

(LOCAL) Policies Packet

For your convenience, this file contains *only* **the** local policies from your school district's TASB update packet.

What is in this packet?

- Instruction sheet for recommended (LOCAL) policies
- Explanatory Notes for recommended (LOCAL) policies
- Clean copies of recommended (LOCAL) policies
- Annotated (redlined) copies of recommended (LOCAL) policy changes

This is not the full update packet.

To retrieve your district's full update packet, log in to Policy Online[®] and visit My Policy Manual > Local Manual Updates > Numbered Updates.

What is in the full update packet?

The full update packet contains:

- A summary of the overall policy update
- (LEGAL) policies and (EXHIBIT) documents that describe the statutory framework in which your local policies must operate
- Instructions and Explanatory Notes for every policy change, not just the (LOCAL) policies
- Guidance on how to:
 - Present recommended policy changes to the board
 - Keep minutes
 - Notify TASB of board action
 - Maintain your historical record
 - o Update your administrative regulations

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This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

Instruction Sheet TASB Localized Policy Manual Update 123

College Station ISD

Code	Туре	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
BBD	(LOCAL)	Replace policy	Revised policy
BBFA	(LOCAL)	Replace policy	Revised policy
СКС	(LOCAL)	Replace policy	Revised policy
CKE	(LOCAL)	ADD policy	See explanatory note
CKEC	(LOCAL)	DELETE policy	See explanatory note
CQC	(LOCAL)	ADD policy	See explanatory note
DGBA	(LOCAL)	Replace policy	Revised policy
EEH	(LOCAL)	Replace policy	Revised policy
EF	(LOCAL)	DELETE policy	See explanatory note
EFA	(LOCAL)	ADD policy	See explanatory note
EFB	(LOCAL)	ADD policy	See explanatory note
FNG	(LOCAL)	Replace policy	Revised policy
GF	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 123

College Station ISD

ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Legislature, regular and special sessions. All referenced bills have already gone into effect unless otherwise noted.

The Local Policy Overview for Update 123, available with your Update 123 materials under Local Manual Updates on Policy Online[®] (TASB login required), provides a general, high-level overview of the changes to the local policies included in the update. Legal policies provide the legal framework for key areas of district operations and are not adopted by the board.

BBD(LOCAL) BOARD MEMBERS: TRAINING AND ORIENTATION

HB 3033 authorizes the attorney general to require trustees to complete training on the Public Information Act if the attorney general finds that there has been a violation of the Act. Language is recommended to make clear that this training after a violation cannot be delegated to the district's Public Information Act coordinator.

BBFA(LOCAL) ETHICS: CONFLICT OF INTEREST DISCLOSURES

Language is recommended to clarify that a trustee's ethical duty to disclose a financial or other personal interest in board transactions goes beyond the statutory conflicts of interest set out in state and federal law. The added language serves to demonstrate a commitment to avoid undue influence, increase transparency, and avoid the appearance of impropriety in public dealings.

CKC(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

A section on Notice Regarding Violent Activity is recommended to comply with legal requirements. Administrative procedures must be created to align with TEA's model standards.

CKE(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

To address in one policy all security arrangements a district may have implemented, we have added CKE(LOCAL) and moved the relevant provisions from CKEC(LOCAL).

Significant revisions are recommended to the CKE policy series to promote compliance and clarification with HB 3 and other legal requirements.

Provisions relating to school resource officers have been edited to clarify that a district may have agreements with multiple law enforcement agencies depending on district needs and jurisdiction. A statement regarding the jurisdiction of school resource officers has been added. The policy also now includes a list of authority and duties as reflected in the controlling memorandum of understanding.

Based on the district's security survey responses, provisions regarding contracted security officers have been added to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under <u>Local Manual Up-</u> <u>dates</u> on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

CKEC(LOCAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS

To address in one policy all security arrangements the district has implemented, we have deleted this policy and moved the provisions to CKE(LOCAL).

Explanatory Notes TASB Localized Policy Manual Update 123

College Station ISD

CQC(LOCAL) TECHNOLOGY RESOURCES: EQUIPMENT

This new local policy is recommended to meet the legal requirement for the board to adopt a policy for the effective integration of digital devices in the district. The policy language adopts the model health and safety guidelines developed by TEA and the Health and Human Services Commission and clarifies that the superintendent must develop regulations for implementation.

DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy DIA, we have revised the references to that code in this policy to reflect the DIA series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under <u>Local Manual Up-</u> <u>dates</u> on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

EEH(LOCAL) INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION

TEA's revisions to the *Student Attendance Accounting Handbook* (*SAAH*) prompted recommended updates to this policy. Students may now receive homebound services for psychological, as well as medical, conditions. The *SAAH* also indicates that the weeks of confinement due to a medical or psychological condition do not need to be consecutive to qualify. The policy language has been updated to reflect this change.

EF(LOCAL) INSTRUCTIONAL RESOURCES

As explained at EF(LEGAL), above, this local policy addressing instructional resources is being deleted. New local policies to address instructional materials and library materials separately are included at EFA and EFB.

EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

The enclosed policy regarding instructional materials is recommended to coordinate with the policy addressing library materials at EFB(LOCAL). The provisions previously housed at EF(LOCAL) have been moved to this code with the following revisions:

- At Selection, a clarification has been made to reflect that instructional materials must be chosen in accordance with stated objectives and administrative regulations and may include items from the State Board of Education list.
- At Reconsideration of Instructional Materials, the list of individuals who can submit a request for reconsideration has been revised. This change is recommended to align with the list provided in the new EFB(LOCAL), which permits an employee or parent or guardian to submit these requests. If the district would like to expand this list, please contact your policy consultant.

Please review the information at Formal Reconsideration, which specifies who will receive forms requesting the reconsideration of instructional material and who will appoint a reconsideration committee. If the policy needs to identify a different position for these responsibilities, please contact your policy consultant for assistance with revisions.

The Legal Issues in Update 123 memo, available with your Update 123 materials under <u>Local Manual Up-</u> <u>dates</u> on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

Explanatory Notes TASB Localized Policy Manual Update 123

College Station ISD

EFB(LOCAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

This recommended policy aligns with changes to the Administrative Code and the new collection development standards for school libraries as a result of HB 900. Please review the following information in your policy:

- The location of the form for formal reconsideration;
- The position title for the person responsible for appointing the reconsideration committee; and
- The number of days allocated for appointing the committee, providing the material for review to the committee, and completing the committee's final report.

If any information needs to be updated or if further revisions to the policy are needed, please contact your policy consultant for assistance.

FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy FFH, we have revised the references to that code in this policy to reflect the FFH series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under <u>Local Manual Up-</u> <u>dates</u> on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

GF(LOCAL) PUBLIC COMPLAINTS

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under <u>Local Manual Up-</u> <u>dates</u> on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

College Station ISD 021901		
BOARD MEMBERS TRAINING AND ORIENTATION (
Public Information Coordinator After Election or Appointment	The Superintendent shall fulfill the responsibilities of the p formation coordinator and shall receive, on behalf of Boar bers, the training specified by Government Code 552.012 GBAA]	rd mem-
After a Violation	A Board member who receives written notice from the att general that the member must complete Public Informatic (PIA) training described by GBAA(LEGAL) following the D failure to comply with a PIA requirement shall complete th within the timelines described in law. The completion of th in response to such a notice cannot be delegated.	on Act District's ne training
Reporting Continuing Education Credit	The Board President shall announce the status of each B member's continuing education credit. The announcemer made annually at the last regular Board meeting before th trict's uniform election date, whether or not an election is announcement shall be reflected in the meeting minutes necessary, posted on the District's website in accordance	nt shall be ne Dis- held. The and, when

College Station ISD 021901		
ETHICS CONFLICT OF INTEREST DISCLOSURES (L		
	In addition to disclosures required by law, a Board member disclose to the Board any personal financial interest, busine terest, or obligation or relationship that in any way creates tial conflict of interest with a vote on a pending matter.	ess in-
	A Board member shall not use coercive means or promise treatment in order to influence Board or District decisions, r the member's position to seek personal advantage. [See al BBF(LOCAL)]	nor use
Annual Financial Management Report	Each Board member shall provide to the District in a timely information necessary for the District's annual financial manent report. [See CFA]	

ISK MANAGEMENT	CKC (LOCAL)
The Superintendent shall ensure updating of the District's emer- gency operations plan and ongoing staff training.	
As required by law, the emergency operations plan shall the District's procedures addressing:	include
 Reasonable security measures when District proper as a polling place; 	rty is used
2. Response to an active shooter emergency;	
3. Response to a nearby train derailment, as applicable	e; and
	•
garding violent activity that has occurred or is being investigation	stigated at
	 The Superintendent shall ensure updating of the District's gency operations plan and ongoing staff training. As required by law, the emergency operations plan shall the District's procedures addressing: 1. Reasonable security measures when District proper as a polling place; 2. Response to an active shooter emergency; 3. Response to a nearby train derailment, as applicable 4. Access to campus buildings and materials necessar substitute teacher to carry out the duties of a District

College Station ISD 021901			
	SAFETY PROGRAM/RISK MANAGEMENT CKE SECURITY PERSONNEL (LOCAL)		
School Resource Officers	To implement the District's comprehensive safety programs, the District has entered into a memorandum of understanding (MOU) with each local law enforcement agency that provides the District with school resource officers. School resource officers shall pro- vide services consistent with the terms of the agreement, the com- prehensive safety programs, and Board policy.		
Jurisdiction	withi outs	jurisdiction of school resource officers shall include all in District boundaries, as well as all real and personal ide the boundaries of the District that is owned, leased ad by the District, or is otherwise under the District's ca	property I, or
Authority and Duties	MOL dent	hool resource officer shall perform duties as described J and as included in the District improvement plan and Code of Conduct. Pursuant to the MOU, a school res shall:	I the Stu-
	1.	Protect the safety and welfare of any person in the ju of the District and protect the property of the District.	risdiction
	2.	Enforce all laws, including municipal ordinances, cou nances, and state laws, and investigate violations of needed. In doing so, school resource officers may se search warrants in connection with District-related inv tions in compliance with the Texas Code of Criminal I dure.	law as rve vestiga-
	3.	Arrest suspects consistent with state and federal stat and constitutional standards governing arrests, include rests without warrant, for offenses that occur in the of presence or under the other rules set out in the Texas of Criminal Procedure.	ling ar- ficer's
	4.	Coordinate and cooperate with commissioned officers other law enforcement agencies in the enforcement of policy as necessary.	
	5.	Enforce District policies, rules, and regulations on Disproperty, in school zones, at bus stops, or at District tions.	
	6.	Investigate violations of District policy, rules, and regards as requested by the Superintendent and participate in ings concerning alleged violations.	
	7.	Carry a firearm in accordance with the MOU and the tives with the commissioning entity.	direc-
	8.	Carry out all other duties in accordance with the MOU	J.

