EMPLOYEE HANDBOOK

2026-2027

GALENA PARK ISD

PATHWAYS FOR SUCCESS

GALENA PARK INDEPENDENT SCHOOL DISTRICT

2026 | 27 SCHOOL CALENDAR

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

August 2026

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30	31					

September 2026

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October 2026

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25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

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31						

February 2027

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28						

March 2027

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28	29	30	31			

April 2027

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25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Important Dates

August 12 — First Day of School
May 21 — Last Day of School

New Teacher Orientation

July 28 - 31

Student Holiday/Staff Development

August 3 - 11
October 9
January 5
March 5
September 18
November 2, 3
February 12
May 24

Early Dismissal All Campuses

December 18
May 21

Holidays

July 4
October 12 - 13
Dec. 21 - Jan. 4
February 15
March 26 - 29
June 19
September 4 - 7
November 23 - 27
January 18
March 8 - 12
May 31

LEGEND

- New Teacher Orientation
- Student Holiday/Staff Development
- District Holiday
- Early Dismissal - All Campuses

SCHOOL HOURS

Elementary School	7:40 am - 3:20 pm
Middle School	8:20 am - 4:00 pm
High School	7:00 am - 2:45 pm
Early College High School	8:00 am - 4:15 pm
Zotz Education Center	8:15 am - 3:55 pm

Six Weeks Grading Period

High Schools		Report Card Dates
First Semester		
1. Aug. 12 - Sept. 18	(25 days)	Sept. 25
2. Sept. 21 - Nov. 3	(27 days)	Nov. 6
3. Nov. 4 - Dec. 18	(28 days)	Jan. 8
Second Semester		
4. Jan. 6 - Feb. 12	(26 days)	Feb. 19
5. Feb. 16 - Apr. 9	(31 days)	Apr. 16
6. Apr. 12 - May 21	(30 days)	May 28

Nine Weeks Grading Period

Elementary/Middle Schools		Report Card Dates
First Semester		
1. Aug. 12 - Oct. 8	(39 days)	Oct. 16
2. Oct. 14 - Dec. 18	(41 days)	Jan. 8
Second Semester		
3. Jan. 6 - Mar. 4	(39 days)	Mar. 19
4. Mar. 15 - May 21	(48 days)	May 26 ES/May 27 MS

State Testing Days

Nov. 30 - Dec. 11	End of Course Testing
April 5 - April 30	STAAR/End of Course
May 3 - May 14	Dual Credit Finals/AP Testing
June 14 - 25	STAAR/End of Course Retest

(Subject to change if needed)

Galena Park Independent School District

14705 Woodforest Blvd. * Houston, Texas 77015 * 832-386-1000 * www.galenaparkisd.com

05/04/2026

DR. JOHN MOORE
SUPERINTENDENT OF SCHOOLS

A Letter from the Superintendent

Dear TEAM GPISD,

Welcome to the 2026–2027 school year! It is my pleasure to welcome both our returning employees and those joining the Galena Park ISD family for the first time. Thank you for choosing to be part of TEAM GPISD, where every employee plays an essential role in shaping the future of our students and community.

As we begin a new school year, our district theme, Think Big, reminds us that extraordinary things happen when we embrace bold ideas, challenge ourselves to grow, and believe in the limitless potential of every student—and one another. Thinking big means setting high expectations, embracing innovation, finding solutions to challenges, and never losing sight of the difference we make every day.

At Galena Park ISD, we know that our greatest strength is our people. Whether you teach in the classroom, drive a bus, prepare meals, maintain our facilities, provide administrative support, or serve in one of the many other vital roles across our district, your dedication makes a lasting impact. Every smile you share, every encouraging word you offer, every lesson you teach, and every act of kindness helps create a culture where students thrive.

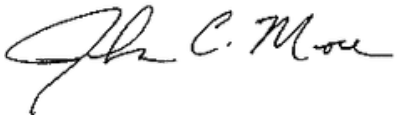
As you prepare for the year ahead, I encourage you to review this Employee Handbook carefully. It is designed to provide important information regarding district policies, procedures, and expectations while serving as a valuable resource throughout the school year. Understanding these guidelines helps ensure we continue to work together with professionalism, consistency, and integrity.

As we move through the 2026–2027 school year, I encourage each of you to Think Big—dream bigger for our students, inspire bigger in your classrooms and workplaces, collaborate bigger with your colleagues, and believe bigger in what we can accomplish together.

Thank you for your unwavering commitment to our students, our families, and one another. Your dedication is the foundation of our district's success, and I am honored to serve alongside each of you. I look forward to visiting our campuses and departments throughout the year and witnessing the incredible work that makes Galena Park ISD such a special place. Together, let's continue to Think Big and inspire greatness in every student.

Have an outstanding school year!

Sincerely,



Galena Park ISD
Employee Handbook

BOARD OF TRUSTEES

Linda Clark Sherrard, President
Jose Jimenez, Vice President
Amanda Erebia, Secretary

Ramon Garza
Adrian Stephens
Noe Esparza
Norma Hernandez

Dr. John Moore
Superintendent of Schools

2026-2027

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*** FORMS MUST BE SIGNED AND LEFT WITH SUPERVISOR**

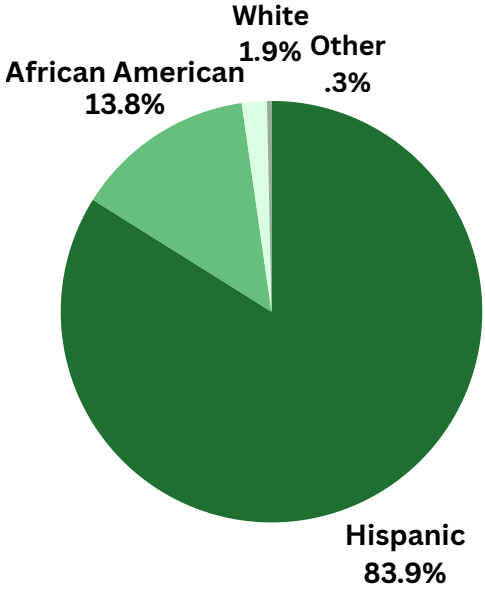
Galena Park ISD prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy. **For further information about this policy, contact Jerid Link, Assistant Superintendent for Human Resource Services at 832-386-1240, jlink@galenaparkisd.com, 14705 Woodforest Blvd. Houston, TX 77015**

Relay # for TDD
(Telecommunications Device for the Deaf) with TTY call 711 or 1-800-735-2989 without TTY call 711 or 1-800-735-2988

2026-2027
Galena Park Independent School District
About Our District

20,107
Students

Student Diversity



15 Elementary Campuses
\+ 11 Secondary Campuses
26 Total Campuses

3,195
Total Staff

Welcome Back 2026

Scan the QR Code

Starting Teacher Salary
$68,250

INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Human Resource Services.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at www.galenaparkisd.com.

Campus Information

Administration Building

Phone: 832-386-1000

14705 Woodforest Blvd.
Houston, Texas 77015

or

P.O. Box 565
Galena Park, Texas 77547

Elementary Schools Directory

Cimarron Elementary **832-386-3240**
816 Cimarron, Houston, Texas 77015
Dr. Janie Jimenez, Principal

Cloverleaf Elementary **832-386-3200**
1035 Frankie, Houston, Texas 77015
Maria Muñoz, Principal

Galena Park Elementary **832-386-1670**
401 N. Main, Galena Park, Texas 77547
Dr. Irene Benzor, Principal

Green Valley Elementary **832-386-4390**
13350 Woodforest, Houston, Texas 77015
Lakeisha Washington, Principal

Havard Elementary **832-386-3710**
15150 Wallisville, Houston, Texas 77049
Dr. Lisa Hamblen, Principal

Jacinto City Elementary **832-386-4600**
10910 Wiggins, Houston, Texas 77029
Dr. Rebecca Gardea, Principal

MacArthur Elementary **832-386-4630**
1801 N. Main, Galena Park, Texas 77547
Dr. Victoria Garcia-Hernandez, Principal

Normandy Crossing Elementary **832-386-1600**
12500 Normandy Crossing Dr., Houston, Texas 77015
Veronica Montemayor, Principal

North Shore Elementary **832-386-4660**
14310 Duncannon, Houston, Texas 77015
Esmeralda Perez, Principal

Purple Sage Elementary **832-386-3100**
6500 Purple Sage, Houston, Texas 77049
Sandra Rendon, Principal

Pyburn Elementary **832-386-3150**
12302 Coulson, Houston, Texas 77015
Conrad Rivera, Principal

Sam Houston Elementary **832-386-4430**
4101 E. Sam Houston Pkwy. N., Houston, Texas 77015
Hilda Nañez, Principal

Tice Elementary **832-386-4050**
14120 Wallisville, Houston, Texas 77049
Dr. Toshia Gouard, Principal

Williamson Elementary **832-386-4000**
6720 New Forest Pkwy., Houston, Texas 77049
Patrick Piazze-McMahon, Principal

Woodland Acres Elementary **832-386-2220**
12936 Sarah's Lane, Houston, Texas 77015
Sandra Rodriguez, Principal

Secondary Schools Directory

Cobb Sixth Grade Campus **832-386-2100**
6722 Uvalde, Houston, Texas 77049
Adrian Hurtado, Principal

Cunningham Middle **832-386-4470**
14110 Wallisville, Houston, Texas 77049
Ashleigh Barrett, Principal

Galena Park Middle **832-386-1700**
400 Keene St., Galena Park, Texas 77547
Elizabeth Nava, Principal

North Shore Middle **832-386-2600**
120 Castlegory, Houston, Texas 77015
Erik Esparza, Principal

Woodland Acres Middle **832-386-4700**
12947 Myrtle Lane, Houston, Texas 77015
Dr. Yeri Villalobos, Principal

Galena Park High **832-386-2800**
1000 Keene St., Galena Park, Texas 77547
Juan Ramirez, Principal

N.S.S.H. 9th Grade Center **832-386-3400**
13501 Holly Park, Houston, Texas 77015
Barika Noris, Principal

N.S.S.H. 10th Grade Center **832-386-4880**
353 N. Castlegory Rd #3, Houston, Texas 77049
Kenneth Bryant Jr., Principal

North Shore Senior High **832-386-4100**
353 N. Castlegory, Houston, Texas 77049
David Pierson, Principal

CTE ECHS **281-459-7198**
5800 Uvalde Rd Building #7, Houston, Texas 77049
Dr. Jeff Hutchinson, Principal

Alternative Schools Directory

Zotz Education Center
Accelerated Center for Education **832-386-3670**
Center for Success **832-386-3630**
13801 Holly Park, Houston, Texas 77015
Marcus Morrow, Principal

District Childcare Center - North **832-386-2092**
14310 Duncannon Street, Houston, Tx 77015
LaKesha Garrett - Director of Childcare Services

District Childcare Center - South **832-386-3760**
1906 2nd Street, Galena Park, Texas 77547
Diane Sharp, Director of Childcare Services

Early Head Start-William Becker **832-386-2000**
1908 2nd Street, Galena Park, Texas 77547
Ana Lara, Director of Early Head Start

Mission Statement

The goals of Human Resource Services are to recruit, place and retain highly qualified employees, and to communicate GPISD information to students, staff, parents and the community with the highest degree of accuracy in a timely, professional manner and do so with the highest possible degree of customer service.

HRS Information

If you have any questions regarding the following, please call 832-386-1003 and use the extensions listed below.

