee or teacher.

2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.

3. Maintaining the attendance standards for the rest of the semester.

4. Taking an examination to earn credit. [See EHDB]

5. Attending a flexible school day program.

6. Attending summer school.

In all cases, the student must also earn a passing grade in order to receive credit.

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL) beginning at Level Three.
**WELLNESS**

The District shall follow nutrition guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities.

**DEVELOPMENT OF GUIDELINES AND GOALS**

The District shall develop nutrition guidelines and wellness goals in consultation with the local school health advisory council and with involvement from representatives of the student body, school food service, school administration, the Board, parents, and the public. [See BDF and EHAA]

**NUTRITION GUIDELINES**

The District shall ensure that nutrition guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all foods available on each campus are in accordance with the Texas Public School Nutrition Policy. [See CO]

In addition to legal requirements, the District shall:

1. Provide teachers with education and guidelines on the use of food as a reward in the classroom; and
2. Provide classroom snacks that feature healthy choices.

**WELLNESS GOALS**

The District shall implement, in accordance with law, a coordinated health program with a nutrition education component [see EHAB and EHAC] and shall use health course curriculum that emphasizes the importance of proper nutrition [see EHAA].

In addition, the District establishes the following goals for nutrition education:

1. Students shall receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. Staff responsible for nutrition education shall be adequately prepared and shall participate in professional development activities to effectively deliver the program as planned.
3. The food service staff, teachers, and other school personnel shall coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings.
4. Educational nutrition information shall be shared with families and the general public to positively influence the health of students and community members.

**PHYSICAL ACTIVITY**

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades [see EHAB and EHAC].
In addition, the District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.

2. Physical education classes shall regularly emphasize moderate to vigorous activity.

3. The District shall encourage teachers to integrate physical activity into the academic curriculum where appropriate.

4. The District shall encourage parents to support their children’s participation, to be active role models, and to include physical activity in family events.

SCHOOL-BASED ACTIVITIES

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities:

1. Sufficient time shall be allowed for students to eat meals in lunchroom facilities that are clean, safe, and comfortable.

2. Wellness for students and their families shall be promoted at suitable school activities.

IMPLEMENTATION

The assistant superintendent of human resources shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy.
A student desiring to participate in the UIL athletic program shall submit annually a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program.

The District may provide additional screening as District and community resources permit.

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.
STUDENT ILLNESS

Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.

ACCIDENTS INVOLVING STUDENTS

Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.

EMERGENCY TREATMENT FORMS

Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.

PURCHASING MEDICATION

The District shall not purchase any nonprescription medication to administer to a student.

ADMINISTERING MEDICATION

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.

EXCEPTIONS

Employees authorized by the Superintendent or designee may administer to students:

1. Prescription medication, in accordance with legal requirements, for a period of up to ten days. A written request by a physician or other health-care professional with authority to write prescriptions shall be required when the medication must be administered at school or at a school-related activity. [See FFAC(LEGAL)]

2. Nonprescription medication, upon a parent’s written request when properly labeled and in the original container. The request must include a written request by a physician or other health-care professional with authority to write prescriptions.

3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.

PSYCHOTROPICS

Except as permitted by Education Code 38.016, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;

2. Suggest a particular diagnosis; or

3. Exclude the student from a class or a school-related activity because of the parent’s refusal to consent to psychiatric evaluation or examination or treatment of the student.
The District has designated the following staff person as the liaison for homeless students:

Name: Gwynne Hulcy
Position: Social Worker
Address: 8500 Rockway Drive, Ft. Worth, TX 76108
Telephone: (817) 367-1327
Notice of Employee Responsibilities for Reporting Child Abuse and Neglect

What are the District’s policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies—FFG(LEGAL), GRA(LEGAL) and (LOCAL), and DH(LOCAL) and (EXHIBIT)—are enclosed in this packet. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact the assistant superintendent for human resources and community relations at (817) 367-1300.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

Are there any restrictions on reporting?