SAFETY PROGRAM/RISK MANAGEMENT SECURITY PERSONNEL

	A school resource officer shall not be assigned routine classroom discipline or administrative tasks. Each school resource officer shall receive at least the minimum amount of education and training required by law.
	[See CKE(LEGAL) and CKEC(LEGAL)]
Contracted Security Officers	To assist with implementing the District's comprehensive safety programs, the District has entered into an agreement with a secu- rity services contractor for security officers in accordance with law. Contracted security officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.
Jurisdiction	The jurisdiction of contracted security officers shall include all terri- tory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.
Authorization	Pursuant to its authority under state law, the Board may authorize contracted security officers to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each con- tracted security officer shall have immunities as provided by law.
	Each specifically authorized contracted security officer shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved officer. The written authorization shall specify the District premises and other property where the contracted security officer is authorized to carry a firearm, as well as the means of carrying and storing the firearm.
Revocation	The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific contracted security officer's authorization to possess a firearm on District property under this policy.
	In addition, authorization for a specific contracted security officer to possess a firearm on District property under this policy shall be automatically revoked if the agreement with the security services contractor expires or is severed.
Duties	A contracted security officer shall not perform routine law enforce- ment duties unless the duty is performed in response to an emer- gency that poses a threat of death or serious bodily injury to a stu- dent, employee, or other individual on a District campus.
	In the scope of their services as contracted security personnel, each security officer shall:

SAFETY PROGRAM/RISK MANAGEMENT SECURITY PERSONNEL

	1.	Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
	2.	Carry out all other duties in accordance with the agreement.
Training	ceive host	District shall ensure that each contracted security officer re- es specialized training in crisis intervention, management of age situations, and other topics the Board may determine nec- ary or appropriate.
		ddition, each contracted security officer shall receive training in ollowing:
	1.	Student mental health, including suicide awareness;
	2.	Trauma-informed care;
	3.	Age-appropriate responses;
	4.	Child abuse identification and reporting;
	5.	Bullying, cyberbullying, harassment, and dating violence;
	6.	Special accommodations for students with disabilities (includ-

- ing behavior de-escalation techniques);
- 7. Confidentiality; and
- Board policies and District regulations. 8.

College Station ISD 021901

TECHNOLOGY RESOURCES EQUIPMENT

CQC (LOCAL)

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

PERSONNEL-MANAGEMENT RELATIONS EMPLOYEE COMPLAINTS/GRIEVANCES

Complaints	In this policy, the terms "complaint" and "grievance" shall have the same meaning.	
Other Complaint Processes	Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these poli- cies require appeals to be submitted in accordance with DGBA af- ter the relevant complaint process:	
	1.	Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with the DIA series.
	2.	Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with the DIA series.
	3.	Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with the DIA series.
	4.	Complaints concerning instructional resources shall be sub- mitted in accordance with the EF series.
	5.	Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
	6.	Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
	7.	Complaints concerning the proposed termination or suspen- sion without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accor- dance with DFAA, DFBA, or DFCA.
Notice to Employees	The District shall inform employees of this policy through appropri- ate District publications.	
Guiding Principles Informal Process	The Board encourages employees to discuss their conce their supervisor, principal, or other appropriate administra has the authority to address the concerns. Concerns sho pressed as soon as possible to allow early resolution at the possible administrative level.	
		rmal resolution shall be encouraged but shall not extend any dlines in this policy, except by mutual written consent.

College Station ISD 021901		
PERSONNEL-MANAGEMENT RELATIONS [EMPLOYEE COMPLAINTS/GRIEVANCES (LC		
Direct Communication with Board Members	Employees shall not be prohibited from communicating wi member of the Board regarding District operations except communication between an employee and a Board memb be inappropriate because of a pending hearing or appeal the employee.	when er would
Formal Process	An employee may initiate the formal process described be timely filing a written complaint form.	low by
	Even after initiating the formal complaint process, employe encouraged to seek informal resolution of their concerns. ployee whose concerns are resolved may withdraw a form plaint at any time.	An em-
	The process described in this policy shall not be construed ate new or additional rights beyond those granted by law of policy, nor to require a full evidentiary hearing or "mini-tria level.	or Board
Freedom from Retaliation	Neither the Board nor any District employee shall unlawful ate against an employee for bringing a concern or compla	•
Whistleblower Complaints	Whistleblower complaints shall be filed within the time spealaw and may be made to the Superintendent or designee lat Level Two. Timelines for the employee and the District sthis policy may be shortened to allow the Board to make a cision within 60 calendar days of the initiation of the comp [See DG]	beginning set out in final de-
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may made to the Superintendent or designee. Complaint forms a violation of law by the Superintendent may be submitted to the Board or designee.	alleging
General Provisions Filing	Complaint forms and appeal notices may be filed by hand- by electronic communication, including email and fax, or b Mail. Hand-delivered filings shall be timely filed if received appropriate administrator or designee by the close of busin the deadline. Filings submitted by electronic communication be timely filed if they are received by the close of business deadline, as indicated by the date/time shown on the elect communication. Mail filings shall be timely filed if they are marked by U.S. Mail on or before the deadline and receive appropriate administrator or designated representative no than three days after the deadline.	y U.S. by the ness on on shall s on the tronic post- ed by the
Scheduling Conferences	The District shall make reasonable attempts to schedule of ences at a mutually agreeable time. If the employee fails t at a scheduled conference, the District may hold the confe and issue a decision in the employee's absence.	o appear
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PERSONNEL-MANAGEMENT RELATIONS EMPLOYEE COMPLAINTS/GRIEVANCES

Response	At Levels One and Two, "response" shall mean a written communi- cation to the employee from the appropriate administrator. Re- sponses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the em- ployee to represent him or her in the complaint process.
	The employee may designate a representative through written no- tice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file sep- arate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous com- plaint.
	When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.
Untimely Filings	All time limits shall be strictly followed unless modified by mutual written consent.
	If a complaint form or appeal notice is not timely filed, the com- plaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.

College Station ISD 021901			
PERSONNEL-MANAGEN EMPLOYEE COMPLAIN			DGBA (LOCAL)
Complaint and Appeal Forms		plaints and appeals under this policy shall be submitten ng on a form provided by the District.	əd in
	tach of th ferei be s	ies of any documents that support the complaint shoul ed to the complaint form. If the employee does not hav ese documents, they may be presented at the Level C nce. After the Level One conference, no new documen ubmitted by the employee unless the employee did no documents existed before the Level One conference.	ve copies One con- nts may
	pect	mplaint or appeal form that is incomplete in any mater may be dismissed but may be refiled with all the requ ation if the refiling is within the designated time for filir	ired in-
Audio Recording	audi whic emp	rovided by law, an employee shall be permitted to main o recording of a conference or hearing under this polici of the substance of the employee's complaint is discuss loyee shall notify all attendees present that an audio re- king place.	y at sed. The
Level One	Com	plaint forms must be filed:	
	1.	Within 15 days of the date the employee first knew, o reasonable diligence should have known, of the decise action giving rise to the complaint or grievance; and	
	2.	With the lowest level administrator who has the author remedy the alleged problem.	ority to
		In most circumstances, employees on a school camp file Level One complaints with the campus principal; o District employees shall file Level One complaints wit immediate supervisor.	other
		If the only administrator who has authority to remedy leged problem is the Superintendent or designee, the plaint may begin at Level Two following the procedure ing deadlines, for filing the complaint form at Level O	e com- e, includ-
	rece form	e complaint is not filed with the appropriate administrat iving administrator must note the date and time the co was received and immediately forward the complaint appropriate administrator.	mplaint
	sche ceip	appropriate administrator shall investigate as necessa edule a conference with the employee within ten days a t of the written complaint. The administrator may set re time limits for the conference.	after re-
		ent extenuating circumstances, the administrator shall employee a written response within ten days following	•
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PERSONNEL-MANAGEMENT RELATIONS EMPLOYEE COMPLAINTS/GRIEVANCES

	form eva	nce. In reaching a decision, the administrator may consider in- nation provided at the Level One conference and any other rel- nt documents or information the administrator believes will help plve the complaint.
Level Two	if the	e employee did not receive the relief requested at Level One or e time for a response has expired, the employee may request a ference with the Superintendent or designee to appeal the el One decision.
	the spor	appeal notice must be filed in writing, on a form provided by District, within ten days of the date of the written Level One re- nse or, if no response was received, within ten days of the el One response deadline.
	shal the	r receiving notice of the appeal, the Level One administrator I prepare and forward a record of the Level One complaint to Level Two administrator. The employee may request a copy of Level One record.
	The	Level One record shall include:
	1.	The original complaint form and any attachments.
	2.	All other documents submitted by the employee at Level One.
	3.	The written response issued at Level One and any attach- ments.
	4.	All other documents relied upon by the Level One administra- tor in reaching the Level One decision.
	The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concern- ing any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.	
	ten a de One any	Superintendent or designee shall provide the employee a writ- response within ten days following the conference. In reaching ecision, the Superintendent or designee may consider the Level record, information provided at the Level Two conference, and other relevant documents or information the Superintendent or gnee believes will help resolve the complaint.
	Rec	ordings of the Level One and Level Two conferences, if any,

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

PERSONNEL-MANAGEMENT RELATIONS EMPLOYEE COMPLAINTS/GRIEVANCES

Level Three	If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.			
	the spo	appeal notice must be filed in writing, on a form provided by District, within ten days of the date of the written Level Two re- nse or, if no response was received, within ten days of the el Two response deadline.		
	date	Superintendent or designee shall inform the employee of the e, time, and place of the Board meeting at which the complaint be on the agenda for presentation to the Board.		
	of th	Superintendent or designee shall provide the Board the record ne Level Two appeal. The employee may request a copy of the el Two record.		
	The	Level Two record shall include:		
	1.	The Level One record.		
	2.	The notice of appeal from Level One to Level Two.		
	3.	The written response issued at Level Two and any attach- ments.		
	4.	All other documents relied upon by the administration in reaching the Level Two decision.		
	The appeal shall be limited to the issues and documents consid- ered at Level Two, except that if at the Level Three hearing the ad- ministration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.			
	sen	District shall determine whether the complaint will be pre- ted in open or closed meeting in accordance with the Texas on Meetings Act and other applicable law. [See BE]		
	for t adm and hea	presiding officer may set reasonable time limits and guidelines he presentation, including an opportunity for the employee and ninistration to each make a presentation and provide rebuttal an opportunity for questioning by the Board. The Board shall r the complaint and may request that the administration provide explanation for the decisions at the preceding levels.		
	law, pres tatio	ddition to any other record of the Board meeting required by the Board shall prepare a separate record of the Level Three sentation. The Level Three presentation, including the presen- on by the employee or the employee's representative, any pre-		

Adopted:

sentation from the administration, and questions from the Board

PERSONNEL-MANAGEMENT RELATIONS EMPLOYEE COMPLAINTS/GRIEVANCES

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

INSTRUCTIONAL ARRANGEMENTS
HOMEBOUND INSTRUCTION

General Education	Consistent with the Texas Education Agency (TEA) <i>Student Atten- dance Accounting Handbook</i> (<i>SAAH</i>), a student may be eligible for general education homebound services if the student is to be con- fined for a minimum of four weeks to a hospital or homebound set- ting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's <i>SAAH</i> and administrative procedures.
	The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the stu- dent, and the parent or guardian of the student to consider the ne- cessity of providing general education homebound instruction to the student. If the committee determines that such instruction is ap- propriate, the committee shall determine the type and amount of in- struction to be provided and, if applicable, the length of the transi- tion period to the school-based setting based on current information regarding the medical or psychological condition.
Special Education	Consistent with state rule and the <i>SAAH</i> , a student receiving spe- cial education services may be eligible for special education home- bound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psy- chological reasons specifically documented by a physician licensed to practice in the United States. The weeks need not be consecu- tive.
	If a student's admission, review, and dismissal committee deter- mines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transi- tion period to the school-based setting based on current informa- tion regarding the medical or psychological condition.
Documentation of Services	The District shall maintain full documentation about students re- ceiving homebound services, in accordance with administrative procedures, the SAAH, and a student's individualized education program, as applicable.

