

Local Update 123
Legislative Changes for CISD Policy Manual

Updates are needed for the following policies as required by recent legislation and TEA.

- BBD(LOCAL) board members: training and orientation ([HB 3033](#))
- BBFA(LOCAL) ethics: conflict of interest disclosures ([HB 1789](#))
- CKC(LOCAL) safety program/risk management: emergency plans
- CKE(LOCAL) safety program/risk management: security personnel ([HB 3](#))
- CKEC(LOCAL) security personnel: school resource officers
- CQC(LOCAL) technology resources: equipment
- DCE(LOCAL) employment practices: other types of contracts
- DEC(LOCAL) compensation and benefits: leaves and absences ([HB 471](#))
- DGBA(LOCAL) personnel-management relations: employee complaints/grievances
- EEH(LOCAL) instructional arrangements: homebound instruction
- EF(LOCAL) instructional resources
- EFA(LOCAL) instructional resources: instructional materials
- FNG(LOCAL) student rights and responsibilities: student and parent complaints/grievances
- GF(LOCAL) public complaints

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.

[UPDATE 123 Local Policy Video](#)

Explanatory Notes for New Policy Provisions

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

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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

Significant revisions are recommended to the CKE policy series to promote compliance and clarification with HB 3 and other legal requirements. Based on the district's security survey responses, we have added the enclosed policy to address commissioned peace officers with body-worn cameras. New provisions have been added to address the jurisdiction of contracted security officers, the authorization process for such officers to possess firearms, the revocation of authority to possess a firearm, the duties of contracted security officers, and topics on which these officers will be trained. We have also added provisions clarifying the jurisdiction of security officers authorized to possess firearms, the authorization process, and a list of possible training topics. Please contact your policy consultant if you have any questions.

CKEC(LOCAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS

Based on the district's security survey responses, this policy regarding school resource officers is no longer necessary and therefore recommended for deletion.

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.

DCE(LOCAL) EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS

Revisions at Termination During Contract Term are recommended to specify that an employee may request a hearing before the board to appeal discharge during the contract period and to differentiate between terminations during and at the end of the contract term.

DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

Based on information provided by the administration to address new requirements under HB 471, the enclosed revisions are recommended to add required provisions regarding line of duty illness or injury leave for police officers.

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. Please note: We have removed your locally developed provisions addressing the district policy review committee as this is no longer accurate.

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. Please note: We have removed your locally developed provisions addressing the district policy review committee as this is no longer accurate.

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. *(EF(LEGAL) INSTRUCTIONAL RESOURCES In order to clarify the differences in requirements for instructional materials and library materials, as well as to accommodate the new library collection development standards, policy EF has been divided into EFA (instructional material) and EFB (library material). The content in EF(LEGAL) has moved to either EFA or EFB, as appropriate.)*

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.

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.

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.

[UPDATE 123 Local Policy Video](#)

Recommendations from District Administrators

Policy	Recommendations from District Administrators
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.	Approve as recommended by TASB
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.	Approve as recommended by TASB

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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.	Approve as recommended by TASB
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<p>CKE(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL</p> <p>Significant revisions are recommended to the CKE policy series to promote compliance and clarification with HB 3 and other legal requirements. Based on the district's security survey responses, we have added the enclosed policy to address commissioned peace officers with body-worn cameras. New provisions have been added to address the jurisdiction of contracted security officers, the authorization process for such officers to possess firearms, the revocation of authority to possess a firearm, the duties of contracted security officers, and topics on which these officers will be trained. We have also added provisions clarifying the jurisdiction of security officers authorized to possess firearms, the authorization process, and a list of possible training topics. Please contact your policy consultant if you have any questions.</p>	<p>Approve as recommended by TASB</p>
<p>CKEC(LOCAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS</p> <p>Based on the district's security survey responses, this policy regarding school resource officers is no longer necessary and therefore recommended for deletion.</p>	<p>Approve as recommended by TASB</p>
<p>CQC(LOCAL) TECHNOLOGY RESOURCES: EQUIPMENT</p> <p>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.</p>	<p>Approve as recommended by TASB</p>

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<p>DCE(LOCAL) EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS</p> <p>Revisions at Termination During Contract Term are recommended to specify that an employee may request a hearing before the board to appeal discharge during the contract period and to differentiate between terminations during and at the end of the contract term.</p>	<p>Approve as recommended by TASB</p>
<p>Policy</p>	<p>Recommendations from District Administrators</p>
<p>DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES</p> <p>Based on information provided by the administration to address new requirements under HB 471, the enclosed revisions are recommended to add required provisions regarding line of duty illness or injury leave for police officers.</p>	<p>Approve with recommended changes from CISD Administration and TASB.</p> <p>View the change by clicking here.</p>
<p>DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES</p> <p>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. Please note: We have removed your locally developed provisions addressing the district policy review committee as this is no longer accurate.</p>	<p>Approve as recommended by TASB</p>

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<p>EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS</p> <p>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:</p> <ul style="list-style-type: none"> • 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. 	<p>Approve as recommended by TASB</p>

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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.	Approve as recommended by TASB