Clerical & Instructional Aide .....ext. 1167 / 1229

Complaints and Grievances .....ext. 1207

District Policies ext.1207

Employee Contracts .....ext. 1206

Leaves of Absence .....ext. 1233 or ext. 1274

Family Medical Leave (FMLA) .....ext. 1233 or ext. 1275

FMLA/Temporary Disability Leave (TDL).....ext. 1233 or ext. 1275

Manual Trades/Non-Exempt Employees .....ext. 1218

Employee Personnel Records ext.1003

Payroll Deductions and Information.....ext. 1271 / 1274

Resignations .....ext. 1207

Retirement .....ext. 1218 or ext. 1271

Safety Concerns.....ext. 1233

Salaries .....ext. 1243 or ext. 1214

Service Records.....ext. 1003

Substitutes .....ext. 1296

Teacher Certification .....ext. 1206

Title IX Coordinator: Jerid Link.....ext. 1240

Transfers .....ext. 1167

Workers' Compensation.....ext. 1233

Alcohol and Drug Abuse Service Providers

UNITED WAY HELP-LINE (713) 685-2300
50 Waugh Drive
Houston, Texas 77007

Bilingual Information and referral (Available 24 hours)

CRISIS HOTLINE

Hispanic Crisis Hotline (713) 526-8088

Teen Crisis Hotline Line (832) 416-1177
2990 Richmond Avenue #444
Houston, Texas 77098

Teen Text Crisis Hotline (281) 201-4430

Crisis telephone counseling (Available 24 hours)

EMERGENCY 911

HPD Narcotics (713) 466-3673
(No-DOPE Line)

To provide police with drug activity information (Available 24 hours)

DRUG AND ALCOHOL INFORMATION AND REFERRAL

The Houston Council on Alcohol and Drugs (281) 200-9499
303 Jackson Hill Street
Houston, Texas 77007

Bay Area Council on Drugs and Alcohol (800) 510-3111
1300 Bay Area Blvd, #102
Houston, Texas 77058

Fort Bend Council on Family & Community Development Incorporated (281) 207-2400
3926 Avenue H (Hwy 90), Suite 11
Rosenberg, Texas 77471-2842

Community Family Centers (713) 923-2316
7524 Avenue E
Houston, Texas 77012-1200

Association for the Advancement of Mexican Americans (AAMA) (713) 967-6700
6001 Gulf Freeway
Houston, Texas 77023

SUPPORT GROUPS

Alcoholics Anonymous (713) 686-6300
4140 Directors Row, Suites D
Houston, Texas 77092-8741

Al-Anon (713) 683-7227
9800 Northwest Fwy., #201
Houston, Texas 77092

Cocaine Anonymous (713) 668-6822
P.O. Box 3000154
Houston, Texas 77230

Narcotics Anonymous (713) 661-4200
2656 S. Loop W.
Houston, Texas 77054

Parents Anonymous Depelchin Children's Center (713) 730-2335
4950 Memorial Drive
Houston, Texas 77007

TREATMENT RESOURCES

Cenikor Foundation of Texas, Inc (281) 476-0088
4525 Glenwood Avenue
Deer Park, Texas 77536-7901

Recovery Foundation Incorporated (713) 678-4443
4312 Crane Street
Houston, Texas 77026

Texas Clinic (713) 694-8100
6311 Fulton Street
Houston, Texas 77022

Addiction Counseling Association (713) 520-5492
2990 Richmond Avenue
Houston, Texas 77098

Mental Retardation Service (713) 970-7000

George Glass, M.D., P.A. (713) 666-9811
4550 Post Oak Place Drive, Suite 120
Houston, Texas 77027

Salvation Army (713) 224-2875
2407 N. Main Street
Houston, Texas 77009

Adult Psychiatric Clinic (281) 286-0000
109 Marshall Street
League City, Texas 77573

West Oaks Hospital (713) 995-0909
6500 Hornwood Drive
Houston, Texas 77074-5095

Intra Care Hospital (281) 893-7200
1120 Cypress Station Dr.
Houston, Texas 77090

STANDARDS OF CONDUCT

Policy DH, DHA

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including terminations.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See *Reports to the Texas Education Agency* page 31 for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not intentionally, knowingly, or recklessly , misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local Board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11. The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use, abuse, or distribution of controlled substances of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communcation. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

1. the nature, purpose, timing, and amount of the communication;
2. the subject matter of the communication;
3. whether the communication was made openly, or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. whether the communication was sexually explicit; and
6. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Chapter 149. Commissioner's Rules Concerning Educator Standards

Subchapter AA. Teacher Standards

§149.1001. Teacher Standards.

Purpose. The standards identified in this section are performance standards to be used to inform the training, appraisal, and professional development of teachers.

Standard 1-- Instructional Planning and Delivery.
Teachers demonstrate their understanding of instructional planning and delivery by providing standards-based, data-driven, differentiated instruction that engages students, makes appropriate use of technology, and makes learning relevant for today's learner.

•Teachers design clear, well organized, sequential lessons that build on students' prior knowledge.

•Teachers design developmentally appropriate, standards-driven lessons that reflect evidence-based best practices.

•Teachers design lessons to meet the needs of diverse learners, adapting methods when appropriate.

•Teachers communicate clearly and accurately and engage students in a manner that encourages students' persistence and best efforts.

•Teachers promote complex, higher-order thinking, leading class discussions and activities that provide opportunities for deeper learning.

•Teachers consistently check for understanding, give immediate feedback, and make lesson adjustments as necessary.

Standard 2--Knowledge of Students and Student Learning. Teachers work to ensure high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and developmental backgrounds and focusing on each student's needs.

•Teachers demonstrate the belief that all students have the potential to achieve at high levels and support all students in their pursuit of social-emotional learning and academic success.

•Teachers acquire, analyze, and use background information (familial, cultural, educational, linguistic, and developmental characteristics) to engage students in learning.

•Teachers facilitate each student's learning by employing evidence-based practices and concepts related to learning and social-emotional development.

Standard 3--Content Knowledge and Expertise. Teachers exhibit a comprehensive understanding of their content, discipline, and related pedagogy as demonstrated through the quality of the design and execution of lessons and their ability to match objectives and activities to relevant state standards.

•Teachers understand the major concepts, key themes, multiple perspectives, assumptions, processes of inquiry, structure, and real-world applications of their grade-level and subject-area content.

•Teachers design and execute quality lessons that are consistent with the concepts of their specific discipline, are aligned to state standards, and demonstrate their content expertise.

•Teachers demonstrate content-specific pedagogy that meets the needs of diverse learners, utilizing engaging instructional materials to connect prior content knowledge to new learning.

Standard 4--Learning Environment. Teachers interact with students in respectful ways at all times, maintaining a physically and emotionally safe, supportive learning environment that is characterized by efficient and effective routines, clear expectations for student behavior, and organization that maximizes student learning.

•Teachers create a mutually respectful, collaborative, and safe community of learners by using knowledge of students' development and backgrounds.

•Teachers organize their classrooms in a safe and accessible manner that maximizes learning.

•Teachers establish, implement, and communicate consistent routines for effective classroom management, including clear expectations for student behavior.

•Teachers lead and maintain classrooms where students are actively engaged in learning as indicated by their level of motivation and on-task behavior.

Standard 5--Data-Driven Practice. Teachers use formal and informal methods to assess student growth aligned to instructional goals and course objectives and regularly review and analyze multiple sources of data to measure student progress and adjust instructional strategies and content delivery as needed.

•Teachers implement both formal and informal methods of measuring student progress.

•Teachers set individual and group learning goals for students by using preliminary data and communicate these goals with students and families to ensure mutual understanding of expectations.

•Teachers regularly collect, review, and analyze data to monitor student progress.

•Teachers utilize the data they collect and analyze to inform their instructional strategies and adjust short- and long-term plans accordingly.

Standard 6--Professional Practices and Responsibilities. Teachers consistently hold themselves to a high standard for individual development, pursue leadership opportunities, collaborate with other educational professionals, communicate regularly with stakeholders, maintain professional relationships, comply with all campus and school district policies, and conduct themselves ethically and with integrity.

•Teachers reflect on their teaching practice to improve their instructional effectiveness and engage in continuous professional learning to gain knowledge and skills and refine professional judgment.

•Teachers collaborate with their colleagues, are self-aware in their interpersonal interactions, and are open to constructive feedback from peers and administrators.

•Teachers seek out opportunities to lead students, other educators, and community members within and beyond their classrooms.

•Teachers model ethical and respectful behavior and demonstrate integrity in all situations.

HIRING AND PLACEMENT OF STAFF

EQUAL EMPLOYMENT OPPORTUNITY
Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Galena Park ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator (see page 5), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

RECERTIFICATION OF EMPLOYMENT AUTHORIZATION
Policy DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact HRS at 832-386-1241 if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

EMPLOYMENT AFTER RETIREMENT
Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances in a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

JOB VACANCY ANNOUNCEMENTS

Announcements of job vacancies by position and location are posted on a regular basis.

SELECTION PROCEDURE - CONTRACTUAL/CLASSIFIED STAFF

Applicants for contractual positions or auxiliary noncontractual may be interviewed by the Assistant Superintendent, Human Resource Services, the division head, the building Principal and members of the teaching team. The Principal has authority to recommend for approval all teacher and staff appointments to his/her campus. When a selection is made, the individual will be recommended by the appropriate administrator to the Superintendent and/ or Board of Trustees.

PROBATIONARY CONTRACTS - PROFESSIONAL

The first three years of continuous employment in the District for full-time, professional, certified employees is a probationary period. A probationary period may be extended for a fourth year. A probationary contract may not exceed a term of one year. The probationary period shall be one year for teachers who transfer into the district and have taught five of the prior eight years in public education.

TERM CONTRACTS - PROFESSIONAL

Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

Teachers and administrators are recommended for a term contract by the Principals and/or Supervisors in writing to the Superintendent if their services are satisfactory at the end of the probationary period. The Superintendent then presents recommendations to the Board of Trustees for approval in May for all professional employees.

NONCERTIFIED PROFESSIONAL & ADMINISTRATIVE EMPLOYEES

Employees in administrative positions (Director and above) that do not require SBEC certification are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

TERMINATION

If the Board decides to terminate the employment of an employee serving a probationary period, it shall give the employee notice of termination no later than the 10th day before the last day of instruction. Provisions for contract non-renewal of a term contract employee are outlined in Board Policies DF series.

Note: An employee who fails to meet eligibility for certification within the period provided by state law and policy shall be subject to employment termination.

DISMISSAL OR NON-RENEWAL OF CONTRACT EMPLOYEES
Policy DF Series, DHB, DPA, DPB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to procedures outlined in district policies. Employees on probationary or term contracts can be terminated at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and/or an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. The principal is required to notify the superintendent of an educator's termination within seven (7) business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 31. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are available online.

DISMISSAL OF NON-CONTRACT EMPLOYEES
Policies DHC, DP

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. *(See Grievance Procedures, page 40.)*

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Non-contract Employees.

DISCHARGE OF CONVICTED EMPLOYEES
Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

PROHIBITION ON DIVERSITY, EQUITY, AND INCLUSION
Policies DF, DH

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

PROHIBITED CLASSROOM INSTRUCTION
Policies DF, DH

District employees are prohibited form engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

NON-CONTRACT

Auxiliary personnel are non-contractual employees.
As at-will employees, they are not employed for a specified length of time. A Letter of Reasonable Assurance as notification of continued employment with the district will be offered to all at-will employees.