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INSTRUCTIONAL RESOURCES INSTRUCTIONAL MATERIALS

	Note:	For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.	
		For information related to the selection process of library materials, see EFB.	
	the To educa profes Distric for de	District shall provide instructional materials designed to teach exas Essential Knowledge and Skills and further the District's ational mission. Although the Superintendent shall ensure that essional staff select instructional materials in accordance with ct policy and administrative regulations, the ultimate authority termining and approving the curriculum and instructional pro- of the District lies with the Board.	
Objectives	pleme tional inforn instru	policy, "instructional materials" may include textbooks, sup- entary resources for classroom use, and any other instruc- resources, including electronic resources, used for formal or nal teaching and learning purposes. The primary objectives of ctional materials are to implement, enrich, and support the ct's educational program.	:
Selection	mater adopt	ctional materials that are textbooks and related supplemental ials, which may include items from the list of resources ed by the State Board of Education, shall be chosen in accor- with administrative regulations and the objectives above.	
		oard shall rely on District professional staff to select and ac- instructional materials that:	
	j	Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and ob- ectives of individual schools and specific courses, and the District and campus improvement plans.	
	I	Are appropriate for the subject area and for the age, ability evel, learning styles, interests, and social and emotional de- velopment of the students for whom they are selected.	
	t	Meet high standards for artistic quality, literary style, authen- icity, educational significance, factual content, physical for- mat, presentation, readability, and technical quality.	
		Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in criti- cal analysis and in making informed judgments in their daily ives. [See also EMB regarding instruction about controversial ssues.]	
	5.	Promote literacy.	
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INSTRUCTIONAL RESOURCES INSTRUCTIONAL MATERIALS

		ict professional staff may select additional instructional materi- n accordance with administrative regulations and the criteria /e.
	com tiona be e	inistrators, teachers, other District personnel, parents, and munity members, as appropriate, may recommend instruc- al materials for selection. Gifts of instructional materials shall valuated according to these criteria and accepted or rejected cordance with CDC(LOCAL).
	clude	ction of instructional materials is an ongoing process that in- es the removal of materials no longer appropriate and the peri- replacement or repair of materials that still have educational e.
Reconsideration of Instructional Materials	may Distr	strict employee or a parent or guardian of a District student request reconsideration of instructional material used in the rict's educational program on the basis that the instructional erial fails to meet the standards set forth in this policy.
Guiding Principles		following principles shall guide the Board and staff in respond- o a request for reconsideration of instructional materials:
	1.	A complainant may raise an objection to an instructional ma- terial used in a school's educational program, despite the fact that the professional staff selecting the materials were quali- fied to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
	2.	A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
	3.	Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny ac- cess to a child if requested by the child's parent.
	mate ucati	major criterion for the final decision on challenged instructional erials is the appropriateness of the material for its intended ed- ional use. No challenged instructional material shall be re- ed solely because of the ideas expressed therein.
Informal Reconsideration	When the District or a campus receives an objection to the appro- priateness of an instructional material, the appropriate administra- tor shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis- trator may offer a concerned parent an alternative instructional ma-	

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	terial to be used by that parent's child in place of the challenged material.
	If the complainant wishes to make a formal challenge, the adminis- trator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.
Formal Request for Reconsideration	A complainant shall make any formal request to reconsider an in- structional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon re- ceipt of the form, the principal shall appoint a reconsideration com- mittee.
	The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District- level staff, secondary-level students, parents, and any other appro- priate individuals.
	All members of the committee shall review the challenged instruc- tional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged mate- rial conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the ed- ucational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.
Frequency of Review	After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.
Appeal	The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, start- ing at the appropriate level. [See DGBA, FNG, and GF]

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INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

	Note	 For information related to the selection of instructional materials, see EFA.
	wide stud sity o vide	purpose of this policy is to ensure that the District provides a range of library materials for students and faculty that support ent achievement and present varying levels of difficulty, diver- of appeal, and a variety of points of view. This policy also pro- s standards for collection development and the selection and uation of library materials.
Collection Development Policy	libra	is policy, "library materials" may include printed and electronic ry acquisitions, including online catalogs, and other ancillary or elementary materials maintained in a campus library.
	brar	library collection development standards shall apply to all li- / materials available for use or display, including material con- ed in school libraries, classroom libraries, and online catalogs.
	grou	eveloping library collections, the District shall consider the age ps, grade levels, and access to library material by all students campus.
Responsibility	The District shall ensure librarians, professional library staff, a other designated professional staff trained on the proper colle development standards select and acquire library materials in cordance with state law and rules, this collection developmen icy, and administrative procedures.	
	sure	Superintendent shall develop administrative procedures to en- that library collections comply with applicable law and the Dis- s collection development purpose and goals.
Collection Development Goals		Idition to the requirements in state law and rules, the District's ry collections shall:
	1.	Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
	2.	Provide a wide range of background information that will en- able students to make intelligent decisions in their daily lives.
	3.	Include accurate and authentic factual content from authorita- tive sources.
	4.	Have a high degree of potential user appeal and interest.
	5.	Offer a global perspective that promotes equity of access, in- cluding print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

	6.	Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.	
Selection and Evaluation of Materials	Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Com- mission and the District standards and priorities expressed in this policy.		
	When selecting, acquiring, and evaluating library materials, librari- ans and other professional staff shall ensure that the materials:		
	1.	Enrich and support the TEKS and the state and local curricu- lum, taking into consideration students' varied interests, matu- rity levels, abilities, and learning styles.	
	2.	Foster growth in factual knowledge, literary appreciation, aes- thetic values, and societal standards.	
	3.	Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.	
	4.	Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.	
	The Superintendent shall ensure that administrative procedures re- garding the selection of library materials consider at least two of the following factors:		
	1.	Recommendations from students, parents or guardians, teachers, and District community members.	
	2.	Consultation with District teachers and library staff.	
	3.	Consultation with library staff from other districts.	
	4.	Extensive review of the library material.	
	5.	Context of the library material, including overall fit within the existing collection and support of District curriculum.	
	6.	Reviews of the library material from sources such as profes- sional journals in library science, recognized professional ed- ucation or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.	
	7.	Coverage of topics, authors, series, or genres that fill gaps in the school library collection.	
Access Plan		District shall allow efficient parental access to the District's li- y and any available online catalogs.	

INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

	Online catalogs shall be publicly available. The District shall pub- lish information about library material titles, including how and where material can be accessed.		
	Each campus shall communicate the following to parents and guardians:		
	 Access to policies relating to school libraries and library mate- rials; 		
	Consistent access to library materials and resources; and		
	 Opportunities for students, parents and guardians, educators, and community members to provide feedback on library mate- rials and services. 		
Parental Involvement	Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is af- forded the opportunity to self-select library materials as part of liter- acy development and the library program. District staff may assist a student in selecting library material; however, the ultimate deter- mination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their stu- dent.		
	In accordance with state law and administrative procedures, par- ents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]		
	The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportuni- ties with library materials. Parental involvement in library acquisi- tion, maintenance, and campus activities is encouraged.		
Access Procedures School Library	A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff mem- ber designated by the principal shall work with the parent or guardian to determine a time to access the library that will not inter- fere with the delivery of instruction or disrupt student use of library services.		
Online Catalog	A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.		

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INSTRUCTIONAL RESOURCES EF LIBRARY MATERIALS (LOCAI		
Protection from Inappropriate Material	Library materials shall not include "harmful material" as defi Penal Code 43.24(a)(2); "obscene" material as defined by F Code 43.21(a)(1); any library material that is pervasively vu educationally unsuitable as referenced in <i>Board of Educatio</i> <i>Pico</i> ; or any other material legally prohibited from inclusion public school library. [See EFB(LEGAL)]	Penal Igar or In v.
	Obscene material is not protected by the First Amendment to United States Constitution.	o the
	Library materials shall comply with the Children's Internet P tion Act (CIPA), including technology protection measures. CQ]	
Reconsideration of Library Material	A District employee or a parent or guardian of a District stud may request the reconsideration of a library material mainta the District's library program.	
Guiding Principles	The following principles shall guide the review of a request to consider a library material:	o re-
	 An individual may raise an objection to a library materi in the District's library program, despite the fact that the fessional staff selecting the materials were qualified to the selection, followed the proper procedure, and adhe the objectives and criteria for library materials set out i policy. 	e pro- make ered to
	2. A parent's or guardian's ability to exercise control over struction and instructional resources, including library als, extends only to his or her own child as set forth in tion Code Chapter 26.	materi-
	3. Access to a challenged material shall not be restricted the reconsideration process, except the District may de cess to a student if requested by the student's parent of guardian.	eny ac-
	In addition to compliance with state law and this policy, a cr for the final decision on challenged library materials is the a ateness of the material for its intended use. No challenged I material shall be removed solely because of the ideas expre the library material or the personal background of the library rial's author or the personal background of the characters in material.	ppropri- ibrary essed in / mate-
Informal Reconsideration	When the District or a campus receives an objection to the a priateness of a library material, the appropriate librarian or a trator shall try to resolve the matter informally. The librarian	adminis-

INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

	ministrator shall explain the selection process and discuss the in- tended purpose for the library material.
	The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's ac- cess to the material objected to by the parent or guardian.
	If the individual wishes to make a formal challenge, the administra- tor shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.
Formal Request for	The District shall make a form to request reconsideration of library material available in the District's administrative office.
Reconsideration	If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.
	After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be pro- vided to the school librarian, the Board, and any other staff desig- nated in administrative procedures.
Reconsideration Committee	For purposes of this policy, "days" shall mean District business days, unless otherwise noted.
	The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.
	The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.
	Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to re- view. If additional time is required to obtain and distribute the mate- rials for review, all members of the committee shall be informed that a reasonable extension of time is needed.
	All members of the committee shall review the challenged library material in its entirety and determine whether the material con- forms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written re- port of its findings.

INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

	Absent extenuating circumstances, the written report shall be pro- vided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines un- der this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."
	Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.
	An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.
	The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.
Appeal	An individual who submitted a request for reconsideration may ap- peal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immedi- ately preceding Board consideration of a complaint. [See DGBA and FNG]
Frequency of Review	After a library material has been reviewed through the reconsidera- tion process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.
Maintenance of Library Materials	In accordance with state guidelines and District administrative pro- cedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are estab- lished for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collec- tion include repair, replacement, and removal of materials as nec- essary. Regular maintenance shall also include scheduled invento- ries of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and proce- dures. [See CI]
Gifts and Donations	The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selec- tion criteria noted above. [See CDC]
Policy Review	This policy shall be reviewed at least every three years and revised as necessary.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Complaints		In this policy, the terms "complaint" and "grievance" shall have the same meaning.		
Other Complaint Processes	poli the	dent or parent complaints shall be filed in accordance with this cy, except as required by the policies listed below. Some of se policies require appeals to be submitted in accordance with G after the relevant complaint process:		
	1.	Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with the FFH series.		
	2.	Complaints concerning dating violence shall be submitted in accordance with the FFH series.		
	3.	Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with the FFH series.		
	4.	Complaints concerning bullying or retaliation related to bully- ing shall be submitted in accordance with FFI.		
	5.	Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.		
	6.	Complaints concerning expulsion shall be submitted in accor- dance with FOD and the Student Code of Conduct.		
	7.	Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.		
	8.	Complaints within the scope of Section 504, including com- plaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards hand- book.		
	9.	Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook pro- vided to parents of all students referred to special education.		
	10.	Complaints concerning instructional resources shall be sub-		

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STUDENT RIGHTS AND RESPONSIBILITIES STUDENT AND PARENT COMPLAINTS/GRIEVANCES

