

## PROPOSED POLICY

In accordance with state law, the District has completed all requirements for designation as an innovation district, and the Board has adopted an [innovation plan](#).<sup>1</sup>

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<sup>1</sup> Innovation Plan: <https://www.csisd.org/>

### PROPOSED REVISIONS

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**Note:** [This local policy has been revised in accordance with the District's innovation plan.<sup>1</sup>](#)

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<b>Updating Credentials</b>	<p>All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:</p> <ol style="list-style-type: none"><li>1. An official college transcript showing the highest degree earned and date conferred.</li><li>2. Proof of the certificate or endorsement.</li></ol>
<b>Contract Personnel</b>	<p>The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.</p>
<b><u>State Teacher Certification</u></b>	<p><a href="#">In accordance with the District's innovation plan, the District is exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification. State certification shall not be required for teachers of career and technical education (CTE) courses, science, technology, engineering, arts, and mathematics (STEAM) courses, and other District-identified hard-to-fill positions. All other teaching assignments shall require certification in accordance with state law. [See DK]</a></p>
<b>Social Security Number</b>	<p>The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.</p>

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**PROPOSED REVISIONS**

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<b>Personnel Duties</b>	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
<b>Posting Vacancies</b>	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
<b>Applications</b>	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.  [For information related to the evaluation of criminal history records, see DBAA.]
<b>Employment of Contractual Personnel</b>	The Board delegates to the Superintendent final authority to employ contractual personnel other than administrators.  The Superintendent has sole authority to make recommendations to the Board regarding the selection of administrators.  The Board retains final authority for employment of administrators. [See DCA, DCB, DCC, and DCE as appropriate]
<a href="#">Length of Contract</a>	<a href="#">In accordance with the District's innovation plan, the District is exempt from the state law requiring a contract between the District and an educator to be ten months and a minimum of 187 days of service. The required service days for a contract between the District and an educator shall be determined in accordance with the calendar set by the District, as indicated in the employee's contract.</a>
<b>Employment of Noncontractual Personnel</b>	The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
<b>Employment Assistance Prohibited</b>	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee

engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

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### **Superintendent's Authority**

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. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

### **Campus Assignments**

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

[In accordance with the District's local innovation plan exemption regarding SBEC certification \[see DBA\], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a career and technical education \(CTE\) field or a science, technology, engineering, arts, and mathematics \(STEAM\) field to teach a CTE course or a STEAM course, respectively. The Superintendent shall also have the authority to approve a request by the principal for a qualified individual to teach a course in a District-identified hard-to-fill area. All other teaching assignments shall require certification in accordance with state law. \[See DBA\]](#)

### **Supplemental Duties**

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

### **Work Calendars and Schedules**

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

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### Planning and Preparation

In accordance with the District's innovation plan, the District is exempt from the state law regarding minimum planning and preparation periods for classroom teachers. [See DEA(LEGAL) for the definition of a classroom teacher.]

Planning and preparation periods shall be determined in accordance with standards established by the Superintendent.

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**School Start and End Dates**

In accordance with the District's innovation plan, the District is exempt from the state laws that generally require instruction for students to begin no earlier than the fourth Monday in August and prohibit scheduling the last day of school prior to May 15.

**School Calendar**

The Superintendent shall be authorized to approve variations from the Board-adopted school calendar, as necessary.

**School Closure**

The Board delegates to the Superintendent the authority to close schools for reasons of public health and safety.

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**Class Size Ratio**

In accordance with the District's innovation plan, the District is exempt from the state law requiring a district to maintain a sufficient number of certified teachers to maintain an average ratio of not less than one teacher for each 20 students. In addition, the District is exempt from the state law requiring a district to not to enroll more than 22 students in a kindergarten–grade 4 class.

The District shall develop appropriate administrative regulations to implement these exemptions.

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### **Consideration of All Absences**

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered

[In accordance with the District's innovation plan.](#) All absences shall be considered in determining whether a student has attended the required percentage of days under this policy [unless the absence is related to District-provided enriching activities or other academic activities to offer innovative options and promote student engagement.](#)

### **Attendance Committees**

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.

The attendance committee may request additional information in writing or orally from the student, the student's parent, or the campus staff member(s) familiar with the student.

### **Parental Notice of Excessive Absences**

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.

### **Methods for Regaining Credit or Awarding a Final Grade**

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 or a final grade 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 or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than ten 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 or a final grade. The attendance 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 or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

**Personal Illness**

When a student's absence for personal illness exceeds five 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.

**Guidelines on  
Extenuating  
Circumstances**

The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

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|------------------------------------|--|
| Days of Attendance                 | 1. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS] |
| Transfers / Migrant Students       | 2. A transfer or migrant student incurs absences only after his or her enrollment in the District.   |
| Documentation                      | 3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.   |
| Consideration of Control           | 4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.  |
| Student's Academic Record          | 5. 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.   |
| Information from Student or Parent | 6. 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 or be awarded a final grade.  |

<b>Best Interest Standard</b>	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. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.
<b>Additional Local Guidelines</b>	In addition to the guidelines above, the attendance committee shall consider the following in determining extenuating circumstances: <ol style="list-style-type: none"><li>1. Decisions shall be based on a careful assessment of the circumstances of each case, including:<ol style="list-style-type: none"><li>a. The student's age.</li><li>b. The frequency and length of absence(s).</li><li>c. Family and/or home situations contributing to absences.</li><li>d. Evidence of student's efforts to make up work missed following absences.</li></ol></li><li>2. Students shall be treated fairly and equitably.</li></ol>
<b>Imposing Conditions for Awarding Credit or a Final Grade</b>	The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade: <ol style="list-style-type: none"><li>1. Completing additional assignments, as specified by the committee or teacher.</li><li>2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.</li><li>3. Maintaining the attendance standards for the rest of the semester.</li><li>4. Taking an examination to earn credit. [See EHDB]</li><li>5. Attending a flexible school day program.</li><li>6. Attending summer school.</li><li>7. Performing community service.</li><li>8. Completing parent/student joint projects.</li><li>9. Completing assigned service tasks at school.</li></ol> In all cases, the student must also earn a passing grade in order to receive credit.
<b>Appeal Process</b>	A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

College Station ISD  
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ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LOCAL)

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