REASSIGNMENTS AND TRANSFERS - ALL STAFF
Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is the in best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).
All personnel may request reassignment to other employment assignments within the District subject to approval of the Superintendent. An online transfer request can be submitted in TEAMS through the Employee Service Center during early March to the end of May. Once completed and submitted by the employee, the current supervisor and the supervisors at the desired locations receive on-line notification of this transfer request. The supervisor accepting the new transfer request will initiate and have the proper paper work signed by the "sending" supervisor in order to move the employee to the new campus by early June. The District transfer process/procedure could be affected by the District's projection of needed staff for the upcoming school year.

EVERY STUDENT SUCCEEDS ACT

The U.S. Congress passed the Every Student Succeeds Act (ESSA) for teachers.

ESSA (teachers) applies to the core content teaching assignments of English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.

All core teachers must meet the ESSA guidelines. Parents whose children are being taught by teachers who do not meet the ESSA requirements for four or more consecutive weeks must be notified. Elementary grade levels as defined by ESSA are grades EC-5. Secondary are grades 6-12.

Minimum ESSA qualifications for experienced teachers assigned to core areas:

- A bachelor's degree; and
- Full Certification, with license to teach in Texas; and
- Demonstrated competency in the core academic subject area assigned

Personnel shall meet Texas certification requirements before contracts are issued, duties are assigned, or payment is made from any source of funds. **Any person who desires to teach in the District shall present his/her certificate for filing with the District before a contract with the Board shall be binding. Education Code Sec. 21.003 (A) (b); 19 TAC 121.12(a) Professional employees in positions requiring certification shall hold one of the following certificates or permits:**

NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit including substitutes. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Veronica Castro, Certification Specialist.

INSTRUCTIONAL AIDES

The U.S. Congress passed a new law titled "No Child Left Behind Act of 2001 (NCLB)" that impacts the requirements for instructional aides. This statute stipulates that all paraprofessionals hired after January 8, 2002, must meet <u>one</u> of the following qualifications:

- Complete at least two (2) years of study at an institution of higher education; or have at least 48 college hours from an accredited college or university; or
- Obtain an associate's degree (or higher); or
- Meet a rigorous standard of quality and can demonstrate through a formal state or local assessment.
- Knowledge of, and the ability to assist in instructing, reading, writing, and writing readiness, and mathematics readiness, as appropriate.

All paraprofessionals who are assigned as instructional aides and in-school suspension monitors (ISS) must meet NCLB requirements prior to being hired. The State Board for Educator Certification requires that all instructional aides must possess or apply for the Standard Educational Aide Certificate.

CERTIFICATION AND LICENSES

Policies DBA, DF

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Veronica Castro in a timely manner.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Veronica Castro if you have any questions regarding certification or licensure requirements. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Veronica Castro at 832-386-1206 when there is action against, or revocation of, their license.

CERTIFICATES

<u>Provisional-Valid for Life</u>

- These certificates were issued by the State Board for Educator Certification upon completion of a certified teacher education program from an accredited college. (No longer issued after September 1, 1999)

<u>One Year Certificate- Valid for One Year</u>

- Provided for teachers who hold valid standard out-of-state certificates or out-of-state certificates invalid solely because of expiration date.
- Valid for one year from date certificate is issued to remove deficiencies and then is eligible for standard certificate.
- The Texas Education Agency requires that each staff member have on file with the Human Resource Services Office the documents listed below. (Board Policy DBA). The personnel file must be complete before a contract shall be issued.

Probationary Certificate - Valid for One Year

- Required of individuals completing the internship requirement for Post-Baccalaureate or Alternative Certification Programs. The content test must be passed in order to qualify for this certification.

Standard Certificate - Valid for Five Years

- The State Board for Educator Certification (SBEC) requires **150 hours** of staff development for those educators holding standard certificates. Refer to TEA web site at https://pryor.tea.state.tx.us/ or our GPISD home page link (click Human Resource Services, then Employee Information), then certificate renewal for detailed information. Teachers are required to keep their credentials current.

REQUIRED CERTIFICATION TESTING BILINGUAL TARGET LANGUAGE PROFICIENCY TEST (BTLPT)

- The TOPT is designed to test the oral proficiency of persons seeking certification to teach Spanish or French at the secondary level or to receive an elementary certificate with a specialization in either Spanish or French.
- The test is also designed to assess the language proficiency of persons seeking certification in bilingual education (teaching students whose first language is Spanish).

EXAMINATION FOR THE CERTIFICATION OF EDUCATION IN TEXAS TExES

All persons completing teacher training programs who are candidates for initial Texas certification must pass TExES PPR test and TExES test for each content area for which a certificate is sought.

ADDITIONAL CERTIFICATION

All persons who are seeking additional content, endorsement, delivery system, administrator or other professional certificates and who currently hold a valid Texas teacher or administrator certificate must do one or more of the following:

1. Pass content specialization tests or their equivalent in their additional field.
2. Complete necessary courses from a teacher education preparation program for those fields which currently do not have a certification exam. (CIS, IPT, Vocational Home Economics, Vocational Agriculture: Production, Vocational Agriculture; Horticulture; Basic Business; Business Composite; Business Administration; Secretarial Business; and Marketing Education or for professional level certification).

REQUIREMENTS FOR PERSONNEL FILE

CLERICAL/PARAPROFESSIONAL AND INSTRUCTIONAL AIDES

Each paraprofessional and instructional aide staff member is required to have on file with the Human Resource Services Office the following documents:

- Completed application
- State Service Record (GPISD and/or prior districts)
- High school diploma or G.E.D.
- College transcripts (if applicable)
- A current Texas Paraprofessional Certificate or an application for a Standard Educational Aide Certificate (aides only)
- Approved I-9 form
- Waiver of Confidentiality
- Signed Letter of Reasonable Assurance
- Appraisals

AUXILIARY STAFF

Each auxiliary staff member is required to have on file with the Human Resource Services Office the following documents:

- Completed application
- State Service Record (GPISD and/or prior districts)
- High school diploma or G.E.D. (where applicable)
- Approved I-9 form
- Waiver of Confidentiality
- Signed Letter of Reasonable Assurance
- Appropriate License (where applicable)
- Certified bus drivers shall meet District requirements
- Appraisal

Staff members who wish to review the contents of their files may do so by calling Human Resource Services and scheduling an appointment.

COMPENSATION INFORMATION

REQUIREMENTS FOR PERSONNEL FILE

All employees are required to have the following documents on file with the Payroll Services Department:

- A copy of the employee's Social Security Card or a receipt from the Social Security Office
- A copy of the employee's Driver License
- W-4 Form
- Direct Deposit Authorization Form
- TRS11 - Designation of Beneficiary Form

MANDATORY PAYROLL DEDUCTIONS

The federal and state mandated deductions taken from each check are federal withholding tax, Medicare tax, and teacher retirement. Staff members who begin their employment with the District as of April 1, 1986, are required to contribute 1.45% of their taxable salary to the Medicare program. Each employee of the District is required to have on file in the Payroll Services Department a completed form "W-4 Employee's Withholding Allowance Certificate". A W-4 form is available from the Payroll Services Department or from the Human Resource Services Office.

ADDITIONAL MANDATORY DEDUCTIONS

- Child Support - Deductions from an employee's salary as per received court order.
- Bankruptcy - Deductions from an employee's salary as per received court order.
- Federal Tax Leaves - Deductions from an employee's salary as per notice of levy on salary from the Internal Revenue Service.
- Student Loans - Deductions from an employee's salary as per order of withholding from earnings notice.

OPTIONAL DEDUCTIONS

As a service to staff members, the District provides the following automatic deductions. **Be advised:** The Payroll Services Department will not process a deduction unless the appropriate information has been submitted and is correctly completed.

- Insurance - Deducted from all employees' salaries participating in approved programs.
- Pre-Tax Benefit Plan - Payments for qualified insurance premiums may be deducted from eligible staff members' salaries BEFORE federal income tax withholding is calculated.
- Credit Union (United Community Credit Union) - Staff members must first complete a membership form with the Credit Union. Staff members process request for deduction "start" and "stops" through the credit union.
- All employees are eligible to participate in tax sheltered annuities and deferred compensation plans. Due to significant changes in 403(b) plans made by the Internal Revenue Service (IRS), GPISD has chosen to have our plan administered by First Financial Group of America. For more information you may contact a representative at 1-800-523-8422.
- Professional Dues - Contact building representatives for information on various organizations.
- ACP payroll deductions must be initiated through Human Resource Services.
- Approved charitable contributions.

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

AUTOMATIC PAYROLL DEPOSIT

Employees can have their paychecks electronically deposited into a designated account. Payroll Services should be notified immediately to activate or cancel an employee's direct deposit. The Payroll Reporting Schedule will be adhered to for all payroll deadlines. For more information, please contact Payroll Services.

PAYDAY

All employees are paid on the 15th and the last day of each month. If those dates fall on Saturday, Sunday or Monday, then Friday becomes payday. Direct deposit notices are on-line in the Employee Service Center and checks are sent to the campus/departments. During holidays and the summer, checks are mailed to the address on file.

When paychecks are mailed, allow the postal service five (5) workdays for delivery of your paycheck. In the event that you do not receive your paycheck after the five (5) workdays, contact the Payroll Services Department. The Payroll Services Department will reissue your paycheck after the bank verifies that the check in question has not been cashed/deposited. Employees are responsible for regularly reviewing the accuracy of their pay statement.

Payroll calendars are available on the back cover of this handbook. Questions concerning paychecks should be directed to the Payroll Services Department.

SALARIES, WAGES, AND STIPENDS

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation, on page 15).
All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact Human Resource Services at 832-386-1243 for more information about the district's pay schedules or their own pay.

ALL PERSONNEL

The Superintendent shall develop and recommend to the Board for adoption a pay system for all District personnel. Any pay increases shall be approved by the Board. Copies of the District's pay system are available from the Superintendent's office. Professional personnel employed for less than full time or less than a full year shall be paid an amount specified in the employment agreement.

EXEMPT/NONEXEMPT

The Superintendent or designee, within guidelines set out in federal regulations, shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of compliance with the Fair Labor Standards Act.

TIMEKEEPING FOR EXEMPT EMPLOYEES

The district recommends that all Exempt employees, those **not** entitled to over-time compensation, clock in and out to record all days worked for Galena Park ISD The Frontline timekeeping system will be the official record of time worked.

SUPPLEMENTAL DUTIES

The Superintendent or designee may assign supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. These noncontractual duties may be modified or discontinued at any time for any reason or no reason, at the sole discretion of the District. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty. The employee shall be compensated for these assignments according to the supplemental duty payment schedule system established by the Board.

TIMEKEEPING FOR NON-EXEMPT EMPLOYEES

All Non-Exempt employees, those entitled to overtime compensation, are required to record all hours worked for Galena Park ISD. Working "off the clock" is prohibited. The Frontline timekeeping system will be the official record of time worked. Each employee is required to "clock in" and "clock out" to record time worked and lunch breaks. Employees are encouraged to take, at least, a 30-minute duty-free lunch.
Breaks from work are not required by federal or state law, however the District recognizes the need for occasional breaks in order to maintain a positive and productive work environment. Such breaks will be at the discretion of the Supervisor/Administrator. Employees are able to use District time clocks or District IP phones to clock in and out.

