

*Policy Office
Professional Development Center*

TO: Person Addressed
THROUGH: Luis Villalobos 
FROM: Daphne Ramirez
SUBJECT: Policy Manual Update
DATE: December 2007

The policy manual for our District is available online at www.episd.org (under the Board of Trustees' section) or at my.episd.org under District Services and click on Policy Office. **Please call the Policy Office at 587-1181 to receive immediate verification for any online policy that is needed to ensure that the policy has not been recently revised.**

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

Our District subscribes to the Texas Association of School Boards' (TASB) policy service - *Policy Online (POL)*. There will always be a delay of up to 30 days from the time a policy is approved by the Board until it appears online, but the approved policy can be obtained immediately, if needed, by calling the Policy Office at 587-1181 or by **CLICKING ON THE POLICY NAME IN THIS MEMO where indicated**. Policies online will not have an adopted date printed on them, but you can assume they are correct unless otherwise specified in the notification memos that are sent to you regularly.

Legal policies track the language of the U.S. and Texas constitutions, federal and state statutes including the Texas Education Code, Texas Attorney General opinions, State Board of Education rules, Texas Administrative Code and other regulations, as well as other sources of legal authority defining local school district governance.

Local policies are generated by our District to support legal requirements and to define the Board's vision for the District, the structure for accomplishing the vision, and the system of accountabilities for all who are involved in realizing the vision. Board policy directs the "footsteps" of students, parents, and staff. It also directs those of the Board itself in responding to emerging issues, clarifying its own roles and responsibilities, defining the decision-making process, and ensuring timely evaluation of programs, personnel, and activities. **Local policies are adopted by the Board of Trustees and until rescinded by Board action, have the force of law.**

If regulations are present with (LOCAL) policies, they are the action steps that complement the local policy. Exhibits consist of suggested form letters, notices, and reports.

The policies listed in this memo are new, revised, or now available online.

<u>Policy</u>	<u>Action Taken</u>	<u>Explanation</u>
BBFA (LOCAL) ETHICS: CONFLICT OF INTEREST DISCLOSURES	Online	Now available on <i>Policy Online</i> . The left footer coding is – Date Issued: 06-14-2007, Update 80.
BDAA (LOCAL) OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS	Online	Now available on <i>Policy Online</i> . The left footer coding is – Date Issued: 11-07-2006, Update 79.
BDB (LOCAL) BOARD INTERNAL ORGANIZATION: INTERNAL COMMITTEES	Online	Now available on <i>Policy Online</i> . The left footer coding is – Date Issued: 11-07-2006, Update 79.
DAB (LOCAL) EMPLOYMENT OBJECTIVES: OBJECTIVE CRITERIA FOR PERSONNEL DECISIONS	Online	Now available on <i>Policy Online</i> . The left footer coding is – Date Issued: 11-29-2007, LDU 2007.14.
DC (LOCAL) EMPLOYMENT PRACTICES	Revision	<p>This policy was revised to clarify who has authority regarding the selection and employment of personnel. The superintendent was granted the authority to employ and dismiss noncontractual employees on an at-will basis, and to employ contractual employees below the level of associate superintendent. All personnel are employed subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the District.</p> <p>The Board adopted the changes on 12-11-2007, which are not yet available on <i>Policy Online</i>. TO ACCESS THE UPDATED DOCUMENT, PLEASE CLICK ON THE POLICY NAME ABOVE.</p>