Under state law, an employee is prohibited from using or threatening to use a parent’s refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

To whom do I make a report?

Reports may be made to any of the following:

- A law enforcement agency: The White Settlement ISD Police Department, at (817) 367-1253;
- The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400) or on the Web at www.txabusehotline.org; or
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.
However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Probation Commission as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or to another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

**Will my report be kept confidential?**

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

**Will I be liable in any way for making a report?**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**What will happen if I don’t report suspected child abuse or neglect?**

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

**What are my responsibilities regarding investigations of abuse or neglect?**

State law specifically prohibits school officials from:

- Denying an investigator’s request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.
Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. For provisions regarding bullying, see FFI.

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sex-
ual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it:
   a. Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
   b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DF]

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child’s hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.
DATING VIOLENCE

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

EXAMPLES

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.

RETRALIATION

The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

EXAMPLES

Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student’s performance in the classroom.

PROHIBITED CONDUCT

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced
prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Alternatively, a student may report prohibited conduct directly to one of the District officials below.

DEFINITION OF DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Dr. Audrey Arnold
Position: Superintendent
Address: 401 S. Cherry Lane, Ft. Worth, TX 76108
Telephone: (817) 367-1350

ADA / SECTION 504 COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Ronda Wright
Position: Director for Special Programs
Address: 8500 Rockway Drive, Ft. Worth, TX 76108
Telephone: (817) 367-1327

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE REPORTING PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to
promptly report may impair the District’s ability to investigate and address the prohibited conduct.

NOTICE OF REPORT
Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

NOTICE TO PARENTS
The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF THE REPORT
The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE INVESTIGATION
Absent extenuating circumstances, the investigation should be completed within a reasonable length of time.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION
If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.
The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RECORDS RETENTION

Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).

ACCESS TO POLICY

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District’s administrative offices.
SCHOOL-SPONSORED

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.

All fund-raising projects shall be subject to the approval of the Superintendent or designee.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).

FOR OUTSIDE ORGANIZATIONS

Students representing their school may participate in charitable institution and community drives. Such participation, which shall be on a strictly voluntary basis and shall not disrupt the regular school day, shall be open to students in all grades.

BY OUTSIDE ORGANIZATIONS

No outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations shall be allowed to place collection boxes in the school buildings, provided no pressure to contribute is exerted on the students at any time.

LOSS OF CLASS TIME

The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]

The Board shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.
The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See GBA]

The assistant superintendent of human resources is custodian of all records for currently enrolled students. The assistant superintendent of human resources is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
   a. The results of any tuberculin tests required by the District.
   b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
c. Immunization records. [See FFAB]

6. Attendance records.

7. Student questionnaires.

8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.

9. Verified reports of serious or recurrent behavior patterns.

10. Copies of correspondence with parents and others concerned with the student.

11. Records transferred from other districts in which the student was enrolled.

12. Records pertaining to participation in extracurricular activities.

13. Information relating to student participation in special programs.

14. Records of fees assessed and paid.

15. Records pertaining to student and parent complaints.

16. Other records that may contribute to an understanding of the student.

ACCESS BY PARENTS

The District shall make a student’s records available to the student’s parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor’s identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student’s records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent’s, principal’s, or counselor’s office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the
records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child’s records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, “school officials” shall include:

1. An employee, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services.

2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.

3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.

4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a “legitimate educational interest” in a student’s records when he or she is:

1. Working with the student;

2. Considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities;

3. Compiling statistical data;

4. Reviewing an education record to fulfill the official’s professional responsibility; or

5. Investigating or evaluating programs.
TRANSCRIPTS AND TRANSFERS OF RECORDS

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student’s enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), REQUIRED DOCUMENTATION] The District may return an education record to the school identified as the source of the record.

RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION

The director of special programs shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special programs office.

PROCEDURE TO AMEND RECORDS

Within 15 District business days of the record custodian’s receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District’s decision.