The accuracy of time worked is the responsibility of the employee. Falsifying or tampering with official District time records may result in disciplinary actions.

Supervisors/Administrators are responsible for ensuring time records are accurate and approved for payroll processing. Manual timesheets are not to be used to record time worked for an employee's regularly scheduled assignment unless otherwise specified.

OVERTIME COMPENSATION
Policies DEAB, DEC

The default method for the payment of overtime to non-exempt employees is compensatory time. Exceptions are allowed for certain manual trades positions. Overtime payment must be approved by the supervisor and an executive director, assistant superintendent or superintendent. Supervisors of non-exempt employees shall ensure an agreement or understanding with the employees regarding the form of compensation for overtime (cash or compensatory time off) prior to the performance of the work causing the overtime duty. These agreements or understandings need not be in writing, but the supervisor shall maintain some record of them, such as a calendar notation, a memo to the file, or some similar indication that the employee was noti0fied of the type of compensation to expect.

The district compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A non-exempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Non-exempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate. For the purpose of calculating overtime, a workweek begins at 12:00 am Sunday and ends at 11:59 pm Saturday.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all non-exempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all non-exempt employees for the purpose of wage and salary administration.

OVERPAYMENTS

Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year. An agreement between an employee and the district must be in place in order to deduct an overpayment.

NAME AND ADDRESS CHANGES

It is important that employment records be kept up to date. Employees must notify the Payroll Services office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Payroll Services Department. A change of address can also be completed in the Employee Service Center. In order to complete a name change with Galena Park ISD, a copy of the new Social Security Card or receipt from the Social Security Office is required.

WORKLOAD AND WORK SCHEDULE
Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year. Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their

position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 15 for additional information. An "equivalent workday" for purposes of accumulation, use, or recording shall mean the number of hours per day associated with the employee's usual work assignment.

Any District employee charged with supervising other employees and establishing work schedules reserves the right, in his or her sole discretion, to change or alter the work schedule and/or duty days of any employee in a manner which serves the best interests of the supervisor's department and/or District.

PERSONNEL PRACTICES

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential funcions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting the districts ADA Coordinator, Dr. James Cline at jcline@galenaparkisd.com, and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accomodation Request Form, which can be requested at humanresources@galenaparkisd.com.

Upon receiving the reasonable accommodation request, the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assis in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, the ADA coodinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determinded on a case-by-case basis. The ADA coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

BREAKS FOR EXPRESSION OF BREAST MILK

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP ACT) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Jerid Link, Executive Director for Human Resource Services at 832-386-1207.

PREGNANT WORKERS FAIRNESS ACT

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Jazmin De La Cruz, Coordinator for Employee Leaves at 832-386-1233 to begin the interactive process.

BELL SCHEDULES

Employees are expected to report to work punctually according to their schedule and their supervisor's directive. Staff members shall clock in at the assigned time to begin work. Hourly staff members must not check in early nor late without the express permission of the supervisor.

EMERGENCY SCHOOL CLOSING

Policy EB

The district may close schools because of severe weather, epidemics, pandemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations:

T. V. Stations

KPRC - Channel 2	www.click2houston.com
KHOU - Channel 11	www.khou.com
KTRK - Channel 13	www.abc13.com
KRIV - Channel 26	www.fox26houston.com
KIAH - Channel 39	www.cw39.com
KXLN - Channel 45	www.univision.com/houston
KTMD - Channel 47	www.telemundohouston.com

Radio Stations

KTRH - AM (740)	www.ktrh.com

On the Internet

The school closing website is www.galenaparkisd.com, on Facebook at facebook.com/GPISD and X at www.x.com/galenaparkisd.

PERFORMANCE EVALUATION

Policy DN, DPB Series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.
Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

TRAVEL EXPENSE REIMBURSEMENT

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and Cabinet Level Administrator must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

OUTSIDE EMPLOYMENT/USE OF DISTRICT RESOURCES

Employment Outside School District While Under Contract

All employees who wish to accept outside employment or engage in other activities for profit during the term of their employment shall submit a request in Eduphoria for permission to the administrator-in-charge, and then Cabinet Level Supervisor.

(DBD Local) **(Form located on page 58 of the employee handbook.)**

The Supervisor shall ascertain whether outside employment might interfere with the employee's ability to carry out his/her regular assignment and render a decision concerning the request. If the request is approved, the conditions of approval shall be filed in writing with the Superintendent and appropriate supervisor.

Employees shall not use District resources (e.g. computers, email, duty time etc.) for outside employment purposes. (See Employee Agreement pages 47-48)

TUTORING

Required Tuturials/Non-Paid. Each teacher should provide a minimum of one tutorial session in his/her subject area(s) per week. Tutorial times and dates should be posted and be a minimum of 45 minutes.

Teachers shall not privately tutor their own students for pay, except during the summer months. Teachers who tutor may not use GPISD facilities.

The Board reserves the right, at all times, to evaluate any problem or question arising under this policy and make such disposition of these questions and problems as may be deemed proper and necessary. DBD (Local)

SAFETY AND SECURITY

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 22 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Senior Director for Risk Management and Non-Exempt Services, Dr. James R. Cline.

ENVIRONMENTAL CONCERNS

Asbestos Management Plan: The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the front office and is available for inspection during normal business hours.

Pest Control Treatment: Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.
Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the front entrance of the facility. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are

available from campus principals or facility managers upon request.

Recycling: GPISD encourages environmental awareness and recycling in its schools. Information about the recycling programs of individual campuses are available from the principal.

Ozone Watch: GPISD subscribes to the Texas Commission on Environmental Quality (TCEQ) Listserv Services for ozone warnings. The purpose is to alert individuals when atmospheric conditions are expected to be favorable for producing high levels of ozone air pollution in the Houston-Galveston Brazoria area. For more information on air quality, contact:

1. Harris County Pollution Control (713) 920-2831
2. Houston Department of Health and Human Services, Bureau of Air Quality Control (713) 640-4200
3. TCEQ-Houston Office (713) 767-3700 or
4. Individual school nurse

PROFESSIONAL DEVELOPMENT (District Requirement)

All certified employees shall earn at least six semester hours or 150 clock hours of credit of higher education course work, or the equivalency, during each five-year period of employment. This may be accomplished through college work, approved workshops, meetings or conferences. At the end of the five-year period, if the certified employee has not completed the requirement of six semester hours or 150 clock hours of professional improvement, the employee's annual salary will not be increased until the employee has satisfied the requirements for the deficit cycle. See state requirements for teacher holding standard certificate (refer to page 12).

TOBACCO AND NICOTINE PRODUCTS AND E-CIGARETTE USE

Policies DH, FNCD, GKA

State law prohibits smoking, using, or possesing e-cigarettes or tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking.

The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distrubuted, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

ALCOHOL AND DRUG-ABUSE PREVENTION

Policy DH

Galena Park ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and/or illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug abuse is outlined on the District's website at www.galenaparkisd.com

SEARCHES AND ALCOHOL AND DRUG TESTING

Policies CQ, DHE

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

EMPLOYEES REQUIRED TO HAVE A CDL

Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Senior Director for Risk Management and Non-Exempt Services.

TRANSPORTING STUDENTS

The distict strongly discourages employees from transporting students in personal vehicles. Employees assume all liability for transporting students in a personal vehicle without prior approval from the employee's supervisor.

DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments 1989) [20 U.S.C.3224a and 34 CFR 86.2201]

PUBLIC INFORMATION ON PRIVATE DEVICES
Policy DH

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district server to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

CRIMINAL HISTORY BACKGROUND CHECKS
Policy DBAA

All employees are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.
The following individuals will be subject to yearly criminal records check:

- Regular Volunteers
- Parent/Guardian or one-time volunteers
- University students requesting to observe classes in the District.

EMPLOYEE ARRESTS AND CONVICTIONS
Policy DH, DHB, DHC

An employee must notify his or her principal or immediate supervisor within three calendar days of an arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an employee is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB (LEGAL) and DHC (LEGAL) for timelines and conduct that will result in reporting.

FINGERPRINTING: SENATE BILL 9

The 80th Texas Legislature adopted Senate Bill 9 (SB9) effective January 1, 2008, implementing sweeping changes to criminal history reviews for persons who work, or have access to students at public, private, and charter schools. Previously, the State Board for Educator Certification (SBEC) was required to obtain criminal history records only on persons who applied for or held a certificate.

Senate Bill 9 will require a review of criminal history record information of all school district employees and other persons who have contact with students, this includes:

- Certified and noncertified employees of the District
- Substitute teachers
- Employees of shared services arrangements whose duties are performed on school property or another location where students are regularly present

- Employees of contractors who have continuing duties related to contracted services and who may have direct contact with students

The following individuals not subject to finger printing at this time are:

- Regular Volunteers
- Parent/Guardian or one-time volunteers

EMPLOYEE CELL PHONE USE

Employee use of personal cell phones should not constitute a disruption of the learning, working environment in the classroom, campus, or other District work sites. During state testing cell phones must be turned off and stored out of site.

To ensure the highest standards of safety regarding District employees, employees operating a motor vehicle are prohibited from using cell phones while the vehicle is in motion. **This refers to employees using either District or personal vehicles while on District business**.

DRESS AND GROOMING

A professional standard of dress requires that staff members should be readily distinguishable from students. Role modeling is a part of the employee's professional responsibilities.

Supervising administrators shall be authorized to inform employees of the standard of dress and grooming required by the District and to appraise any fashion or fad to determine if it is appropriate in the employee's setting. The supervising administrator shall advise employees needing to modify their dress and/or grooming to achieve high standards of neatness, appropriateness, and good taste. Employees must be appropriately dressed, well groomed, and meet an acceptable level of personal hygiene while on duty, or when representing the District.

SPECIFIC STANDARDS

Professional employees (Administrators, Supervisors, Teachers, Counselors, Nurses, Librarians, Speech Pathologists, Diagnosticians, etc.) shall be expected to abide by the dress and grooming standards specified for students in the student handbook [see FNCA (Local)], with the following special provisions:

1. Administrators (male/female) shall be professionally attired while performing their duties. Suits, ties, dresses, sport coats, and collared shirts are preferred. Dress slacks, dress shirts, pantsuits, skirts and dress blouses are all acceptable attire.
2. Male professional employees shall wear dress shirts, department or campus shirts and slacks anytime they are on duty. Golf and pullover type (polo or athletic) shirts and denim slacks are appropriate as designated by the supervising administrator. The supervising administrator will determine dress on in-service days.
3. Female professional employees shall wear suits, pantsuits, dresses, dress slacks, shirts, blouses, and skirts. The supervising administrator will determine dress on in-service days.
4. Male employees shall be allowed to wear a well trimmed mustache and beard.
5. Only physical education personnel may wear athletic shoes and shorts, and only in the performance of physical education/coaching responsibilities.
6. **Flip flops or other potentially hazardous footwear are prohibited.**

Exceptions to the above requirements may be granted by the supervising administrator for employees who work around mechanical equipment where a tie might be a hazard or for employees involved in outdoor activities.

Dress requirements may be relaxed by the supervising administrator on special designated days or based on extenuating circumstances.

IDENTIFICATION CARDS (I.D.)

All employees will be issued an official district identification. This identification must be worn in a visible fashion on, or above, the waist. Employees are required to have visible identification at all times while on district property, to include after hours, weekends and holidays.

