Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. Policy statements that cite court cases or attorney general opinions stand only for the specific statements in the policy and do not encompass any other statements, inferences, or conclusions in the cited authority.

Legally referenced policies are not approved by the Board.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms “Trustee” and “Board member” are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

**Severability**

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

**Policy Development**

Policies and policy amendments may be initiated by the Superintendent, Board members, or school personnel, or community citizens, but generally shall be recommended for the Board’s consideration by the Superintendent.

**Official Policy Manual**

The Board shall designate one copy of the local policy manual as the official policy manual of the District is Policy On Line, which is hosted by the Texas Association of School Boards (TASB) at https://pol.tasb.org/Home/Index/592/. In the time between approval of new, changed, or deleted documents and TASB’s publication of them in Policy On Line, the updates are available on the District’s website under Recently Updated Governance Documents at https://www.houstonisd.org/Page/38486 and https://www.houstonisd.org/site/default.aspx?PageID=111699. The official copy shall be kept in the Policy Administration Department, and the Superintendent or designee shall be responsible for its accuracy and integrity. District’s Policy Management staff coordinate with TASB when...
Adoption And Amendment

Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if circumstances demand an immediate response.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Exception

In instances where nonsubstantive changes to local Board policy are necessary, the Board grants to the Superintendent or a designee authority to make such changes without prior Board approval. The Board shall be notified of such changes and shall have the opportunity to redirect such changes for Board approval.

“Nonsubstantive” changes are defined as minor modifications to policy text that do not alter the meaning or intent of the policy. Such changes include, but are not limited to:

1. Updates to reflect the names of individuals who are specifically named as holding certain District positions such as the Title IX and ADA/Section 504 coordinator.

2. Updates to reflect actions previously approved by the Board, for example, as the result of reorganization.

TASB Localized Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If anyone makes a copy of the policy manual and discrepancies occur between different copies of the manual distributed throughout the District, the version contained in the official policy manual shall be regarded as authoritative.

[See also BP(LOCAL) regarding District procedures and administrative practices reflected in administrative regulations.]

Effective Date

This policy shall be effective as of the adoption date, September 9, 2022.