	11.	Complaints concerning a commissioned peace officer w an employee of the District shall be submitted in accorda with the CKE series.	
	12.	Complaints concerning intradistrict transfers or campus signment shall be submitted in accordance with FDB.	as-
	13.	Complaints concerning admission, placement, or service provided for a homeless student shall be submitted in ac dance with FDC.	
	14.	Complaints concerning disputes regarding a student's el ity for free or reduced-priced meal programs shall be sul ted in accordance with COB.	
	prop danc nece son	aplaints regarding refusal of entry to or ejection from Distr erty based on Education Code 37.105 shall be filed in ac ce with this policy. However, the timelines shall be adjuste essary to permit the complainant to address the Board in within 90 calendar days of filing the initial complaint, unle plaint is resolved before the Board considers it. [See GKA)]	cor- ed as per- ss the
Notice to Students and Parents		District shall inform students and parents of this policy the opriate District publications.	rough
Guiding Principles Informal Process	cern minis cern	Board encourages students and parents to discuss their s with the appropriate teacher, principal, or other campus strator who has the authority to address the concerns. Co s should be expressed as soon as possible to allow early lution at the lowest possible administrative level.	s ad- on-
		mal resolution shall be encouraged but shall not extend a dines in this policy, except by mutual written consent.	any
Formal Process		udent or parent may initiate the formal process described by timely filing a written complaint form.	be-
	pare cern	n after initiating the formal complaint process, students ar nts are encouraged to seek informal resolution of their co s. A student or parent whose concerns are resolved may a formal complaint at any time.	on-
	ate r	process described in this policy shall not be construed to new or additional rights beyond those granted by law or B cy, nor to require a full evidentiary hearing or "mini-trial" at l.	Board
Freedom from Retaliation		ner the Board nor any District employee shall unlawfully r against any student or parent for bringing a concern or co It.	
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STUDENT RIGHTS AND STUDENT AND PAREN	D RESPONSIBILITIES T COMPLAINTS/GRIEVANCES	FNG (LOCAL)
General Provisions Filing	Complaint forms and appeal notices may be filed by hand by electronic communication, including email and fax, or to Mail. Hand-delivered filings shall be timely filed if received appropriate administrator or designee by the close of busi the deadline. Filings submitted by electronic communicati be timely filed if they are received by the close of busines deadline, as indicated by the date/time shown on the elect communication. Mail filings shall be timely filed if they are marked by U.S. Mail on or before the deadline and receiv appropriate administrator or designated representative no than three days after the deadline.	by U.S. d by the iness on on shall s on the stronic post- ed by the
Scheduling Conferences	The District shall make reasonable attempts to schedule of ences at a mutually agreeable time. If a student or parent appear at a scheduled conference, the District may hold to ference and issue a decision in the student's or parent's a	fails to he con-
Response	At Levels One and Two, "response" shall mean a written of cation to the student or parent from the appropriate admir Responses may be hand-delivered, sent by electronic con- tion to the student's or parent's email address of record, of U.S. Mail to the student's or parent's mailing address of re- Mailed responses shall be timely if they are postmarked by Mail on or before the deadline.	nistrator. mmunica- or sent by ecord.
Days	"Days" shall mean District business days, unless otherwis In calculating timelines under this policy, the day a docum filed is "day zero." The following business day is "day one	nent is
Representative	"Representative" shall mean any person who or organizat designated by the student or parent to represent the stude parent in the complaint process. A student may be repres an adult at any level of the complaint.	ent or
	The student or parent may designate a representative thre ten notice to the District at any level of this process. If the or parent designates a representative with fewer than thre notice to the District before a scheduled conference or he District may reschedule the conference or hearing to a lat desired, in order to include the District's counsel. The Dist be represented by counsel at any level of the process.	student ee days' aring, the er date, if
Consolidating Complaints	Complaints arising out of an event or a series of related e shall be addressed in one complaint. A student or parent file separate or serial complaints arising from any event o events that have been or could have been addressed in a complaint.	shall not r series of

College Station ISD 021901					
	STUDENT RIGHTS AND RESPONSIBILITIESFNGSTUDENT AND PARENT COMPLAINTS/GRIEVANCES(LOCAL)				
Untimely Filings		me limits shall be strictly followed unless modified by en consent.	mutual		
	plair at ar may days leve	complaint form or appeal notice is not timely filed, the at may be dismissed, on written notice to the student of appeal the dismissal by seeking review in writing with a from the date of the written dismissal notice, starting at which the complaint was dismissed. Such appeal ed to the issue of timeliness.	or parent, parent nin ten at the		
Costs Incurred		n party shall pay its own costs incurred in the course o plaint.	of the		
Complaint and Appeal Forms		plaints and appeals under this policy shall be submitt ng on a form provided by the District.	ed in		
	tach have Leve docu stud	ies of any documents that support the complaint shou ed to the complaint form. If the student or parent does e copies of these documents, copies may be presente el One conference. After the Level One conference, no uments may be submitted by the student or parent unl ent or parent did not know the documents existed bef el One conference.	s not d at the o new less the		
	pect	mplaint or appeal form that is incomplete in any mate may be dismissed but may be refiled with all the requ ation if the refiling is within the designated time for fili	uired in-		
Level One	Com	plaint forms must be filed:			
	1.	Within 15 days of the date the student or parent first with reasonable diligence should have known, of the or action giving rise to the complaint or grievance; ar	decision		
	2.	With the lowest level administrator who has the authorized problem.	ority to		
		In most circumstances, students and parents shall fil One complaints with the campus principal.	e Level		
		If the only administrator who has authority to remedy leged problem is the Superintendent or designee, the plaint may begin at Level Two following the procedur ing deadlines, for filing the complaint form at Level O	e com- re, includ-		
	rece form	e complaint is not filed with the appropriate administra iving administrator must note the date and time the co was received and immediately forward the complaint appropriate administrator.	omplaint		

STUDENT RIGHTS AND RESPONSIBILITIES STUDENT AND PARENT COMPLAINTS/GRIEVANCES

	The	appropriate administrator shall investigate as necessary	and
	sche after	dule a conference with the student or parent within ten of receipt of the written complaint. The administrator may so onable time limits for the conference.	lays
	the s the c sider othe	ent extenuating circumstances, the administrator shall pre- student or parent a written response within ten days follow conference. In reaching a decision, the administrator may r information provided at the Level One conference and a r relevant documents or information the administrator be help resolve the complaint.	wing y con- any
Level Two	One may	e student or parent did not receive the relief requested at or if the time for a response has expired, the student or request a conference with the Superintendent or design eal the Level One decision.	parent
	the E spor	appeal notice must be filed in writing, on a form provided District, within ten days of the date of the written Level Or use or, if no response was received, within ten days of th el One response deadline.	ne re-
	shall the L	receiving notice of the appeal, the Level One administration prepare and forward a record of the Level One complain evel Two administrator. The student or parent may require of the Level One record.	nt to
	The	Level One record shall include:	
	1.	The original complaint form and any attachments.	
	2.	All other documents submitted by the student or parent Level One.	at
	3.	The written response issued at Level One and any attac ments.	:h-
	4.	All other documents relied upon by the Level One admin tor in reaching the Level One decision.	nistra-
	withi be lin At th conc minis	Superintendent or designee shall schedule a conference n ten days after the appeal notice is filed. The conference mited to the issues and documents considered at Level 0 e conference, the student or parent may provide informa erning any documents or information relied upon by the stration for the Level One decision. The Superintendent of the may set reasonable time limits for the conference.	e shall One. ation ad-
	a wri	Superintendent or designee shall provide the student or itten response within ten days following the conference. hing a decision, the Superintendent or designee may co	İn
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STUDENT RIGHTS AND RESPONSIBILITIES STUDENT AND PARENT COMPLAINTS/GRIEVANCES

	the Level One record, information provided at the Level Two con- ference, and any other relevant documents or information the Su- perintendent or designee believes will help resolve the complaint.
	Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.
Level Three	If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.
	The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two re- sponse or, if no response was received, within ten days of the Level Two response deadline.
	The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the com- plaint will be on the agenda for presentation to the Board.
	The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.
	The Level Two record shall include:
	1. The Level One record.
	2. The notice of appeal from Level One to Level Two.
	3. The written response issued at Level Two and any attach- ments.
	 All other documents relied upon by the administration in reaching the Level Two decision.
	The appeal shall be limited to the issues and documents consid- ered at Level Two, except that if at the Level Three hearing the ad- ministration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.
	The District shall determine whether the complaint will be pre- sented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]
	The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par- ent and administration to each make a presentation and provide re- buttal and an opportunity for questioning by the Board. The Board

STUDENT RIGHTS AND RESPONSIBILITIES STUDENT AND PARENT COMPLAINTS/GRIEVANCES

shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

College Station ISD 021901	
PUBLIC COMPLAINTS	GF (LOCAL)
Complaints	In this policy, the terms "complaint" and "grievance" shall have the same meaning.
Other Complaint Processes	Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accor- dance with GF after the relevant complaint process:
	 Complaints concerning instructional resources shall be filed in accordance with the EF series.
	 Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with the CKE series.
	Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accor- dance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in per- son within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LE- GAL)]
Guiding Principles Informal Process	The Board encourages the public to discuss concerns with an ap- propriate administrator who has the authority to address the con- cerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
	Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.
Formal Process	An individual may initiate the formal process described below by timely filing a written complaint form.
	Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An indi- vidual whose concerns are resolved may withdraw a formal com- plaint at any time.
	The process described in this policy shall not be construed to cre- ate new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retali- ate against any individual for bringing a concern or complaint.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

PUBLIC COMPLAINTS

	the deadline. Filings submitted by electronic communication she timely filed if they are received by the close of business on deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post marked by U.S. Mail on or before the deadline and received by appropriate administrator or designated representative no more than three days after the deadline.	the c t- y the
Scheduling Conferences	The District shall make reasonable attempts to schedule confe ences at a mutually agreeable time. If the individual fails to ap at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.	pear
Response	At Levels One and Two, "response" shall mean a written common cation to the individual from the appropriate administrator. Re- sponses may be hand-delivered, sent by electronic communic to the individual's email address of record, or sent by U.S. Mail the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.	ation I to
Days	"Days" shall mean District business days, unless otherwise no In calculating timelines under this policy, the day a document i filed is "day zero." The following business day is "day one."	
Representative	"Representative" shall mean any person who or organization to designated by an individual to represent the individual in the co plaint process.	
	The individual may designate a representative through written tice to the District at any level of this process. If the individual ignates a representative with fewer than three days' notice to to District before a scheduled conference or hearing, the District reschedule the conference or hearing to a later date, if desired order to include the District's counsel. The District may be repre- sented by counsel at any level of the process.	des- he may I, in
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series events that have been or could have been addressed in a pre- complaint.	e of
Untimely Filings	All time limits shall be strictly followed unless modified by mutu written consent.	ual
	If a complaint form or appeal notice is not timely filed, the com plaint may be dismissed, on written notice to the individual, at point during the complaint process. The individual may appeal dismissal by seeking review in writing within ten days from the	any the
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College Station ISD 021901			
PUBLIC COMPLAINTS		(GF LOCAL)
	com	e written dismissal notice, starting at the level at which plaint was dismissed. Such appeal shall be limited to th neliness.	
Costs Incurred		n party shall pay its own costs incurred in the course of plaint.	the
Complaint and Appeal Forms		plaints and appeals under this policy shall be submitten ng on a form provided by the District.	d in
	tach of th fere be s	ies of any documents that support the complaint should ed to the complaint form. If the individual does not have ese documents, they may be presented at the Level On nce. After the Level One conference, no new document ubmitted by the individual unless the individual did not documents existed before the Level One conference.	e copies ne con- is may
	pect	mplaint or appeal form that is incomplete in any materian may be dismissed but may be refiled with all the requiration if the refiling is within the designated time for filing	red in-
Level One	Con	plaint forms must be filed:	
	1.	Within 15 days of the date the individual first knew, or reasonable diligence should have known, of the decisi action giving rise to the complaint or grievance; and	
	2.	With the lowest level administrator who has the author remedy the alleged problem.	ity to
		If the only administrator who has authority to remedy to leged problem is the Superintendent or designee, the plaint may begin at Level Two following the procedure ing deadlines, for filing the complaint form at Level On	com- , includ-
	rece form	e complaint is not filed with the appropriate administrate iving administrator must note the date and time the cor was received and immediately forward the complaint f appropriate administrator.	nplaint
	sche ceip	appropriate administrator shall investigate as necessar edule a conference with the individual within ten days at t of the written complaint. The administrator may set re- time limits for the conference.	fter re-
	the i fere form evar	ent extenuating circumstances, the administrator shall p ndividual a written response within ten days following th nce. In reaching a decision, the administrator may cons nation provided at the Level One conference and any ot nt documents or information the administrator believes live the complaint.	ne con- ider in- her rel-
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PUBLIC COMPLAINTS