MEDIA PROCEDURES

Employees shall not give comments or interviews to the media without the proper approval from the Communications Department. Employees shall always wear the crisis notification/media procedures badge along with the District ID badge. The crisis notification/media procedures badge provides instructions in the event that an employee is contacted by the media.

If an employee is contacted by the media, the employee is required to tell the media representative they need to contact the Communications Department. The employee is then required to contact their supervisor. The supervisor is required to contact the Communications Department. The Communications Department will consider the story for approval.

News reporters and other communications representatives must initiate their requests to interview, film, videotape, and/or photograph students and/or district personnel on district property through the Galena Park ISD Communications Department.

The Communications Department will contact the principal or building administrator prior to a media visit. If media appears on a campus or athletic facility without notifying the Communications Department, the school/building administrator should notify the Communications Department immediately. Media representative will be required to fill out *Media Use Form* located in back of this handbook, page 59.

If a member of the media, community or any other individual or group wishes to use an image of our facilities in a publication video, they must fill out a *Media Use Form* located in the back of this handbook, page 59.

CONFLICT OF INTEREST

Effective 9/1/2015, the Texas Ethics Commission expanded the scope to include all local government officers to the conflict of interest requirements. Local Government Code defines a "**Local Government Officer"** as "a member of the governing body of a local government entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; **or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor."**

Based on this definition, any employee of the District making purchases, is a local governmental officer. Therefore, if you are making purchasing decisions, you must file a Conflict of Interest (CIS) form if any **one of the three** following conditions apply:

a) The local government official is the owner of a business that is a district vendor or has a family relationship with the vendor that would include family members within 3rd degree of consanguinity or 2nd degree of affinity.

or

b) The relationship need only be disclosed if the relationship generates taxable income for the officer or family member exceeding $2,500 during the twelve months preceding the date the officer becomes aware of the contract with the district vendor.

or

c) The officer must also disclose the relationship with a district vendor if the officer's first-degree relative has accepted one or more gifts from the district vendor that total over $100 in the twelve-month period preceding the date that the officer becomes aware of the contract with the vendor.

(Food received as a guest does not need to be disclosed) If any of these situations apply, please contact the Purchasing Department for assistance.

FRAUD AND FINANCIAL IMPROPRIETY

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

PURCHASING PROCEDURES

Policy CH

All request for purchases must be submitted to the Purchasing department via a Requisition Request in our current finance software. Once approved the Requisition will be processed in a Purchase Order. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Director for Purchasing for additional information.

GIFTS AND FAVORS

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of a textbook, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

COPYRIGHTED MATERIALS

Policy CY

Employees are expected to comply with the provisions of federal copyright law and policy relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audio-visual works, are to be used in the classroom for instructional purposes only. Duplications are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

ASSOCIATIONS AND POLITICAL ACTIVITIES

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

CHARITABLE CONTRIBUTIONS
Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

POSSESSION OF FIREARMS AND WEAPONS
Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Executive Director for Security & Technology/Chief of Police immediately.

VISITORS IN THE WORKPLACE
Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

PERSONNEL RECORDS
Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resource Services Department. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under by law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

EMPLOYEE INVOLVEMENT
Policies BQA, BQB

At both the campus and district levels, GPISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Executive Director for Educational Support.

FACILITY USE
Policies GKA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Contact the Operations Department to request the use of school facilities and to obtain information on the fees charged.

EMERGENCIES
Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

TEACHER RESPONSIBILITY

CURRICULUM & INSTRUCTION

Curriculum is defined as the knowledge, skills, attitudes, and processes to be taught and learned at the appropriate levels/areas or in courses in the District's schools. The District uses our web-based Curriculum Corner for the required scope and sequences and units of study outlined in the curriculum maps. The model for curriculum development, implementation, and evaluation includes the following components: curriculum (written curriculum), instruction (taught curriculum), and evaluation (tested curriculum). The curriculum is clearly stated in Curriculum Corner so that the faculty can teach the written curriculum. The teacher-made tests and standardized tests shall be congruent with the written and taught curriculum. Teachers shall follow the curriculum maps and scope sequences distributed by the District and the Texas Essential Knowledge and Skills for each subject mandated by the state. Teachers will use Curriculum Corner to develop daily lesson plans and may use the resources in their classroom. Administrators, supervisors, and mentors shall work with teachers to ensure consistency between curriculum design (written curriculum) and curriculum delivery (what is actually taught). Any substantial deviation must be approved by the Superintendent or designee.

Teacher Responsibility

In addition to consistent delivery of the learning objectives in the curriculum, it is expected that instructional delivery will be based on sound teaching principles grounded in educational research.

A systematic process shall be in place for planning and providing instruction appropriate for each student and for engaging the student until learning objectives are attained; however, the teacher has the discretion on the delivery of instruction. This systematic process shall include:

1. Establishing a school climate that continually affirms the worth and diversity of all students.
2. Expecting and ensuring that all students will per form at high levels of learning.
3. Varying the time for learning according to the needs of each student and the complexity of the task.
4. Having staff members, students, and parents take responsibility for successful student learning.
5. Assessing current student skills/learning for instructional assignment (placement).
6. Analyzing the content of each objective so that instructional strategies match content and assessment.
7. For a student receiving special education services, each teacher shall document the use of accomodations/modifications as required by the IEP (Individualized Education Plan). If the student receives the required accommodations/modifications and fails, the teacher will conference with parent/guardian, (student as appropriate), and case manager to develop an intervention plan and to schedule an ARD meeting to modify the IEP for the intervention plan, including new/different accommodations/modifications as needed by the student.

Procedures must be in place to assign student instructional materials such as: textbooks, calculators, lab equipment, manipulatives, technology equipment. Student use of instructional materials during class time should be monitored and materials must be collected at the end of every class period to be stored properly. A calculator contract must be utilized for any student that uses a scientific or graphing calculator. Report any issues involving instructional materials to appropriate campus/district personnel in a timely manner.

The District staff development program for teachers shall include a research-based approach to teaching and provide teachers with alternative ways to view teaching. Teachers may be required to attend staff development beyond their normal work days and hours, including after school and on Saturdays.

As an agent of the District, an employee, including a student employee, shall not have rights to work (for example, District curriculum) he or she has access to or creates on District time or using District technology resources. The District shall own any work or work product created by a District employee in the course and scope of his or her employment, including the right to obtain copyrights. District work may not be reproduced, modified, displayed or distributed outside the District without permission.

Any instructional materials, created or acquired from outside the District with District Funds, must align to the District Curriculum and be approved for use by the Curriculum and Instruction Department.

A teacher cannot be compelled to discuss a particular current event or widely debated and currently controversial issue of public policy or social affairs. A teacher who chooses to discuss such topics, will to the best of their ability, strive to explore the topic from diverse and contending prespectives without giving deference to any one perspective.

NEW COURSES/PROGRAMS

New programs and courses shall be instituted in the District only after careful research, study, and planning have been completed.

Proposals for new programs shall be submitted in writing to the appropriate coordinator/director. Each program, course, or proposal should be documented according to need, resources required, and operating costs. Following a review of the proposal by professional staff and the Program Evaluation Committee, a decision will be made concerning its feasibility. If approved, a program description of each new program should be appropriately distributed and filed for future reference.

GRADING REQUIREMENTS

The purpose of grading is to provide feedback to students and parents regarding the student's performance. Grades are a reflection of a student's level of academic development and accomplishment. Texas law requires all teachers to assign grades that reflect the student's mastery of an assignment. Teachers are expected to follow local Policy when determining students grades. To do this effectively and consistently, teachers are required to adhere to the following grading policies:

1. Grades are to be recorded for work related to the Texas Essential Knowledge and Skills (TEKS) taught during each reporting period. Grades will not be determined by disciplinary issues, compliance with classroom rules, or bringing supplies to class.
2. All work must be graded, recorded in Skyward, and returned to the students within 72 hours. The exception is for full compositions, for which the timeline is increased to one calendar week.
3. The teacher shall provide feedback on assignments.

- Teachers are required to reteach objectives and/or concepts when 25% or more of the class did not achieve 75 or higher on any assignment. This may occur individually or in group settings depending on the number of students needing re-teaching during or outside of class time.
- When assignments are returned to students, the students will have an opportunity to ask questions about what they missed.
- For subjective assessments (short answer, essays, etc.) students are to receive feedback for improvement if points were deducted from the grade. Students need to understand why they did not get full credit.

4. Students will not grade other students assignments. Activities, such as peer editing are permitted, but students may not score assignments that are recorded as part of their grade for any reporting period. Students should not mark a numeric grade on another student's assignments (FERPA VIOLATION).
5. If test security needs to be maintained, tests may be taken up following the student review. District assessments will remain secured and not released.

6. Before teachers assign a grade of less than 70 for any progress report or reporting period, they will document that all the following steps were taken:
- Parent/guardian was contacted via School Status.
- We value learning so the student will be given a relearning opportunity provided by the teacher.
- Once the student has received re-teaching of the skill the teacher will re-assess when allowed or required by policy.

7. In regards to transfers, once grades are received from the previous campus, the grade will be added in the grade book for each assignment for the grading period. If a student transfers with no grades, student will be placed on a grading contract. Contact counselor or registrar for questions concerning contracts (grading contracts secondary only).
8. The teacher must provide the instructional materials to the student in printed format if the student does not have reliable access to technology at the student's home.

A school district or teacher may not require, make part of a course, or award a grade or course credit, including extra credit, for a student's: political activism, lobbying, or efforts to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or participation on any internship, practicum or similar activity involving social or public policy advocacy.

GRADING CLASS PARTICIPATION

Class Participation is crucial to the success of any class. Participation means engaging in each class, having completed the assigned tasks, asking questions about the tasks, offering ideas and responding to any discussion. In core content areas, participation grades shall be limited to two daily grades per grading period. Make-up opportunities will be provided for students who were absent. (See Curriculum Corner for samples of grading class participation criteria and rubric).

STUDENT PROJECTS

Effective communication requires that students express themselves in writing, verbally, and visually. A project that occurs over time, evaluation components may include teamwork, organization, and planning. The teacher must provide a rubric to the student prior to the beginning of the project. There should be a minimum of ten different scoring criteria. Feedback should be given promptly after each section of the project so the student is able to adjust and improve. Check points of progress with feedback must be included. The project can count as 1 major grade and check points can count as daily grades. There can be no more than 1 project assigned at any one time per core subject area per semester with the exception of the district required projects including but not limited to Science Fair, Technology projects, Challenge of the Mind, ect. If project is completed entirely at home, this project will count in the homework category. (See Curriculum Corner for samples of student project rubrics).

ACADEMIC DISHONESTY

Refer all cases of academic dishonesty to the campus administrator. The consequences for dishonesty on assignments will be at the discretion of the administrator. Behavioral consequnces shall be given by the campus administrator according to the Student Code of Conduct, such as time out, ISS, after school detention, or grade penalty. The alternate assignment will be at the discretion of the administrator.

Academic dishonesty includes but **NOT** limited to the use of artificial intelligence or other digital resources which are used to create work that is submitted as original by the student. Teachers will monitor submissions and assign an academic penalty and/or behavior consequence according to the student handbook. Teachers are to assess acts of cheating/plagiarism with a 20-point deduction for the first infraction and a 30-point deduction for every additional instance of academic dishonesty thereafter. Students are allowed up to two days after the teacher notifies a parent to resubmit the assignment for grade penalty for dishonesty. Subsequent infractions shall be submitted to administration for appropriate behavior consequences in addition to the 30-point deduction.