<u>Policy</u>	<u>Action Taken</u>	<u>Explanation</u>
DFE (LOCAL) TERMINATION OF CONTRACT: RESIGNATION	Revision	<p>This policy was extensively revised to clarify who has authority to accept resignations and in what circumstances. New text establishes that before the school year starts, the superintendent or associate superintendent for human resources may accept a contract employee's resignation, but if the resignation is submitted after a penalty-free resignation date established by Education Code, the acceptance is contingent on finding a suitable replacement. A new section, WITHDRAWAL OF RESIGNATION, was added to state that an accepted resignation may not be withdrawn without consent of the Board, superintendent, or associate superintendent for human resources.</p> <p>The Board adopted the revisions on 12-11-2007, which are not yet available on <i>Policy Online</i>. TO ACCESS THE UPDATED DOCUMENT, PLEASE CLICK ON THE POLICY NAME ABOVE.</p>
DFF (LOCAL) TERMINATION OF CONTRACT: REDUCTION IN FORCE	Online	<p>Now available on <i>Policy Online</i>. The left footer coding is – Date Issued: 11-29-2007, LDU 2007.14.</p>
DK (LOCAL) ASSIGNMENT AND SCHEDULES	Revision	<p>This policy was extensively revised to delete outdated information and to update how the District addresses the superintendent's authority related to the assignment and reassignment of personnel in order to be in compliance with Education Code 11.201(d). The code states that the superintendent has administrative authority and responsibility for the assignment and evaluation of all personnel of the district other than the superintendent.</p> <p>The Board adopted the changes on 12-11-2007, which are not yet available on <i>Policy Online</i>. TO ACCESS THE UPDATED DOCUMENT, PLEASE CLICK ON THE POLICY NAME ABOVE.</p>

<u>Policy</u>	<u>Action Taken</u>	<u>Explanation</u>
EEJB (LOCAL) INDIVIDUALIZED LEARNING: CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION	Online	Now available on <i>Policy Online</i> . The left footer coding is – Date Issued: 11-27-2007, LDU 2007.13.
EFE (LOCAL) INSTRUCTIONAL RESOURCES: COPYRIGHTED MATERIAL	Online	Now available on <i>Policy Online</i> . The left footer coding is – Date Issued: 11-29-2007, LDU 2007.14.
EHAC (LOCAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)	Online	Now available on <i>Policy Online</i> . The left footer coding is – Date Issued: 11-27-2007, LDU 2007.13.
FNA (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION	NEW	<p>The 80th Texas Legislature passed a new law, House Bill 3678, regarding student religious expression, which required the Board to adopt a local policy addressing student expression of religious viewpoints in order to be in compliance with the Religious Viewpoints Antidiscrimination Act. The new policy addresses: STUDENT EXPRESSION OF RELIGIOUS VIEWPOINTS, STUDENT SPEAKERS AT NONGRADUATION EVENTS, OTHER STUDENT SPEAKERS, STUDENT SPEAKERS AT GRADUATION CEREMONIES, RELIGIOUS EXPRESSION IN CLASS ASSIGNMENTS, AND FREEDOM TO ORGANIZE RELIGIOUS GROUPS AND ACTIVITIES.</p> <p>The Board adopted the policy on 12-11-2007, which is not yet available on <i>Policy Online</i>. TO ACCESS THE NEW DOCUMENT, PLEASE CLICK ON THE POLICY NAME ABOVE.</p>

<u>Policy</u>	<u>Action Taken</u>	<u>Explanation</u>
FNCA (LOCAL) STUDENT CONDUCT: DRESS CODE	Online	Now available on <i>Policy Online</i> . The left footer coding is – Date Issued: 11-27-2007, LDU 2007.13.
GKG (LOCAL) COMMUNITY RELATIONS: SCHOOL VOLUNTEER PROGRAM	Online	Now available on <i>Policy Online</i> . The left footer coding is – Date Issued: 11-29-2007, LDU 2007.14.

The legal policies listed below were updated by TASB to correct citation notations, typographical errors, or other minor editing that may have been needed. The policies are correct on *Policy Online* and are listed for information only.

FJ (LEGAL) Gifts and Solicitations
FNCA (LEGAL) Student Conduct: Dress Code
FNCE (LEGAL) Student Conduct: Telecommunications Devices
 (was previously titled Student Rights and Responsibilities: Paging Devices)

*THE OFFICIAL HARD COPY OF THE DISTRICT'S POLICY MANUAL
IS AVAILABLE FOR INSPECTION IN THE POLICY OFFICE
LOCATED AT THE PROFESSIONAL DEVELOPMENT CENTER,
6500 BOEING DRIVE, BUILDING K, EL PASO, TEXAS 79925.*