Level Two	If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.			
	the I spor	appeal notice must be filed in writing, on a form provided by District, within ten days of the date of the written Level One re- nse or, if no response was received, within ten days of the el One response deadline.		
	shal the l	r receiving notice of the appeal, the Level One administrator I prepare and forward a record of the Level One complaint to Level Two administrator. The individual may request a copy of Level One record.		
	The	Level One record shall include:		
	1.	The original complaint form and any attachments.		
	2.	All other documents submitted by the individual at Level One.		
	3.	The written response issued at Level One and any attach- ments.		
	4.	All other documents relied upon by the Level One administra- tor in reaching the Level One decision.		
	withi be li At th ing a for th	Superintendent or designee shall schedule a conference in ten days after the appeal notice is filed. The conference shall mited to the issues and documents considered at Level One. The conference, the individual may provide information concern- any documents or information relied upon by the administration the Level One decision. The Superintendent or designee may reasonable time limits for the conference.		
	ten r a de One any	Superintendent or designee shall provide the individual a writ- response within ten days following the conference. In reaching icision, the Superintendent or designee may consider the Level record, information provided at the Level Two conference, and other relevant documents or information the Superintendent or gnee believes will help resolve the complaint.		
		ordings of the Level One and Level Two conferences, if any, I be maintained with the Level One and Level Two records.		
Level Three	if the	e individual did not receive the relief requested at Level Two or e time for a response has expired, he or she may appeal the sion to the Board.		
		appeal notice must be filed in writing, on a form provided by District, within ten days of the date of the written Level Two re-		

PUBLIC COMPLAINTS

sponse or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

- 1. The Level One record.
- 2. The notice of appeal from Level One to Level Two.
- 3. The written response issued at Level Two and any attachments.
- 4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not

PUBLIC COMPLAINTS

GF (LOCAL)

make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: deleted text.
- Additions are in a blue, bold font: new text.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: moved text becomes moved text.
- Revision bars appear in the right margin to show sections with changes.
- **Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges		
	policy.service@tasb.org	colleges@tasb.org		
	800.580.7529	800.580.1488		

College Station ISD 021901		
BOARD MEMBERS TRAINING AND ORIEN	TATION	BBD (LOCAL)
Public Information Coordinator After Election or Appointment	The Superintendent shall fulfill the responsibilities of the pu formation coordinator and shall receive, on behalf of Board bers, the training specified by Government Code 552.012. GBAA]	mem-
After a Violation	A Board member who receives written notice from the attor general that the member must complete Public Information (PIA) training described by GBAA(LEGAL) following the Dis failure to comply with a PIA requirement shall complete the within the timelines described in law. The completion of the in response to such a notice cannot be delegated.	Act strict's training
Reporting Continuing Education Credit	The Board President shall announce the status of each Board member's continuing education credit. The announcement made annually at the last regular Board meeting before the trict's uniform election date, whether or not an election is he announcement shall be reflected in the meeting minutes an necessary, posted on the District's website in accordance we	shall be Dis- eld. The nd, when

College	Station	ISD
021901		

ETHICS CONFLICT OF INTEREST DISCLOSURES

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

Annual Financial Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

College Station ISD 021901		
SAFETY PROGRAM/RI EMERGENCY PLANS	SK M	ANAGEMENT CKC (LOCAL)
Emergency Operations Plan	The Superintendent shall ensure updating of the District's emer- gency operations plan and ongoing staff training.	
		required by law, the emergency operations plan shall include District's procedures addressing∺
	1.	Reasonable security measures when District property is used as a polling place;
	2.	Response to an active shooter emergency;
	3.	Response to a nearby train derailment, as applicable; and
	4.	Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.
Notice Regarding Violent Activity	gat	The Superintendent shall develop procedures to notify par- s regarding violent activity that has occurred or is being investi- ed at a campus or other District facility or at a District-spon- ed activity.

College Station ISD 021901			
SAFETY PROGRAM/RIS SECURITY PERSONNE		ANAGEMENT	CKE (LOCAL)
School Resource Officers	To implement the District's comprehensive safety programs, the District has entered into a memorandum of understanding (MOU) with each local law enforcement agency that provides the District with school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the compre- hensive safety programs, and Board policy.		
Jurisdiction	The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.		property d, or
Authority and Duties	MOI dent	hool resource officer shall perform duties as described J and as included in the District improvement plan and Code of Conduct. Pursuant to the MOU, a school res shall:	the Stu-
	1.	Protect the safety and welfare of any person in the ju of the District and protect the property of the District.	risdiction
	2.	Enforce all laws, including municipal ordinances, cou nances, and state laws, and investigate violations of needed. In doing so, school resource officers may se search warrants in connection with District-related inv tions in compliance with the Texas Code of Criminal R dure.	law as rve vestiga-
	3.	Arrest suspects consistent with state and federal stat and constitutional standards governing arrests, include rests without warrant, for offenses that occur in the or presence or under the other rules set out in the Texas Criminal Procedure.	ding ar- fficer's
	4.	Coordinate and cooperate with commissioned officer other law enforcement agencies in the enforcement of policy as necessary.	
	5.	Enforce District policies, rules, and regulations on Dis property, in school zones, at bus stops, or at District	
	6.	Investigate violations of District policy, rules, and regrassing as requested by the Superintendent and participate in ings concerning alleged violations.	
	7.	Carry a firearm in accordance with the MOU and the tives with the commissioning entity.	direc-
	8.	Carry out all other duties in accordance with the MOU	J.
		hool resource officer shall not be assigned routine claspline or administrative tasks. Each school resource of	
			4 . (0

College Station ISD 021901			
SAFETY PROGRAM/RIS			CKE LOCAL)
		l receive at least the minimum amount of education and equired by law.	train-
	[See	e CKE(LEGAL) and CKEC(LEGAL)]	
Contracted Security Officers	prog rity s Con the f	ssist with implementing the District's comprehensive sa rams, the District has entered into an agreement with a services contractor for security officers in accordance wi tracted security officers shall provide services consisten erms of the agreement, the comprehensive safety progr Board policy.	secu- th law. it with
Jurisdiction	tory prop	jurisdiction of contracted security officers shall include a within District boundaries, as well as all real and person erty outside the boundaries of the District that is owned ed, or rented by the District, or is otherwise under the D rol.	nal ,
Authorization	cont at B ever	suant to its authority under state law, the Board may authority acted security officers to possess certain firearms in so pard meetings, and at school-sponsored or school-relatents on District property, to the extent allowed by law. Each ed security officer shall have immunities as provided by	hools, ed ch con-
	prov ten a tion the o	n specifically authorized contracted security officer shall ed by action of the Board. The Superintendent shall iss authorization to each approved officer. The written author shall specify the District premises and other property wh contracted security officer is authorized to carry a firearr as the means of carrying and storing the firearm.	ue writ- oriza- nere
Revocation	to re	Superintendent, as well as the Board, shall have the au woke at any time a specific contracted security officer's on to possess a firearm on District property under this po	authori-
	poss toma	ddition, authorization for a specific contracted security of sess a firearm on District property under this policy shall atically revoked if the agreement with the security servic or expires or is severed.	be au-
Duties	men gene	ntracted security officer shall not perform routine law en t duties unless the duty is performed in response to an cy that poses a threat of death or serious bodily injury to a employee, or other individual on a District campus.	emer-
		e scope of their services as contracted security personr n security officer shall:	ıel,
	1.	Protect the safety and welfare of any person in the juris of the District and protect the property of the District.	sdiction
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UPDATE 123 CKE(LOCAL)-X

SAFETY PROGRAM/RISK MANAGEMENT SECURITY PERSONNEL

	2.	Carry out all other duties in accordance with the agreement.	
Training	The District shall ensure that each contracted security officer re- ceives specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine nec- essary or appropriate.		
		ddition, each contracted security officer shall receive training in following:	
	1.	Student mental health, including suicide awareness;	
	2.	Trauma-informed care;	
	3.	Age-appropriate responses;	
	4.	Child abuse identification and reporting;	
	5.	Bullying, cyberbullying, harassment, and dating violence;	
	6.	Special accommodations for students with disabilities (includ- ing behavior de-escalation techniques);	
	7.	Confidentiality; and	
	8.	Board policies and District regulations.	

SECURITY PERSONNEL SCHOOL RESOURCE OFFICERS

To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the District improvement plan and the Student Code of Conduct. A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

All school resource officers shall receive at least the minimum amount of education and training required by law.

TECHNOLOGY RESOURCES EQUIPMENT

CQC (LOCAL)

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

Complaints	In this policy, the terms "complaint" and "grievance" shall have the same meaning.		
Other Complaint Processes	Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these poli- cies require appeals to be submitted in accordance with DGBA af- ter the relevant complaint process:		
	1.	Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with the DIA series.	
	2.	Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with the DIA series.	
	3.	Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with the DIA series.	
	4.	Complaints concerning instructional resources shall be sub- mitted in accordance with the EF series.	
	5.	Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.	
	6.	Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.	
	7.	Complaints concerning the proposed termination or suspen- sion without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accord- ance with DFAA, DFBA, or DFCA.	
Notice to Employees		District shall inform employees of this policy through appropri- District publications.	
Guiding Principles Informal Process	thei has pres	Board encourages employees to discuss their concerns with r supervisor, principal, or other appropriate administrator who the authority to address the concerns. Concerns should be ex- sed as soon as possible to allow early resolution at the lowest sible administrative level.	
		rmal resolution shall be encouraged but shall not extend any dlines in this policy, except by mutual written consent.	