DIFFERENTIATION

Teachers will differentiate their instruction to meet the needs of all students. Teaching is a blend of whole class, flexible groups and individual instruction. Teachers should recognize students' varied background knowledge, readiness, language, preferences in learning, interests, and react responsively. The intent of differentiating instruction is to maximize each student's growth and individual success by meeting each student where he or she is, and assisting in the learning process of all students.

GRADING FORMULA

Elementary School Level

Two grades per subject per week
Daily - 60%
Major - 40%

- Must have a minimum of 2 grades per week per subject area: math, science, reading, social studies and language arts posted in Skyward. Language Arts is a combination of spelling, grammar and/or composition.
- 3 major grades that may include, but are not limited to, unit tests, student projects, performances/demonstrations, reports or portfolios, CBAs, checkpoints, and teacher assessments. Major grades cannot count more than once. The 3 different grades shall be based on assessed TEKS. At least one major grade posted by progress report time. One project cannot count for all 3 major grades.
- Daily grades may include, but are not limited to, class work, class participation, teacher observations, quizzes, teacher checklists, reports, projects, journal writing, vocabulary tests, book reports, homework, ect.
- Non-academic bonus points will not be awarded.
- Points will not be deducted for work submitted late for grades K-2 and no more than 5 points in grade 3-5.
- All graded assignments must have a minimum of 10 questions with the exception of essay assignments, and open ended responses. Grades K-2 may combine several assignments to meet a minimum of 10 questions.

Teacher Responsibility

Middle School Level

Nine weeks = 4 major grades and 10 daily grades
The semester grade will be determined in the following way: 1st 9 weeks = 42%, 2nd 9 weeks = 43% and semester exam = 15%.
Grades will be placed in the following categories:

Regular Classes	Advanced
Daily – 60%	Daily – 50%
Major – 40%	Major – 50%

- Grades 6-8 must have a minimum of one grade per week per subject area. Additionally, a minimum of one test grade and three daily grades posted by the first progress report, two test grades and six daily grades by the second progress report and a minimum of four tests, and ten daily grades must be posted in Skyward by the report card.
- 4 major grades including, but not limited to, tests, projects, essays, performances/demonstrations, presentations, reports or portfolios.
- Major grades cannot count more than once.
- 10 daily grades including, but not limited to, class work, quizzes, teacher checklist, homework.
- All graded assignments must have a minimum of 10 questions or a rubric with 10 points or categories, with the exception of essay assignments, and open ended responses.

High School Level

Six weeks = 3 major grades and 8 daily grades
Grades will be placed in the following categories:

Regular Classes	Advanced	AP
Daily – 50%	Daily – 40%	Daily – 30%
Major – 50%	Major – 60%	Major – 70%

- Grades 9-12 must have a minimum of 1 grade per week per subject area—posted in Skyward. At least 1 major grade per subject posted by progress report time.
- The semester grade will be determined in the following way: 1st six weeks = 28%, 2nd six weeks = 28%, 3rd six weeks = 29%, and semester exam = 15%. If a student passes both semesters of a year long course, the student receives one credit. If a student passes the fall semester of a year long course, the student receives ½ credit regardless of the spring semester grade. If a student fails the fall semester of a year long course but passes the spring semester, then the two semesters will be averaged together for a yearly average. If the average is passing, the student receives one full credit. Semester only courses will receive ½ credit if passed.
- All graded assignments must have a minimum of 10 questions or a rubric with 10 points or categories, with the exception of essay assignments, and open ended responses.
- Seniors only- Dual Credit courses for Spring semester will not be calculated in class rank.

GRADING SYSTEM

Elementary Schools

Pre-kindergarten

Grades of 2 or 1 will be recorded on PK report cards.
2 = Developed - Student is able to apply the knowledge learned, bring their own personal meaning and make purposeful connections.
1 = Emerging - Student is exploring concepts and developing and awareness; exhibits a need for more instruction and interaction with concepts.

Kindergarten

Grades of 4, 3, 2, or 1 will be recorded on Kindergarten report cards.
4 = Exceeds - Consistently meets and often exceeds grade level expectations; performance demonstrates mastery of concepts and skills.
3 = Meets - Meets grade level expectations; performance demonstrates an understanding of concepts and skills.
2 = Approaching - Progressing toward grade level expectations; performance varies regarding accuracy, quality, and level of support needed.
1 = Emerging - Not meeting grade level expectations; performance is inconsistent even with guidance and support.

Grades 1 - 5

For grade 1-5, numerical grades shall be established for the subjects of language arts, reading, math, science and social studies. There will be no Language Arts Composite. **There will be no Language Arts Composite.**

A = 90-100 C = 70-79
B = 80-89 F = 69 - Below

Grade for health, art, music, computer lab, and physical education may use designations of “E, S, N, U”.

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Middle & High School

The following numerical values are assigned to each letter grade respectively:
A = 90 – 100 B = 80 – 89 C = 70-79 F = 69 - Below

Students enrolled in a course for dual high school and college credit or otherwise associated with a college will be subject to the grading system used by the college system offering/recognizing the course.

Seniors only- Dual credit courses for Spring semester will not be calculated in class rank.

HOMEWORK GUIDELINES

The following guidelines are suggestions to provide consistency and balance with homework. Homework is a vital part of the learning process and the parent-child-school partnership.

1. The purpose of homework should be:

- to practice and reinforce learned skills
- to help students improve achievement
- to nurture the development of good study habits
- to familiarize parents with their student’s work and give them a chance for involvement

2. Guidelines for assigning homework:
- students should have prior instruction
- homework should be promptly evaluated with feedback for students' needs
- student homework should be directly related to teacher instruction
- teachers should consider the availability of resources before assigning homework
3. Classwork is generally work that is started and finished with the teacher. Homework may be started with the teacher and completed without the teacher.
4. Teachers should strive to ensure that individual students understand the work before homework is assigned. Students have the responsibility of ensuring they have an appropriate understanding of the homework assignment.
5. Homework may count up to 10% of the grading period.
6. Homework time limits for elementary students shall be limited to 15 to 20 minutes in grades Pre-K - 1st and 40 minutes in 2nd - 5th. This does not include independent reading, which is a minimum of 20 minutes (Average time per student).

TUTORIALS

Teachers will provide tutorial services. Students who are assigned tutorials by the campus will be required to attend. Tutorials must be provided for all students in order to make growth. Tutorials may be provided before, during or after the regular school day.

Any parent or student may request tutorials from the teacher.

Required Tutorials/Non-Paid. Each teacher shall provide a minimum of one tutorial session in his/her subject area(s) per week. Tutorial times and dates should be posted and communicated to parents (Tutorials shall be a minimum of 45 minutes).

PROMOTION STANDARDS

PK - 5th grade
Students may be promoted **ONLY** on the basis of academic achievement, with the exception of students in grades 5 and 8 must also meet the State Student Success Initiative (SSI) requirements.

Galena Park ISD Policy EIE (Local) states:
In kindergarten, students must meet/exceed standards 16 out of 22 in English Language Arts/Reading and Math by the end of the fourth nine week period. ("Promoted", "Placed", or "Retained" shall be indicated on a student's cumulative folder.)

In grade 1, promotion to the next grade level shall be based on an overall average of 70, in each subject, on a scale of 100 based upon course-level and grade-level standards (essential knowledge and skills) in reading and math. **Students who are not working on grade level do not meet promotion requirements.**

In grades 2 - 5, promotion to the next grade shall be based on an overall average of 70, in each subject, on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) in reading and math plus a passing average or above in two out of the three following subjects: language arts, science, and/or social studies. **Students who are not working on grade level do not meet promotion requirements.**

Grades 6 - 8
In grades 6 - 8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in English, reading, mathematics, science, and social studies. Students in grades 6, 7 and 8 who fail to meet the above requirements shall attend summer school and successfully master the requirements prior to being promoted.

ACADEMIC HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL COURSE WORK

Middle school students have the opportunity to take and earn credit for high school courses. This opportunity requires alignment to all high school course expectations including content, state end-of-course exams, semester exams, attendance requirements and grading guidelines. When contemplating taking a high school credit course in middle school, consideration should be made regarding course rigor and student commitment. Students who successfully complete high school course work in middle school with a grade of "70" or better will receive credit toward high school graduation. High school credits earned in middle school are transcripted when students promote to ninth grade. These courses will count for credit toward graduation but will not count in determining class rank. These high school courses require extensive study and are academically demanding. Because of the rigorous nature of these courses, it is imperative that students meet the entry criteria for advanced standing courses and maintain eligibility to remain in the course for the duration of the school year. Successful completion of high school courses will be recorded on a student's academic achievement record, including semester grade averages and credits awarded. Middle school students must adhere to the high school passing standards for courses taken for high school credit. A student must pass the second semester and have a passing yearly average to earn full credit for the course. For a middle school student to receive high school credit for Algebra I, he or she must meet the following criteria: 70 or higher final average in Algebra I and pass the Algebra I End of Course examination. Otherwise, the student shall be required to retake Algebra I in grade 9 in order to receive credit. If the middle school student fails the first semester of Algebra I, the student will be placed in 8th grade math for the second semester and will retake Algebra I in the 9th grade. **Students who do not meet the passing standard are expected to repeat the entire course.** NOTE: New students to GPISD will be awarded credit for all transcripted high school courses. However, these courses will be included/ excluded from GPA and class rank calculations in alignment with GPISD's GPA and class rank structures.

Grades 9 - 12
For course credit towards graduation mastery of at least 70 percent of the objectives on curriculum course work shall be required. Students will be classified by the following:

9th grade	1st year in high school
10th grade	2nd year in high school
11th grade	3rd year in high school
12th grade	4th or more years in high school

10th grade students with less than 6 credits or failed two or more core classes, will be placed at the Zotz Education Center for a minimum of one semester.

Retention

No student shall be retained more than one time in grades PK - 5 and more than one time in grades 6 - 8. In exceptional cases, with approval of a committee consisting of at least the student's teacher(s) and two administrators (one of whom shall be assigned above the campus level), and the permission of the parent, a second retention within either grades 1 - 5 or grades 6 - 8 may be allowed.

STUDENT FAILURE CRITERIA

GPISD believes that a success rate of 90% is acceptable. Every avenue must be investigated to help students become successful. The following guidelines for student failure on all campuses shall apply:

1. A parent/guardian shall be contacted any time his or her student's grade drops from passing to failing during a grading period, and if failing on progress report or report card.
2. Teachers are required to use School Status to document parent contact or a conference. (A note shall be added in School Status).
3. Each teacher shall submit a Contact Log to his or her appraiser/principal at the end of the grading period with the failing students' names and grades attached. Leaving a voice mail shall not be considered contact with the parent/guardian. Email or text messages may be considered contact if the parent responds.
4. A conference shall be scheduled with a parent/ guardian of a student who fails during the grading period or a significant average drop. Elementary parents will be contacted when there is a drop in a letter grade.
5. Every student shall have the opportunity to retest major grades regardless of their score. The two test grades shall be averaged together for the final test grade. Semester exams and District Assessments shall not be eligible for retesting. Best practice is to review with the student prior to the retesting. Education Code 28.0216
6. A student may turn in work to eliminate zeros during the grading period. The deadline for submitting the makeup work shall be one week before the end of the grading period. In grades 6-12, within a grading period, the district's penalty for late work in regular classes, if the teacher chooses, is a maximum of minus ten points for one week late, minus 20 points for two weeks late, and minus 30 points for three or more weeks late. The District's penalty for late work in Advanced Placement (AP) classes and Pre-AP classes shall be minus ten points for each day the class meets.