DIRECTORY INFORMATION

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.
For the following school-sponsored purposes—all school- and District-initiated publicity including the District Web site, newsletters, and new releases, as well as directory information utilized to assist any school-sponsored organization—directory information shall include student name, address, telephone listing, electronic mail address, photograph, honors and awards received, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

For all other purposes, directory information shall include student name, address, honors and awards received, grade level, enrollment status, and participation in officially recognized activities and sports.
State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.

No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]

A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.

Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.

Interschool competitive athletics shall not be part of the elementary grades’ program. To the extent practicable, a program of intraschool sports activities for elementary students shall be maintained as part of the physical education program.

Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]

Students involved in UIL competition above the UIL-district level that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]
Students attending C. F. Brewer High School who have satisfactorily completed all coursework requirements for graduation but have failed to meet applicable exit-level testing requirements shall be allowed to participate in commencement activities and ceremonies. [See EI, EIF]

Students attending Mesa High School shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF]
Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District student, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed by students.

For purposes of this policy, “distribution” means the circulation of more than ten copies of material from a source other than the District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[For distribution of nonschool literature by nonstudents, see GKDA]

Nonschool literature shall not be distributed by students on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.

2. The materials endorse actions endangering the health or safety of students.

3. The materials promote illegal use of drugs, alcohol, or other controlled substances.

4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.

5. The materials contain defamatory statements about public figures or others.

6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.

7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.

8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.
All nonschool literature intended for distribution by students on school campuses or other District premises under this policy shall be submitted to the principal for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.

2. Using the standards found in this policy at LIMITATIONS ON CONTENT, the principal shall approve or reject submitted materials within two school days of the time the materials were received.

Prior review shall not be required for distribution of nonschool literature by District students only in the following circumstances:

1. Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB(LOCAL); or

2. Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA(LOCAL).

Even when prior review is not required, all other provisions of this policy shall apply.

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students to students or others at the principal’s campus.

The Superintendent or designee shall designate times, locations, and means for distribution of nonschool literature by students at District facilities other than school campuses, in accordance with this policy.

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group’s use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).
For purposes of the Equal Access Act, the District has established
a limited open forum for secondary school students enrolled in the
District. Each District secondary school campus shall offer an op-
portunity for noncurriculum-related student groups to meet on
school premises during noninstructional time.

The District has not established a limited public forum for elemen-
tary school students to meet as noncurriculum-related student
groups on school premises during noninstructional time. [See GKD
for community access]

SPONSORSHIP
Noncurriculum-related student groups shall not be sponsored by
the District and shall in no way imply to students or to the public
that they are school-sponsored. All letterheads, flyers, posters, or
other communications that identify the group shall contain a dis-
claimer of such sponsorship.

District personnel shall not promote, lead, or participate in the
meetings of noncurriculum-related student groups.

[For student activities sponsored by the District and having subject
matter and purposes directly related to the school's curriculum, see
FM]

REQUESTS
To receive permission to meet on school premises during nonin-
structional time, interested students shall file a written request with
the campus principal on a form provided by the District.

The students making the request shall indicate that they have read
and understand the policies and rules governing nonsponsored,
oncurriculum-related student groups and that the group will abide
by those rules.

APPROVAL
The campus principal shall approve or reject the request within
seven school days, subject to the availability of suitable meeting
space and without regard to the religious, political, philosophical, or
other content of the speech likely to be associated with the group’s
meetings.

Approval to meet as a nonsponsored, noncurriculum-related group
shall be granted for one school year at a time, subject to the provi-
sions of this policy.

MEETINGS
The campus principal shall designate noninstructional time for
meetings of nonsponsored, noncurriculum-related student groups
and shall assign each approved group an appropriate location and
time.

EMPLOYEE MONITOR
The principal shall assign a District employee to attend and monitor
each student group meeting. Monitors shall be present at meet-
ings and activities in a nonparticipatory capacity to maintain order and protect school property.

No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.

ANNOUNCEMENTS AND PUBLICITY

All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the campus principal.