College Station ISD 021901			
PERSONNEL-MANAGEMENT RELATIONSDGIEMPLOYEE COMPLAINTS/GRIEVANCES(LOCA)			
Direct Communication with Board Members	Employees shall not be prohibited from communicating with member of the Board regarding District operations except v communication between an employee and a Board member be inappropriate because of a pending hearing or appeal re- the employee.	vhen r would	
Formal Process	An employee may initiate the formal process described below timely filing a written complaint form.	ow by	
	Even after initiating the formal complaint process, employed encouraged to seek informal resolution of their concerns. A ployee whose concerns are resolved may withdraw a format plaint at any time.	n em-	
	The process described in this policy shall not be construed ate new or additional rights beyond those granted by law or policy, nor to require a full evidentiary hearing or "mini-trial" level.	Board	
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfull ate against an employee for bringing a concern or complair	•	
Whistleblower Complaints	Whistleblower complaints shall be filed within the time spec law and may be made to the Superintendent or designee b at Level Two. Timelines for the employee and the District se this policy may be shortened to allow the Board to make a cision within 60 calendar days of the initiation of the compla [See DG]	eginning et out in final de-	
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may made to the Superintendent or designee. Complaint forms a violation of law by the Superintendent may be submitted to the Board or designee.	alleging	
General Provisions Filing	Complaint forms and appeal notices may be filed by hand- by electronic communication, including email and fax, or by Mail. Hand-delivered filings shall be timely filed if received I appropriate administrator or designee by the close of busin the deadline. Filings submitted by electronic communication be timely filed if they are received by the close of business deadline, as indicated by the date/time shown on the electr communication. Mail filings shall be timely filed if they are p marked by U.S. Mail on or before the deadline and received appropriate administrator or designated representative no r than three days after the deadline.	U.S. by the ess on n shall on the onic bost- d by the	
Scheduling Conferences	The District shall make reasonable attempts to schedule co ences at a mutually agreeable time. If the employee fails to at a scheduled conference, the District may hold the confer and issue a decision in the employee's absence.	appear	
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DGBA(LOCAL)-B

Response	At Levels One and Two, "response" shall mean a written communi- cation to the employee from the appropriate administrator. Re- sponses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the em- ployee to represent him or her in the complaint process.
	The employee may designate a representative through written no- tice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file sep- arate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous com- plaint.
	When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.
Untimely Filings	All time limits shall be strictly followed unless modified by mutual written consent.
	If a complaint form or appeal notice is not timely filed, the com- plaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.

College Station ISD 021901				
PERSONNEL-MANAGEI EMPLOYEE COMPLAIN			DGBA (LOCAL)	
Complaint and Appeal Forms	Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.		ed in	
	tach of th ferei be s	ies of any documents that support the complaint shou ed to the complaint form. If the employee does not ha ese documents, they may be presented at the Level C nce. After the Level One conference, no new documer ubmitted by the employee unless the employee did no documents existed before the Level One conference.	ve copies One con- nts may	
	A complaint or appeal form that is incomplete in any material as- pect may be dismissed but may be refiled with all the required in- formation if the refiling is within the designated time for filing.			
Audio Recording	As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.		at which Гhe em-	
Level One	Complaint forms must be filed:			
	1.	Within 15 days of the date the employee first knew, or reasonable diligence should have known, of the deci action giving rise to the complaint or grievance; and		
	2.	With the lowest level administrator who has the authorized problem.	ority to	
		In most circumstances, employees on a school camp file Level One complaints with the campus principal; District employees shall file Level One complaints wi immediate supervisor.	other	
		If the only administrator who has authority to remedy leged problem is the Superintendent or designee, the plaint may begin at Level Two following the procedur ing deadlines, for filing the complaint form at Level O	e com- re, includ-	
	If the complaint is not filed with the appropriate administrator, receiving administrator must note the date and time the compl form was received and immediately forward the complaint forr the appropriate administrator.		omplaint	
	sche ceip	appropriate administrator shall investigate as necessa edule a conference with the employee within ten days t of the written complaint. The administrator may set re ime limits for the conference.	after re-	

	the fere forn eva	ent extenuating circumstances, the administrator shall provide employee a written response within ten days following the con- ince. In reaching a decision, the administrator may consider in- nation provided at the Level One conference and any other rel- nt documents or information the administrator believes will help plve the complaint.
Level Two	if th con	e employee did not receive the relief requested at Level One or e time for a response has expired, the employee may request a ference with the Superintendent or designee to appeal the el One decision.
	the spo	appeal notice must be filed in writing, on a form provided by District, within ten days of the date of the written Level One re- nse or, if no response was received, within ten days of the el One response deadline.
	sha the	r receiving notice of the appeal, the Level One administrator Il prepare and forward a record of the Level One complaint to Level Two administrator. The employee may request a copy of Level One record.
	The	Level One record shall include:
	1.	The original complaint form and any attachments.
	2.	All other documents submitted by the employee at Level One.
	3.	The written response issued at Level One and any attach- ments.
	4.	All other documents relied upon by the Level One administra- tor in reaching the Level One decision.
	with be I At th ing for t	Superintendent or designee shall schedule a conference in ten days after the appeal notice is filed. The conference shall imited to the issues and documents considered at Level One. The conference, the employee may provide information concern- any documents or information relied upon by the administration the Level One decision. The Superintendent or designee may reasonable time limits for the conference.
	ten a de One any	Superintendent or designee shall provide the employee a writ- response within ten days following the conference. In reaching ecision, the Superintendent or designee may consider the Level e record, information provided at the Level Two conference, and other relevant documents or information the Superintendent or ignee believes will help resolve the complaint.
		cordings of the Level One and Level Two conferences, if any, Il be maintained with the Level One and Level Two records.

Level Three	If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.
	The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two re- sponse or, if no response was received, within ten days of the Level Two response deadline.
	The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.
	The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.
	The Level Two record shall include:
	1. The Level One record.
	2. The notice of appeal from Level One to Level Two.
	3. The written response issued at Level Two and any attach- ments.
	 All other documents relied upon by the administration in reaching the Level Two decision.
	The appeal shall be limited to the issues and documents consid- ered at Level Two, except that if at the Level Three hearing the ad- ministration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.
	The District shall determine whether the complaint will be pre- sented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]
	The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.
	In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presenta-

law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

INSTRUCTIONAL ARRANGEMENTS
HOMEBOUND INSTRUCTION

General Education	Consistent with TEA's the Texas Education Agency (TEA) Student Attendance Accounting Handbook (SAAH), a student may be eligi- ble for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or home- bound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's SAAH and administrative procedures.
	The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the stu- dent, and the parent or guardian of the student to consider the ne- cessity of providing general education homebound instruction to the student. If the committee determines that such instruction is ap- propriate, the committee shall determine the type and amount of in- struction to be provided and, if applicable, the length of the transi- tion period to the school-based setting based on current medical information regarding the medical or psychological condition.
Special Education	Consistent with state rule and the <i>SAAH</i> , a student receiving spe- cial education services may be eligible for special education home- bound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psy- chological reasons specifically documented by a physician licensed to practice in the United States. If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the The weeks of confinement need to be consecutive.
	If the ARDIf a student's admission, review, and dismissal commit- tee determines that homebound instruction is appropriate, the com- mittee shall determine the type and amount of instruction to be pro- vided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current med- ical-information regarding the medical or psychological condition.
Documentation of Services	The District shall maintain full documentation about students re- ceiving homebound services, in accordance with administrative procedures, the SAAH, and a student's individualized education program (IEP), as applicable.

ADOPTED:Adopted:

	Note: For information related to the selection process and ac- counting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.
	The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, di- versity of appeal, and a variety of points of view. Although profes- sional staff members may select instructional resources for their use in accordance with District policy and administrative regula- tions, the ultimate authority for determining and approving the cur- riculum and instructional program of the District lies with the Board.
Objectives	In this policy, "instructional resources" may include textbooks, li- brary acquisitions, supplementary resources for classroom use, and any other instructional resources, including electronic re- sources, used for formal or informal teaching and learning purpos- es. The primary objectives of instructional resources are to imple- ment, enrich, and support the District's educational program.
	The Board shall rely on District professional staff to select and ac- quire instructional resources that:
	 Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturi- ty levels.
	2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
	 Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in criti- cal analysis and in making informed judgments in their daily lives.
	 Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world commu- nity.
	5. Provide a wide range of background information that will ena- ble students to make intelligent judgments in their daily lives.
Selection Criteria	In the selection of instructional resources, professional staff shall ensure that the resources:
	 Support and are consistent with the general educational goals of the state and District and the aims and objectives of indi- vidual schools and specific courses consistent with the District and campus improvement plans.

	2. Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
	 Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.
	 Are designed to help students gain an awareness of our plu- ralistic society.
	5. Are designed to provide information that will motivate stu- dents and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privi- leges as citizens participating in our society; and to make in- formed choices in their daily lives.
	6. For library selections, are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value and merit, and present information with the greatest degree of accuracy and clarity.
	Administrators, teachers, library media specialists, other District personnel, parents, and community members, as appropriate, may recommend instructional resources for selection. Gifts of instruc- tional resources shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).
	Selection of resources is an ongoing process that includes the re- moval of resources no longer appropriate and the periodic re- placement or repair of resources that still have educational value.
Controversial Issues	District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and ana- lyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]
Challenged Resources	A parent of a District student, any employee, or any District resi- dent may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness.
Informal Reconsideration	The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally us- ing the following procedure:

	 The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.
	 The principal or designee shall explain the intended educa- tional purpose of the resource and any additional information regarding its use.
	 If appropriate, the principal or designee may offer a con- cerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.
	4. If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.
Formal Reconsideration	A complainant shall make any formal objection to an instructional resource on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.
	The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee may include District- level staff, library staff, secondary-level students, parents, and any other appropriate individuals. The principal shall notify the appro- priate central office administrator who shall serve as an ex officio member of the committee.
	All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.
Appeal	The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, start- ing with the appropriate administrator. [See DGBA, FNG, and GF]
Guiding Principles	The following principles shall guide the Board and staff in respond- ing to challenges of instructional resources:
	 A complainant may raise an objection to an instructional re- source used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper proce-

dure, and adhered to the objectives and criteria for instructional resources set out in this policy.

- 2. A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.
- 3. Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use. No challenged instructional resource shall be removed solely because of the ideas expressed therein.

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INSTRUCTIONAL RESOURCES INSTRUCTIONAL MATERIALS

	Note	For information related to the accounting of instruction materials, as this term is defined by state law and rule, see CMD.	
		For information related to the selection process of libra materials, see EFB.	ary
	the T educ profe Distr for de	District shall provide instructional materials designed to teac exas Essential Knowledge and Skills and further the District ational mission. Although the Superintendent shall ensure the essional staff select instructional materials in accordance with ict policy and administrative regulations, the ultimate authori etermining and approving the curriculum and instructional print of the District lies with the Board.	.'s nat h ity
Objectives	plem tiona infori instru	s policy, "instructional materials" may include textbooks, sup entary resources for classroom use, and any other instruc- l resources, including electronic resources, used for formal of mal teaching and learning purposes. The primary objectives uctional materials are to implement, enrich, and support the ict's educational program.	or
Selection	mate adop	uctional materials that are textbooks and related supplement rials, which may include items from the list of resources ted by the State Board of Education, shall be chosen in ac- ance with administrative regulations and the objectives abov	
		Board shall rely on District professional staff to select and ac instructional materials that:)-
	1.	Enrich and support the curriculum consistent with the gener educational goals of the state and District, the aims and ob- jectives of individual schools and specific courses, and the District and campus improvement plans.	
	2.	Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional de velopment of the students for whom they are selected.) -
	3.	Meet high standards for artistic quality, literary style, authen ticity, educational significance, factual content, physical for- mat, presentation, readability, and technical quality.	
	4.	Present various sides of controversial issues so that studen have an opportunity to develop, under guidance, skills in cri cal analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controvers issues.]	iti- /
	5.	Promote literacy.	
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INSTRUCTIONAL RESOURCES E INSTRUCTIONAL MATERIALS (LOC			
		rict professional staff may select additional instructional materi- in accordance with administrative regulations and the criteria ve.	
	corr tion be e	ninistrators, teachers, other District personnel, parents, and munity members, as appropriate, may recommend instruc- al materials for selection. Gifts of instructional materials shall evaluated according to these criteria and accepted or rejected ccordance with CDC(LOCAL).	
	cluc odic	Selection of instructional materials is an ongoing process that in- cludes the removal of materials no longer appropriate and the peri- odic replacement or repair of materials that still have educational value.	
Reconsideration of Instructional Materials	A District employee or a parent or guardian of a District stude may request reconsideration of instructional material used in District's educational program on the basis that the instruction material fails to meet the standards set forth in this policy.		
Guiding Principles		following principles shall guide the Board and staff in respond- to a request for reconsideration of instructional materials:	
	1.	A complainant may raise an objection to an instructional ma- terial used in a school's educational program, despite the fact that the professional staff selecting the materials were quali- fied to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.	
	2.	A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.	
	3.	Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny ac- cess to a child if requested by the child's parent.	
mate ucatio		major criterion for the final decision on challenged instructional erials is the appropriateness of the material for its intended ed- tional use. No challenged instructional material shall be re- ved solely because of the ideas expressed therein.	
Informal Reconsideration	pria tor s exp	en the District or a campus receives an objection to the appro- teness of an instructional material, the appropriate administra- shall try to resolve the matter informally. The administrator shall lain the selection process and discuss the intended educational pose for the instructional material. If appropriate, the adminis-	