TEACHER RESPONSIBILITIES - SPECIAL EDUCATION

The general education teacher should:

- Review and become familiar with IEPs/Accommodation Plans/ BIPS accessible in Aware for each student assigned to them.
- Maintain a file (include work samples, accommodated/ modified work, lesson plans, behavior and attendance data, etc.) for each identified student who receives support from Special Education.
- Maintain work samples that include documentation of implementing such plans.
- Develop, implement and maintain lesson plans that indicate adaptations or accommodations specified in the students' IEP.
- If Co-Teaching with a Special Education Teacher, meet regularly to plan collaborative lessons.
- Address questions or concerns with the Special Education Department or with campus administration.
- Monitor and evaluate the progress of all students- including those receiving support from Special Education.
- Report any concerns immediately to Special Education Department/Case Manager.
- Communicate regularly with the Special Education Department /Case Manager.
- Assign grades based on the assignments/tests that have been Modified or Accommodated per the IEP.
- Ensure and maintain work samples to serve as documentation that the IEP has been fully implemented prior to issuing a failing grade on a report card.
- Follow the District's Grading Policies/Procedures.
- Prepare appropriately for ARD meetings, by sharing data regarding grades, progress, attendance and behavior.

SUSPECTED DISABILITY

If you suspect a student has a disability, share that information with the RtI Chairperson. You may be asked to produce work samples and documentation of your observations. Teachers should prepare to share data with the team, such as: written work samples, documented behavior and/or academic concerns, documentation of interventions that have been provided and documentation that the parent has been contacted.

When a parent submits a written request for a referral for an Initial Special Education Referral, you must submit this letter immediately to your campus Diagnostician. The District has 15 school days to reply to the parent's request. The Diagnostician should contact the Special Education Director for Assessment and Compliance immediately. The Director will provide a timeline and further guidance regarding the request.

TEACHER ATTENDANCE REPORTING EXPECTATIONS

Galena Park ISD receives state funding based on student attendance. It is the expectation of the district that every teacher submit attendance daily in Skyward. For those campuses that have more than one class period, attendance must be submitted for every class period assigned to a teacher. The attendance time reported in Skyward is very important. Skyward time stamps the exact time attendance is reported. In the event of a TEA Attendance Audit, TEA will ask for a report that indicated the exact time attendance is taken daily by each teacher. If the ADA attendance is not reported during the designated ADA window, TEA will retain 100% of the district's funding.

Teacher Attendance Expectations:

- Report attendance daily.
- Attendance reported must reflect which students are actually present in your classroom at the ADA snapshot-time.
- Attendance submitted prior to official ADA time will result in the district losing ADA funding.
- If a student is not physically present in the class room at ADA time, the student must be marked absent. This

includes students who are in the office, clinic, on a field trip, etc.
- Promptly notify the attendance clerk/office, in writing using district form, of any errors or omissions.
- Attendance for non-ADA class periods must be taken within the first 10-15 minutes of each class period.
- Complete the membership reconciliation on the district designated days.

TEA's Student Attendance Accounting Handbook states, "The teacher who initially records an absence is responsible for the accuracy of the report and attests to the validity of the data with his or her entry using the teacher's log-on. Attendance may not be taken by the students, classroom aides, clerks or substitutes."

DISTRICT EMPLOYEE STUDENT TRANSFER REQUEST

All full-time resident and nonresident Galena Park ISD employees may apply for a transfer for their child/children to a Galena Park ISD campus. One application must be submitted annually for each child. In addition, employees must sign and complete a Student Transfer Agreement.

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff, the student's disciplinary history, and attendance/tardy records. Employees will only be allowed to request a transfer for their child/children during the designated enrollment period, unless hired after the close of the annual enrollment period.

HEALTH SAFETY TRAINING
Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Director for Athletics by the start of the school year.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Director for Athletics by the start of the school year.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

STUDENT MANAGEMENT

The classroom teacher is responsible for maintaining a safe learning environment for all students. Positive discipline strategies that reflect the campus and district student management plan should be used consistently when addressing undesired behavior. Rules and expectations should be clearly communicated to parents/guardians and students. Teachers are to address mild disruptions with appropriate behavior changing consequences as well as maintain an open line of communication with parents/guardians regarding the undesired behavior. It is the teacher's responsibility to document behavior and notify parents. Campus administrators should be informed of any persistent or illegal behavior immediately. All behavior should be addressed by the classroom teacher.

Notification is defined by speaking with the parent or guardian. This communication should be logged in the teacher's Parent Communication Log in Skyward.

DISCRIMINATION, HARASSMENT, AND RETALIATION
Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be reported to the Assistant Superintendent for Human Resources, Jerid Link at 832-386-1240. For Title IX Complaints (Gender) and, Title VII Complaints (Sex, Race, Color, Age, Religion, National Origin). Any complaints in regards to ADA or Section 504 complaints can be reported to the District 504 Coordinator, Andrea Sellers, at (832) 386-1073. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced such prohibited conduct based on sex, including sexual harassment , or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed on page 5.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

This policy is outlined on the District's website at www.galenaparkisd.com

HARASSMENT OF STUDENTS
Policies DF, DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to

report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harrasment of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 29 and *Bullying*, page 32 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is as follows:

This policy is outlined on the District's website at www.galenaparkisd.com

SEXUAL HARASSMENT DEFINITION:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee because of his/her gender and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance;
3. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes (1) epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on District premises, or is circulated in the workplace.

NOTICE OF EMPLOYEE RESPONSIBILITY FOR ENSURING STUDENT WELFARE

Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101(a)*

Any employee who has cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first suspects abuse or neglect. [See FFG (EXHIBIT) for definitions of "neglect" and "abuse."] A professional may not delegate to nor rely on another person to make the report.

REPORTING SUSPECTED CHILD ABUSE
Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code **§261.001,** are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within **24 hours** after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline https://www.txabusehotline.org/Login/Default.aspx or (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.
Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

SEXUAL ABUSE AND MALTREATMENT OF CHILDREN

Policy FFG

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at the office of Senior Director for Educational Support. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assult, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse.*

REPORTING CRIME

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

SCOPE AND SEQUENCE

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the District's scope and sequence.
The district may take appropriate action if a teacher does not follow the District's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

COMPLAINT PROCEDURES

An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal or immediate supervisor, in accordance with the procedures in the District's employee complaints policy [see DGBA (LOCAL)]. However, no procedure or step in that policy shall have the effect of requiring the employee alleging harassment to present the matter to a person who is the subject of the complaint. Nor shall a sexual harassment complaint be dismissed because it is not filed within the time lines set out in DGBA (LOCAL).

RESIGNATIONS

Policy DFE, DHB

Contract Employee: Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes the Assistant Superintendent for Human Resource Services. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other person designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is required to report such conduct to SBEC.

Noncontract Employees: Noncontract employees may resign their position at any time. An electronic notice of resignation through Frontline should be submitted to the Assistant Superintendent for Human Resource Services at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to TEA.

Please Note: All District keys, books, ID badges, property

and equipment must be returned upon separation from employment. The District may withhold the cost of any unreturned items from employee's last pay check.

REPORTS TO TEXAS EDUCATION AGENCY
Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA **within 48 hours** if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must also be reported no later than the seventh business day after termination or resignation or notice from the principal:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

REPORTS CONCERNING COURT-ORDERED WITHHOLDING

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

TEACHER RETIREMENT

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Human Resource Services as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

STUDENT ISSUES

EQUAL EDUCATIONAL OPPORTUNITIES
Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Galena Park ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the District Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the District ADA/Section 504 Coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

STUDENT RECORDS
Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus administration for assistance.

PARENT AND STUDENT COMPLAINTS
Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or Human

Resource Services can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

ADMINISTERING MEDICATION TO STUDENTS
Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures.

A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

DIETARY SUPPLEMENTS
Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance enhancing dietary supplement to any student.

PSYCHOTROPIC DRUGS
Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood or behavior altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

STUDENT CONDUCT AND DISCIPLINE
Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

STUDENT ATTENDANCE
Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

BULLYING
Policy FFI

All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

This policy is outlined on the District's website at www.galenaparkisd.com. Under the District Information tab and then click on Policy Online.

HAZING
Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

PROCEDURE FOR REPORTING ABSENCES

REPORTING ROUTINE ABSENCES

When both professional and non-exempt staff members are absent from work, they must notify the supervisor to whom they directly report no later than the time specified by the campus or department. In addition, staff members must also enter their absence in to the Frontline Employee Service Center. Itinerant personnel must notify their coordinating office.

STATE PERSONAL LEAVE- (POLICY DEC LEGAL)

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers.

The District may provide additional personal leave beyond this minimum. The Board may adopt a policy governing an employee's use of personal leave granted under this subsection. Education Code 22.003(a) District employees retain any leave accumulated as state minimum leave under former Section 13.904(a) of the Education Code. Former Section 13.904(c),

Education Code, continues to govern the use of that sick leave. Leave days shall be used only for the following:

1. Illness of the employee;
2. Illness of a member of the employee's immediate family;
3. Family emergency;
4. Death in the employee's immediate family;
5. During Military Leave [see use During Military Leave].

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

1. Spouse;
2. Son or daughter, including a biological, adopted, or foster child, a son-or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in *loco parentis;*
3. Parent, step-parent, parent-in-law, or other individual who stands in *loco parentis* to the employee;
4. Sibling, step-sibling, and sibling-in-law;
5. Grandparent and grandchild;
6. Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

TYPES OF STATE PERSONAL LEAVE

Under authority of Education Code 22.003 and to preserve the employee's leave entitlement while minimizing disruption to the instructional program, the Board requires employees to differentiate between uses of personal leave:

NON-DISCRETIONARY

Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

DISCRETIONARY

To be taken at the individual employee's discretion, subject to limitations outlined on the following pages.

REQUEST FOR DISCRETIONARY LEAVE

A notice of request for discretionary personal leave shall be submitted to the principal or designee by noon two days in advance of the anticipated absence (The required form is available at your department/campus). Discretionary personal leave shall be granted on a first-come, first-served basis, with a maximum of ten percent of the total staff of a campus or department which exceeds ten people permitted to be absent at the same time for discretionary personal leave. If the campus or department is within the ten percent limit, the supervisor may use discretion in the event of requests received after the deadline.

Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary within 24 hours of receipt of the request.

DURATION OF LEAVE

Discretionary personal leave may not be taken for more than five consecutive days, except in extenuating circumstances as determined by the Superintendent.

SCHEDULE LIMITATIONS (POLICY DEC LOCAL)

Discretionary leave shall not be allowed on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state mandated assessments, professional or staff development days, the first or last two weeks of the school year, or the first or last day of a grading period.

LEAVE PRORATION

If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

STATE SICK LEAVE

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disaster or life-threatening situations)
- Death in the immediate family
- Active military service

LOCAL LEAVE (POLICY DEC LOCAL)

This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Holli Sherrard at 832-386-1507 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

All employees in positions normally requiring 10 months of service shall earn an additional 5 equivalent workdays of local leave per school year. Employees in positions normally requiring 11 months of service shall earn an additional six equivalent workdays of local leave per school year, and employees in positions normally requiring 12 months of service shall earn an additional seven equivalent workdays of local leave per school year.