[For distribution of nonschool materials, see FNAA]

VIOLATIONS

Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises.

In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Student Code of Conduct.

APPEALS

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).
SCHOOL QUESTIONING

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

POLICE OR OTHER AUTHORITIES QUESTIONING

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA(LOCAL).

LOCKERS AND VEHICLES

Students have full responsibility for the security of their lockers and vehicles parked on school property and shall make certain they are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material in lockers or vehicles parked on school property that is forbidden by District policy.

Lockers and vehicles parked on school property may be searched by school officials if there is reasonable cause to believe they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them.

USE OF TRAINED DOGS

The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL), and alcohol. This program is implemented in response to drug and alcohol use problems in District schools and to maintain a safe school environment conducive to education.

Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. If a dog alerts to a locker, a vehicle, or an item in a classroom, a search may be conducted by school officials. Searches of vehicles shall be conducted as described above.

NOTICE

Students shall be informed of the District's policy on searches as outlined above at the beginning of the school year and shall be specifically notified that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time students are not present.

4. If contraband of any kind is found, the student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

Students shall be notified at the beginning of each school year that they are subject to metal detector searches on a random basis.

To ensure that metal detector searches are conducted uniformly and equitably, school administrators shall:

1. Minimize inconvenience to students and interference with the educational process;

2. Maximize detection and deterrent value by regularly searching significant numbers of students;

3. Ensure that patterns are not established that would allow students to avoid searches by predicting the time and location of a search; and

4. Avoid the appearance that a particular student or group of students is either being favored or targeted by adopting schemes, well in advance of the search, that leave the operator of the metal detector an absolute minimum of discretion.

The student’s parent or guardian shall be notified if any prohibited articles or materials are found in a student’s locker or vehicle parked on school property, or on the student’s person as a result of a search conducted in accordance with this policy.

Under the District’s own authority, the Superintendent or designee may require a student to undergo controlled drug/alcohol testing to determine whether the student is using or is under the influence of a controlled substance or alcohol. Such an examination may be required when the Superintendent or designee has reasonable cause to believe that the student is using or is under the influence of a controlled substance or alcohol while at school or at school-related activities. The District’s determination that reasonable cause exists to require the alcohol or controlled substance test shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the student, or indications of the chronic and withdrawal effects of controlled substances.

A student may be subject to a sobriety test by the principal’s designee, such as the school nurse or a District school resource officer,
who has been trained and certified through Drug Impairment and Behavioral Recognition for Education Professionals (DIBREP). DIBREP was developed by the International Association of Chiefs of Police and the National Highway Traffic Safety Administration.

When students abuse drugs, they put more than themselves at risk. DIBREP provides school administrators, school nurses, and school resource officers the competency to evaluate and document students suspected of abusing drugs and alcohol. DIBREP shall not certify participants to be drug recognition experts but shall provide school administrators, school nurses, and school resource officers the ability to identify the symptoms of students being under the influence.

A series of tests such as eye exams, vital signs, and divided attention tests shall be administered to a student suspected of being under the influence. A student’s parent(s) shall be notified when the student, who is suspected of being under the influence, is assessed. If a student is not cooperative during the assessment or the school nurse determines that the student’s safety is at risk, the school nurse will contact the appropriate emergency personnel. Appropriate disciplinary consequences will be applied if the student is found to be under the influence of drugs and alcohol.

A student confirmed to have violated the District’s alcohol or controlled substances policy [see FNCF(LEGAL)] by either being under the influence of or by using alcohol or controlled substances while at school or at a school-related activity shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

The District shall require drug-testing of any student in grades 9–12 who chooses to participate in school-sponsored extracurricular activities.

School-sponsored extracurricular activities for which testing is required shall include all athletics, drill team, and cheerleading.

A student participating in school-sponsored extracurricular activities shall be subject to random drug testing for the presence of illegal drugs and alcohol at the beginning of each school year and shall be randomly tested throughout the school year.