INSTRUCTIONAL RESOURCES INSTRUCTIONAL MATERIALS

	trator may offer a concerned parent an alternative instructional ma- terial to be used by that parent's child in place of the challenged material.
	If the complainant wishes to make a formal challenge, the adminis- trator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.
Formal Request for Reconsideration	A complainant shall make any formal request to reconsider an in- structional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon re- ceipt of the form, the principal shall appoint a reconsideration com- mittee.
	The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District- level staff, secondary-level students, parents, and any other appro- priate individuals.
	All members of the committee shall review the challenged instruc- tional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged mate- rial conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the ed- ucational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.
Frequency of Review	After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.
Appeal	The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

	Note	: For information related to the selection of instructional materials, see EFA.
	wide stud sity o vides	burpose of this policy is to ensure that the District provides a range of library materials for students and faculty that support ent achievement and present varying levels of difficulty, diver- of appeal, and a variety of points of view. This policy also pro- standards for collection development and the selection and nation of library materials.
Collection Development Policy	libra	s policy, "library materials" may include printed and electronic y acquisitions, including online catalogs, and other ancillary or lementary materials maintained in a campus library.
	brary	ibrary collection development standards shall apply to all li- materials available for use or display, including material con- d in school libraries, classroom libraries, and online catalogs.
	grou	veloping library collections, the District shall consider the age os, grade levels, and access to library material by all students campus.
Responsibility	othe deve cord	District shall ensure librarians, professional library staff, and designated professional staff trained on the proper collection lopment standards select and acquire library materials in ac- ance with state law and rules, this collection development pol- and administrative procedures.
	sure	Superintendent shall develop administrative procedures to en- that library collections comply with applicable law and the Dis- collection development purpose and goals.
Collection Development Goals		dition to the requirements in state law and rules, the District's y collections shall:
	1.	Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
	2.	Provide a wide range of background information that will ena- ble students to make intelligent decisions in their daily lives.
	3.	Include accurate and authentic factual content from authorita- tive sources.
	4.	Have a high degree of potential user appeal and interest.
	5.	Offer a global perspective that promotes equity of access, in- cluding print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

	6.	Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.		
Selection and Evaluation of Materials	Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Com- mission and the District standards and priorities expressed in this policy.			
		en selecting, acquiring, and evaluating library materials, librari- and other professional staff shall ensure that the materials:		
	1.	Enrich and support the TEKS and the state and local curricu- lum, taking into consideration students' varied interests, ma- turity levels, abilities, and learning styles.		
	2.	Foster growth in factual knowledge, literary appreciation, aes- thetic values, and societal standards.		
	3.	Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.		
	4.	Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.		
	garo	Superintendent shall ensure that administrative procedures re- ding the selection of library materials consider at least two of following factors:		
	1.	Recommendations from students, parents or guardians, teachers, and District community members.		
	2.	Consultation with District teachers and library staff.		
	3.	Consultation with library staff from other districts.		
	4.	Extensive review of the library material.		
	5.	Context of the library material, including overall fit within the existing collection and support of District curriculum.		
	6.	Reviews of the library material from sources such as profes- sional journals in library science, recognized professional ed- ucation or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.		
	7.	Coverage of topics, authors, series, or genres that fill gaps in the school library collection.		
Access Plan		District shall allow efficient parental access to the District's li- y and any available online catalogs.		

INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

	Online catalogs shall be publicly available. The District shall pub- lish information about library material titles, including how and where material can be accessed.
	Each campus shall communicate the following to parents and guardians:
	 Access to policies relating to school libraries and library mate- rials;
	Consistent access to library materials and resources; and
	 Opportunities for students, parents and guardians, educators, and community members to provide feedback on library mate- rials and services.
Parental Involvement	Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is af- forded the opportunity to self-select library materials as part of liter- acy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determi- nation of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their stu- dent.
	In accordance with state law and administrative procedures, par- ents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]
	The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportuni- ties with library materials. Parental involvement in library acquisi- tion, maintenance, and campus activities is encouraged.
Access Procedures School Library	A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff mem- ber designated by the principal shall work with the parent or guard- ian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library ser- vices.
Online Catalog	A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

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INSTRUCTIONAL RESC LIBRARY MATERIALS	ES EFB (LOCAL)			
Protection from Inappropriate Material	Library materials shall not include "harmful material" as defined Penal Code 43.24(a)(2); "obscene" material as defined by Pena Code 43.21(a)(1); any library material that is pervasively vulgar educationally unsuitable as referenced in <i>Board of Education v</i> <i>Pico</i> ; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]			
		Obscene material is not protected by the First Amendment to the United States Constitution.		
	Library materials shall comply with the Children's Internet Protec- tion Act (CIPA), including technology protection measures. [See CQ]			
Reconsideration of Library Material	may	strict employee or a parent or guardian of a District student request the reconsideration of a library material maintained in District's library program.		
Guiding Principles	The following principles shall guide the review of a request to re- consider a library material:			
	1.	An individual may raise an objection to a library material used in the District's library program, despite the fact that the pro- fessional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.		
	2.	A parent's or guardian's ability to exercise control over in- struction and instructional resources, including library materi- als, extends only to his or her own child as set forth in Educa- tion Code Chapter 26.		
	3.	Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny ac- cess to a student if requested by the student's parent or guardian.		
	for th aten mate the li	dition to compliance with state law and this policy, a criterion he final decision on challenged library materials is the appropri- ess of the material for its intended use. No challenged library erial shall be removed solely because of the ideas expressed in abrary material or the personal background of the library mate- author or the personal background of the characters in the erial.		
Informal Reconsideration		n the District or a campus receives an objection to the appro- eness of a library material, the appropriate librarian or adminis-		

INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

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		All members of the committee shall review the challenged libra material in its entirety and determine whether the material con- forms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written r port of its findings.	- Э
		Within 10 days of appointment of the committee the District shap provide members of the committee the relevant materials to re If additional time is required to obtain and distribute the materia for review, all members of the committee shall be informed that reasonable extension of time is needed.	view. als
		The reconsideration committee shall include the librarian and a least one member of the instructional staff who is familiar with material's content. Other members of the committee may inclu District-level staff, secondary-level students, parents or guardia and any other appropriate individuals.	the de
		The principal shall appoint a reconsideration committee and no committee members within 10 days of receiving the request for consideration form.	
	Reconsideration Committee	For purposes of this policy, "days" shall mean District business days, unless otherwise noted.	i
		After a request for reconsideration form is submitted, the form be provided to the Superintendent. Copies of the form shall be vided to the school librarian, the Board, and any other staff des nated in administrative procedures.	pro-
	Reconsideration	If an employee or a parent or guardian of a District student wis to request reconsideration of a library material, they shall follow procedures to complete and submit the request for reconsideration form.	w the
	Formal Request for Reconsideration	The District shall make a form to request reconsideration of lib material available in the District's administrative office.	rary
		If the individual wishes to make a formal challenge, the admini- tor shall make available to the individual a copy of this policy a form to request a formal reconsideration of the library material.	nd a
		The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child place of the material and, if requested, shall restrict the child's cess to the material objected to by the parent or guardian.	in
		trator shall try to resolve the matter informally. The librarian or ministrator shall explain the selection process and discuss the tended purpose for the library material.	

INSTRUCTIONAL RESOURCES LIBRARY MATERIALS

	Absent extenuating circumstances, the written report shall be pro- vided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines un- der this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."
	Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.
	An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.
	The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.
Appeal	An individual who submitted a request for reconsideration may ap- peal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immedi- ately preceding Board consideration of a complaint. [See DGBA and FNG]
Frequency of Review	After a library material has been reviewed through the reconsidera- tion process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.
Maintenance of Library Materials	In accordance with state guidelines and District administrative pro- cedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are estab- lished for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collec- tion include repair, replacement, and removal of materials as nec- essary. Regular maintenance shall also include scheduled invento- ries of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and proce- dures. [See CI]
Gifts and Donations	The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selec- tion criteria noted above. [See CDC]
Policy Review	This policy shall be reviewed at least every three years and revised as necessary.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Complaints		nis policy, the terms "complaint" and "grievance" shall have the ne meaning.		
Other Complaint Processes	poli thes	Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:		
	1.	Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with the FFH series.		
	2.	Complaints concerning dating violence shall be submitted in accordance with the FFH series.		
	3.	Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with the FFH series.		
	4.	Complaints concerning bullying or retaliation related to bully- ing shall be submitted in accordance with FFI.		
	5.	Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.		
	6.	Complaints concerning expulsion shall be submitted in ac- cordance with FOD and the Student Code of Conduct.		
	7.	Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.		
	8.	Complaints within the scope of Section 504, including com- plaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards hand- book.		
	9.	Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook pro- vided to parents of all students referred to special education.		
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10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

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STUDENT RIGHTS AND RESPONSIBILITIES STUDENT AND PARENT COMPLAINTS/GRIEVANCES