The purposes of the drug-testing program shall include the following:

- To prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol;
- To help enforce a drug-free educational environment;

<table>
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<tr>
<th>MANDATORY DRUG-TESTING PROGRAM</th>
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• To deter student use of illegal and performance-enhancing drugs or alcohol; and

• To educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

**DISTRIBUTION OF POLICY**

The District shall provide informational packets to each parent and student including a copy of the drug-testing policy and consent form prior to the beginning of participation in each affected activity.

**ORIENTATION MEETINGS**

The District shall conduct meetings with interested parents and student participants prior to the beginning of each school year.

District employees shall explain the drug-testing program, review the policy and consent form, and provide an educational presentation on the harmful effects of drug and alcohol abuse.

Parent and student attendance at the orientation meeting is not mandatory.

**CONSENT**

Before a student is eligible to participate in extracurricular activities, the student shall be required to annually sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student’s parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in covered activities. Consent may only be withdrawn by written notice to the campus principal. If consent is withdrawn, the student will become ineligible to participate in covered activities.

**USE OF RESULTS**

Drug test results shall be used only to determine eligibility for participation in extracurricular activities. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties.

Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

**CONFIDENTIALITY**

Drug test results shall be confidential and shall be disclosed only to the student, the student’s parents, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student’s academic record. Results shall not be otherwise disclosed except as required by law.

**TESTING LABORATORY**

The Board shall contract with a certified drug-testing laboratory to conduct testing of students’ urine samples.
Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

The drug-testing laboratory shall test for the presence of: alcohol, performance-enhancing substances, including anabolic steroids, marijuana, cocaine, methaqualone, benzodiazepines, phencyclidine (PCP), methadone, barbiturates, propoxyphene, amphetamines, opiates, and metabolites of any of these substances.

Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. At the testing site, the student shall be under District employee supervision until the student enters the collection area. Testing personnel of the same gender as the student shall supervise the collection area while the student produces a sample within a closed restroom stall. Samples shall be collected in accordance with accepted industry standards and as outlined in this policy. Once a sample is collected and the student is satisfied that the sample has been placed in a secure, sealed container, the student shall leave the collection area and shall again be under District employee supervision until the student leaves the testing site.

Random tests shall be conducted on as many as six dates throughout the school year.

No less than ten percent and no more than 90 percent of the students participating in the program shall be randomly selected for each random test date. The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time.

A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any.

It will be considered a refusal to test if a student is unable to provide a sample within a reasonable time period. A reasonable time period shall be at least three hours or prior to the collection group leaving, whichever is later.

If a student is absent on the day of the random test, a sample shall be collected on the next random testing date.
### Consequences of Positive Results

An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive via a split sample.

Upon receiving results of a positive drug test, the District shall schedule a meeting with the student and the student’s parent(s) or legal guardian. During this meeting, the findings of the test and the expected consequences shall be discussed.

The student, parent, or guardian shall have five school days following the conference involving the director of the student’s extracurricular activity, the student, and the student’s parent or guardian to provide a medical explanation for a positive result.

### Retesting

A student or parent may request an independent retest of the original specimen. The independent retest shall be completed at the student’s or parent’s expense and must be submitted to a certified laboratory. A request for an independent retest must be made in writing within 48 hours of the student or parent receiving the results of the original test. Any sanctions shall remain in effect during the retest period.

After a positive test, the student shall be retested on all remaining random test dates during the school year.

### Drug Abuse Prevention

The District shall notify the parent and student of the District’s drug and alcohol abuse prevention program.

### Consequences

Consequences of positive test results shall be cumulative through the student’s enrollment in middle school and shall begin anew for high school.

#### First offense

Upon a first offense of receiving a confirmed positive drug test, a student shall be suspended from any extracurricular activity for three contests following the date the student and parent are notified of the test results.

During the period of suspension, the student shall not be permitted to participate in practices, competitions, or performances; however, the student shall be required to attend, but not participate in, all practices held during and after the school day.

The student shall also complete the District’s drug education program prior to being reinstated to an extracurricular activity.

#### Second offense

Upon a second offense of receiving a confirmed positive drug test, a student shall be suspended from any extracurricular activity for 18 weeks following the date the student and parent are notified of the test results.
During the period of suspension, the student shall not be permitted to participate in practices, competitions, or performances; however, the student shall be required to attend, but not participate in, all practices held during and after the school day.

The student shall also complete the District’s drug education program prior to being reinstated to an extracurricular activity.

**THIRD OFFENSE**

Upon a third offense of receiving a confirmed positive drug test, a student shall no longer be eligible to participate in any extracurricular activities for the remainder of his or her high school career.

**END-OF-SEASON SUSPENSIONS**

If a student’s suspension from participation is not completed by the end of the season applicable to the activity in which the student participates, the student shall complete the assigned period of suspension during the following season for that activity.

**APPEALS**

A student or parent may appeal a decision made under this policy in accordance with FNG(LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending.

**WAIVER**

A student participating in extracurricular activities that are subject to this drug-testing policy shall be allowed one drug-testing waiver during his or her entire extracurricular participation with the District. The waiver shall be provided by the District to a student who has not previously signed a waiver and who has not tested positive at any time during the student’s extracurricular participation.

The waiver shall be an agreement between the student and the District acknowledging the possibility that the student may test positive for illegal drugs or alcohol. If the student signs the waiver prior to testing, the District shall waive the mandatory suspension period if the following conditions are met:

1. The waiver is signed in the presence of the District employee facilitating the drug test and a director of an extracurricular activity or principal.

2. The student provides a urine sample to be tested on the same date as the signing of the waiver.

3. The student agrees to meet all other requirements of this policy, including non-random selection for all future test dates, as if the student had tested positive for the first time.

In the event the student provides a sample that tests negative for illegal drugs and alcohol, the waiver shall still be considered valid and shall be unavailable for the student for the rest of the student’s
extracurricular participation. However, the student shall not be subject to any sanctions.
After personnel of the District collectively have spent 36 hours of time producing public information for a requestor during the District’s fiscal year, the District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.
SCOPE OF USE

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy. Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

<table>
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<tr>
<th>NONPROFIT FUND-RAISING</th>
<th>The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.</th>
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<tr>
<td>FOR-PROFIT USE</td>
<td>The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.</td>
</tr>
<tr>
<td>SCHEDULING</td>
<td>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</td>
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<td></td>
<td>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</td>
</tr>
<tr>
<td>APPROVAL OF USE</td>
<td>The Superintendent or designee is authorized to approve use of any District facility.</td>
</tr>
<tr>
<td>EXCEPTION</td>
<td>No approval shall be required for nonschool-related recreational use of the District’s unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.</td>
</tr>
<tr>
<td>EMERGENCY USE</td>
<td>In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.</td>
</tr>
</tbody>
</table>
### FACILITIES NOT AVAILABLE
Availability of specific facilities shall be defined by the Superintendent or designee.

### REPEATED USE
The District shall permit repeated use by any group or organization for nonschool purposes for no longer than 12 months.

### EXCEPTION
The limitations on repeated use by a nonschool group or organization shall not apply to any group or organization when the primary participants in the activities are school-aged children residing in the District.

### USE AGREEMENT
Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

### FEES FOR USE
Nonschool users shall be charged a fee for the use of designated facilities.

The Superintendent or designee shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

### EXCEPTIONS
Fees shall not be charged:
- When school buildings are used for public meetings sponsored by state or local governmental agencies;
- When the primary participants in the activities are District students; or
- For use by District employee professional organizations. [See DGA]

### REQUIRED CONDUCT
Persons or groups using school facilities shall:
1. Conduct business in an orderly manner.
2. Provide proof of liability insurance coverage naming the District as additionally insured with minimum coverage amounts for $1,000,000 property damage and $500,000 bodily damage for each occurrence.
3. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
4. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.