	11.	Complaints concerning a commissioned peace officer whe an employee of the District shall be submitted in accordant with the CKE series.	
	12.	Complaints concerning intradistrict transfers or campus as signment shall be submitted in accordance with FDB.	S-
	13.	Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in acc ance with FDC.	
	14.	Complaints concerning disputes regarding a student's eligity for free or reduced-priced meal programs shall be subited in accordance with COB.	
	prop ance nece son	plaints regarding refusal of entry to or ejection from Districterty based on Education Code 37.105 shall be filed in access with this policy. However, the timelines shall be adjusted a sesary to permit the complainant to address the Board in powithin 90 calendar days of filing the initial complaint, unless plaint is resolved before the Board considers it. [See GKA(ord- as er- s the
Notice to Students and Parents		District shall inform students and parents of this policy thro opriate District publications.	ough
Guiding Principles Informal Process	cern minis cern	Board encourages students and parents to discuss their cost with the appropriate teacher, principal, or other campus a strator who has the authority to address the concerns. Cor s should be expressed as soon as possible to allow early lution at the lowest possible administrative level.	ad-
		mal resolution shall be encouraged but shall not extend ar llines in this policy, except by mutual written consent.	ıy
Formal Process		udent or parent may initiate the formal process described b by timely filing a written complaint form.)e-
	pare cern	n after initiating the formal complaint process, students and nts are encouraged to seek informal resolution of their cor s. A student or parent whose concerns are resolved may w v a formal complaint at any time.	า-
	ate r	process described in this policy shall not be construed to one or additional rights beyond those granted by law or Bo by, nor to require a full evidentiary hearing or "mini-trial" at a	bard
Freedom from Retaliation		ner the Board nor any District employee shall unlawfully re against any student or parent for bringing a concern or con it.	
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College Station ISD 021901				
	STUDENT RIGHTS AND RESPONSIBILITIESFNGSTUDENT AND PARENT COMPLAINTS/GRIEVANCES(LOCAL)			
General Provisions Filing	Complaint forms and appeal notices may be filed by hand by electronic communication, including email and fax, or the Mail. Hand-delivered filings shall be timely filed if received appropriate administrator or designee by the close of busis the deadline. Filings submitted by electronic communicati be timely filed if they are received by the close of busines deadline, as indicated by the date/time shown on the elect communication. Mail filings shall be timely filed if they are marked by U.S. Mail on or before the deadline and receive appropriate administrator or designated representative not than three days after the deadline.	by U.S. d by the iness on on shall s on the stronic post- ed by the		
Scheduling Conferences	The District shall make reasonable attempts to schedule of ences at a mutually agreeable time. If a student or parent appear at a scheduled conference, the District may hold to ference and issue a decision in the student's or parent's a	fails to he con-		
Response	At Levels One and Two, "response" shall mean a written of cation to the student or parent from the appropriate admir Responses may be hand-delivered, sent by electronic con- tion to the student's or parent's email address of record, of U.S. Mail to the student's or parent's mailing address of re Mailed responses shall be timely if they are postmarked by Mail on or before the deadline.	nistrator. mmunica- or sent by ecord.		
Days	"Days" shall mean District business days, unless otherwis In calculating timelines under this policy, the day a docum filed is "day zero." The following business day is "day one	ient is		
Representative	"Representative" shall mean any person who or organizat designated by the student or parent to represent the stude parent in the complaint process. A student may be represent an adult at any level of the complaint.	ent or		
	The student or parent may designate a representative thre ten notice to the District at any level of this process. If the or parent designates a representative with fewer than thre notice to the District before a scheduled conference or he District may reschedule the conference or hearing to a lat desired, in order to include the District's counsel. The Dist be represented by counsel at any level of the process.	student ee days' aring, the er date, if		
Consolidating Complaints	Complaints arising out of an event or a series of related e shall be addressed in one complaint. A student or parent file separate or serial complaints arising from any event o events that have been or could have been addressed in a complaint.	shall not r series of		

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STUDENT RIGHTS AND RESPONSIBILITIESFNGSTUDENT AND PARENT COMPLAINTS/GRIEVANCES(LOCAL			
Untimely Filings		me limits shall be strictly followed unless modified by en consent.	mutual
	plair at ar may days leve	complaint form or appeal notice is not timely filed, the at may be dismissed, on written notice to the student of appeal the dismissal by seeking review in writing with a from the date of the written dismissal notice, starting at which the complaint was dismissed. Such appeal ed to the issue of timeliness.	or parent, parent hin ten at the
Costs Incurred		n party shall pay its own costs incurred in the course o plaint.	of the
Complaint and Appeal Forms		plaints and appeals under this policy shall be submitt ng on a form provided by the District.	ed in
	tach have Leve docu stud	ies of any documents that support the complaint shou ed to the complaint form. If the student or parent does e copies of these documents, copies may be presente el One conference. After the Level One conference, no uments may be submitted by the student or parent unl ent or parent did not know the documents existed before el One conference.	s not d at the o new ess the
	pect	mplaint or appeal form that is incomplete in any mater may be dismissed but may be refiled with all the requ ation if the refiling is within the designated time for filing	ired in-
Level One	Com	plaint forms must be filed:	
	1.	Within 15 days of the date the student or parent first with reasonable diligence should have known, of the or action giving rise to the complaint or grievance; ar	decision
	2.	With the lowest level administrator who has the authorized problem.	ority to
		In most circumstances, students and parents shall fil One complaints with the campus principal.	e Level
		If the only administrator who has authority to remedy leged problem is the Superintendent or designee, the plaint may begin at Level Two following the procedur ing deadlines, for filing the complaint form at Level O	e com- e, includ-
	rece form	e complaint is not filed with the appropriate administra iving administrator must note the date and time the co was received and immediately forward the complaint appropriate administrator.	omplaint

STUDENT RIGHTS AND RESPONSIBILITIES STUDENT AND PARENT COMPLAINTS/GRIEVANCES

	sche after	appropriate administrator shall investigate as necessary a edule a conference with the student or parent within ten da receipt of the written complaint. The administrator may se conable time limits for the conference.	iys
	the side othe	ent extenuating circumstances, the administrator shall pro- student or parent a written response within ten days follow conference. In reaching a decision, the administrator may r information provided at the Level One conference and ar er relevant documents or information the administrator belie help resolve the complaint.	ing con- าy
Level Two	One may	e student or parent did not receive the relief requested at L or if the time for a response has expired, the student or parequest a conference with the Superintendent or designed all the Level One decision.	arent
	the spor	appeal notice must be filed in writing, on a form provided District, within ten days of the date of the written Level One nse or, if no response was received, within ten days of the el One response deadline.	
	shal the	r receiving notice of the appeal, the Level One administrat I prepare and forward a record of the Level One complaint Level Two administrator. The student or parent may reques y of the Level One record.	to
	The	Level One record shall include:	
	1.	The original complaint form and any attachments.	
	2.	All other documents submitted by the student or parent a Level One.	t
	3.	The written response issued at Level One and any attach ments.)-
	4.	All other documents relied upon by the Level One adminitor in reaching the Level One decision.	stra-
	with be li At th cond mini	Superintendent or designee shall schedule a conference in ten days after the appeal notice is filed. The conference mited to the issues and documents considered at Level On the conference, the student or parent may provide information cerning any documents or information relied upon by the a stration for the Level One decision. The Superintendent or ee may set reasonable time limits for the conference.	ne. ion d-
	a wr	Superintendent or designee shall provide the student or p itten response within ten days following the conference. In hing a decision, the Superintendent or designee may cons	1
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	fere	Level One record, information provided at the Level T nce, and any other relevant documents or informatior ntendent or designee believes will help resolve the co	n the Su-
		ordings of the Level One and Level Two conferences	•
Level Three	Two	e student or parent did not receive the relief requeste o or if the time for a response has expired, the student or appeal the decision to the Board.	
	the spo	appeal notice must be filed in writing, on a form prov District, within ten days of the date of the written Leve nse or, if no response was received, within ten days o el Two response deadline.	el Two re-
	of th	Superintendent or designee shall inform the student ne date, time, and place of the Board meeting at which nt will be on the agenda for presentation to the Board	h the com-
	of th	Superintendent or designee shall provide the Board the Level Two appeal. The student or parent may require Level Two record.	
	The	Level Two record shall include:	
	1.	The Level One record.	
	2.	The notice of appeal from Level One to Level Two.	
	3.	The written response issued at Level Two and any a ments.	attach-
	4.	All other documents relied upon by the administration reaching the Level Two decision.	on in
	ereo min Two noti	appeal shall be limited to the issues and documents d at Level Two, except that if at the Level Three hearin istration intends to rely on evidence not included in the record, the administration shall provide the student of ce of the nature of the evidence at least three days be ring.	ng the ad- e Level or parent
	sen	District shall determine whether the complaint will be ted in open or closed meeting in accordance with the en Meetings Act and other applicable law. [See BE]	•
	for t ent	presiding officer may set reasonable time limits and g he presentation, including an opportunity for the stude and administration to each make a presentation and p al and an opportunity for questioning by the Board. Th	ent or par- provide re-

STUDENT RIGHTS AND RESPONSIBILITIES STUDENT AND PARENT COMPLAINTS/GRIEVANCES

shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

College Station ISD 021901	
PUBLIC COMPLAINTS	GF (LOCAL)
Complaints	In this policy, the terms "complaint" and "grievance" shall have the same meaning.
Other Complaint Processes	Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accord- ance with GF after the relevant complaint process:
	 Complaints concerning instructional resources shall be filed in accordance with the EF series.
	2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with the CKE series.
	Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accord- ance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in per- son within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LE- GAL)]
Guiding Principles Informal Process	The Board encourages the public to discuss concerns with an ap- propriate administrator who has the authority to address the con- cerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
	Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.
Formal Process	An individual may initiate the formal process described below by timely filing a written complaint form.
	Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An indi- vidual whose concerns are resolved may withdraw a formal com- plaint at any time.
	The process described in this policy shall not be construed to cre- ate new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retali- ate against any individual for bringing a concern or complaint.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

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PUBLIC COMPLAINTS

	the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post- marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule confer- ences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.
Response	At Levels One and Two, "response" shall mean a written communi- cation to the individual from the appropriate administrator. Re- sponses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.
	The individual may designate a representative through written no- tice to the District at any level of this process. If the individual des- ignates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be repre- sented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.
Untimely Filings	All time limits shall be strictly followed unless modified by mutual written consent.
	If a complaint form or appeal notice is not timely filed, the com- plaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date
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	com	e written dismissal notice, starting at the level at which th plaint was dismissed. Such appeal shall be limited to the meliness.	
Costs Incurred		h party shall pay its own costs incurred in the course of th plaint.	e
Complaint and Appeal Forms		nplaints and appeals under this policy shall be submitted i ng on a form provided by the District.	n
	tach of th fere be s	ies of any documents that support the complaint should b ed to the complaint form. If the individual does not have o lese documents, they may be presented at the Level One nce. After the Level One conference, no new documents is submitted by the individual unless the individual did not kn documents existed before the Level One conference.	copies con- may
	pect	omplaint or appeal form that is incomplete in any material may be dismissed but may be refiled with all the required nation if the refiling is within the designated time for filing.	
Level One	Con	nplaint forms must be filed:	
	1.	Within 15 days of the date the individual first knew, or wi reasonable diligence should have known, of the decision action giving rise to the complaint or grievance; and	
	2.	With the lowest level administrator who has the authority remedy the alleged problem.	/ to
		If the only administrator who has authority to remedy the leged problem is the Superintendent or designee, the co plaint may begin at Level Two following the procedure, in ing deadlines, for filing the complaint form at Level One.	om- nclud-
	rece form	e complaint is not filed with the appropriate administrator, eiving administrator must note the date and time the comp in was received and immediately forward the complaint for appropriate administrator.	laint
	sche ceip	appropriate administrator shall investigate as necessary a edule a conference with the individual within ten days afte t of the written complaint. The administrator may set reas- time limits for the conference.	r re-
	the fere form eva	ent extenuating circumstances, the administrator shall pro- individual a written response within ten days following the nce. In reaching a decision, the administrator may consid- nation provided at the Level One conference and any othe nt documents or information the administrator believes will olve the complaint.	con- er in- er rel-
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PUBLIC COMPLAINTS	GF (LOCAL)
Level Two	If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.
	The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One re- sponse or, if no response was received, within ten days of the Level One response deadline.
	After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.
	The Level One record shall include:
	1. The original complaint form and any attachments.
	2. All other documents submitted by the individual at Level One.
	3. The written response issued at Level One and any attach- ments.
	4. All other documents relied upon by the Level One administra- tor in reaching the Level One decision.
	The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concern- ing any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.
	The Superintendent or designee shall provide the individual a writ- ten response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.
	Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.
Level Three	If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

PUBLIC COMPLAINTS

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

- 1. The Level One record.
- 2. The notice of appeal from Level One to Level Two.
- 3. The written response issued at Level Two and any attachments.
- 4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

PUBLIC COMPLAINTS

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.