Local leave shall not be made available until at least one full day of work in the District has been completed, shall be taken with no loss of pay, and shall accumulate without limit.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a “no call/no show”. An employee who is absent for three consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

LEAVE WITHOUT PAY

Any leaves granted or days of absence, beyond an employee’s accumulated paid leave, shall result in deductions from the employee’s pay unless otherwise provided [See DEC (LOCAL)] Deductions in pay will be processed based upon the Payroll Reporting Schedule.

PAYMENT OF ACCUMULATED LEAVE

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee’s retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee is retiring under the Teacher Retirement System of Texas (TRS).
3. The employee provides advance written notice of intent to retire in accordance with administrative regulations.
4. The employee meets the required years of service with the District in accordance with administrative regulations.

The employee shall receive payment for each day of accumulated local leave at a rate established by the Board and in accordance with administrative regulations. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee. The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

EXTENDED SICK LEAVE

The District shall provide local extended sick leave days for employees suffering from personal illness or disability, including pregnancy-related disability, as follows. After an employee has exhausted all leave, his or her salary shall be reduced at full pay for the first three extended sick leave days, and at the current daily rate of pay for substitutes for subsequent days. This shall be done in accordance with the number of years an employee has worked for the District as follows:

1. Employees, with fewer than six years of service with the District shall be allowed a maximum of 10 days of extended sick leave. After the employee has exhausted all state and local leave, the employee’s salary shall be reduced at full pay for the first 3 days; further, the employee’s salary shall be reduced by the current daily rate of pay for substitutes for the remaining 7 days of extended leave. For any days over the maximum of 10, the employee’s salary shall be reduced at full pay.
2. Employees with six years or more service with the District shall be allowed a maximum of 30 days of extended leave. After the employee has exhausted all state and local leave, the employee’s salary shall be reduced at full pay for the first 3 days; furthermore, the employee’s salary shall be reduced by the current rate of pay for substitutes for the remaining 27 days extended leave. For any days over the maximum of 30, the employee’s salary shall be reduced at full pay. Written verification from a doctor may be required. Extended local sick leave days shall not be subject to the worker’s compensation offset provision found in this policy.

MILITARY FAMILY

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Re-employment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be re-employed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resource Services. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Benefits Department for details on eligibility, requirements, and limitations.

FAMILY AND MEDICAL LEAVE (FML) - GENERAL PROVISIONS

The following text is from the federal notice, Your Employee Rights Under the Family and Medical Leave Act. Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA leave?

The Family and Medical leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave **in one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FLMA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if ***all*** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you *must***:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.

LOCAL PROCEDURES FOR IMPLEMENTING FAMILY AND MEDICAL LEAVE PROVISIONS (FMLA)

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FMLA begins.

Use of Paid Leave. FMLA runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FMLA, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FMLA absence for pregnancy or birth or adoption of a child.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FMLA to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district shall permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FMLA due to the

employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FMLA designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for a qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FMLA will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FMLA entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL).

Failure to Return. If, at the expiration of FMLA, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FMLA when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FMLA or have questions should contact Senior Director for Risk Management and Non-Exempt Services.

MILITARY FAMILY LEAVE ENTITLEMENTS

An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service-member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current service-members and veterans are distinct from the FMLA definition of "serious health condition".**

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

USE OF LEAVE

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

TEMPORARY DISABILITY LEAVE

Each full-time employee shall be given a leave of absence for temporary disability at any time the employee's condition interferes with the performance of his or her regular duties. In accordance with law, the contract or employment of the employee shall not be terminated while the employee is on a leave of absence for temporary disability. For purposes of temporary disability leave, pregnancy shall be considered a temporary disability.

All full-time employees shall be eligible for a maximum of 180 calendar days of temporary disability leave. Temporary disability runs concurrently with FMLA. Therefore, day 1 of FMLA is also day 1 of temporary disability. Temporary disability leave shall be given in 30-day increments and shall continue upon the receipt of medical certification every 30 days. The employee shall be required to notify the District's Risk Management office of his or her desire to return to active duty no later than the 30th day before the expected date of return. The notice shall be accompanied by a physician's statement indicating the physical fitness of the employee to return to his or her regular duties.

The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Risk Management department should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

CERTIFICATION OF ILLNESS

Upon request for FMLA or, Temporary Disability Leave the employee shall provide medical certification of the illness or disability. This certification shall be at the request of the District and shall be at the employee's expense. If medical leave is required for an unscheduled procedure or illness, medical certification is required within 15 days after the first of leave.

CONCURRENT USE OF LEAVE

Except for employees who are receiving workers' compensation wage benefits, the District shall require the use of all applicable accumulated sick leave and personal leave in the order determined by this policy, concurrently with family and medical leave. [See WORKERS' COMPENSATION, page 39]

MEDICAL RELEASE

The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.

PREGNANCY

The Pregnancy Discrimination Act of 1978 requires that employers treat pregnancy the same as other disabling illnesses or injuries for the purpose of employment decisions. Therefore, medical leave for this purpose is classified under FMLA and Temporary Disability Leave.

ASSAULT LEAVE

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to the Senior Director for Risk Management and Non-Exempt Services.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

BEREAVEMENT (FUNERAL) LEAVE

Use of state leave and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

MILITARY LEAVE: SHORT TERM

All employees of the District who are members of the military forces or of the reserve components of the United States Armed Forces shall be granted a leave of absence from their duties without loss of time, efficiency rating, vacation time, or salary on all days during which they are engaged in authorized training or duty ordered or authorized by proper authority, not to exceed 15 days in a federal fiscal year.

Such employees who are ordered to duty by proper authority shall be restored, when relieved from duty, to the position held by them when ordered to duty. *Government Code 431.005*

MILITARY LEAVE: LONG TERM

Any employee, other than a temporary employee, who leaves a position with the District to enter active state military service is entitled to be reemployed by the District in the same position held at the time of the induction, enlistment, or order, or to a position of similar seniority, status, and pay. To be entitled to reemployment, the employee must be discharged, separated, or released from active state military service under honorable conditions not later than the fifth anniversary after the date of induction, enlistment, or call to active military service and must be physically and mentally qualified to perform the duties of the military service.

An employee who cannot perform the duties of the position because of a disability sustained during state military service is entitled to reemployment in the District in a position that the employee can perform and that has like seniority, status, and pay as the former position or the nearest possible seniority, status, and pay. *Government Code 613.003*

To be reemployed, a veteran of the state military must apply for reemployment not later than the 90th day after the date the veteran is discharged or released from active state military service. Application must be made in writing to the Superintendent and have attached to it evidence of the veteran's discharge, separation, or release from state military service under honorable conditions. *Government Code 613.004*

A person reemployed after active state military service shall not be discharged without cause before the first anniversary of the date of the reemployment. *Government Code 613.005*

"Military service" means service as a member of the Armed Forces of the United States, a reserve component of the Armed Forces of the United States, the Texas National Guard or the Texas State Guard. *Government Code 613.00](2)*

MENTAL HEALTH LEAVE FOR PEACE OFFICERS AND LICENSED TELECOMMUNICATORS

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

QUARANTINE LEAVE FOR PEACE OFFICERS

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

LEAVE FOR POLICE OFFICERS FOR ILLNESS OR INJURY

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

MEDICAL CERTIFICATION (POLICY DEC LOCAL)

Any employee who is absent more than five days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness the employee's fitness to return to work.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assertive reproductive services.

Note: The District may require certification of "fitness for duty" from employees as a result of related conduct, attendance or other job performance related concerns.

CONTINUATION OF HEALTH INSURANCE (POLICY DEC LOCAL)

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Employee Benefits department for details on eligibility, requirements, and limitations.

Employees on an approved leave of absence other than FMLA leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to leave. Under Policy DECA (Legal), employees who do not pay overdue premiums within 30 days of notice, shall have their benefits terminated. If benefits are terminated, an employee may be reinstated in medical coverage and flexible spending accounts only, upon return to work, and in accordance with the Code of Federal Regulations 825.212, and the Department of Labor.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FMLA. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

JURY DUTY
Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate,

or coerce any regular employee because of juror or grand jury service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

COMPLIANCE WITH A SUBPOENA

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

TRUANCY COURT APPEARANCES

An employee who is a parent or guardian of a child and any court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

RELIGIOUS OBSERVANCES

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

USE AND RECORDING OF ABSENCES

Employees shall have the option of charging their absences related to personal leave to either their state or local balances. This election shall be made by the employee when submitting absences through Frontline Absence Management. Local personal leave shall be used under the terms and conditions applicable to state personal leave. Employees shall be charged leave as used even if a substitute is not employed.

Leave shall be recorded hourly for Non-Exempt employees and in whole workdays and half workdays for Exempt employees only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act, or when coordinated with workers' compensation benefits as provided in this policy.

WORKERS' COMPENSATION INSURANCE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Political Subdivision Joint Self Insurance Fund (JSIF), effective October 1, 2014. Benefits help pay for medical treatment and make up for part of the income loss while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Risk Management Department. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, below for information on use of paid leave for such absences.

WORKERS' COMPENSATION BENEFITS

Report all on job injuries to the immediate supervisor of that functional area. An employee receiving workers' compensation wage benefits shall be assigned to family and medical leave, if applicable. The employee shall inform the appropriate administrator whether he or she chooses to use available paid leave while receiving workers' compensation wage benefits.

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving worker's compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

1. ***TRANSITIONAL DUTY -*** The District may provide transitional duty for employees, if available, for a period not to exceed thirty days consecutively, or non-consecutively per injury.
2. ***SICK LEAVE OFFSET -*** An employee who chooses to use paid leave shall have his or her weekly workers' compensation wage benefits supplemented up to the pre-injury regular weekly wage. The District shall charge the employee's accrued leave proportionally until the available leave is exhausted.

NEUTRAL ABSENCE POLICY

District employees who have exhausted all leave to which they are entitled, state sick leave, personal leave, local leave, extended sick leave, family and medical leave, temporary disability leave, and assault leave, shall have their employment with the District terminated. This termination is without prejudice to the person seeking reemployment with the District. This policy shall be applied regardless of the reasons for the absence, i.e., state, sick and personal leave, local leave, extended sick leave, family and medical leave, temporary disability leave, assault leave, or work related injury. This policy shall not apply to individuals on active military status and/or on leave protected by veterans' employment laws.

UNEMPLOYMENT COMPENSATION INSURANCE

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unem-

ployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Senior Director for Risk Management and Non-Exempt Services.

GRIEVANCE PROCEDURES

COMPLAINTS/GRIEVANCES

Complaint/Grievance forms can be obtained from the Assistant Superintendent for Human Resource Services.

OTHER COMPLAINT PROCESSES

Employee complaints shall be filed in accordance with this policy, except as provided below:

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 DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Complaints concerning instructional materials shall be submitted in accordance with EFA.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Complaints concerning the proposed non-renewal 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 suspension 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 accordance with DFAA, DFBA, or DFCA.

GUIDING PRINCIPLES INFORMAL PROCESS

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

DIRECT COMMUNICATION WITH BOARD MEMBERS

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

FORMAL PROCESS

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.
The process described in this policy shall not be construed to create 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 employees shall unlawfully retaliate against an employee for bringing a concern or complaint.

WHISTLEBLOWER COMPLAINTS

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

COMPLAINTS AGAINST SUPERVISORS

Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the Superintendent may be made directly to the Board or designee.

GENERAL PROVISIONS FILING

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadlines, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked 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.

RESPONSE

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered 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 time lines 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 employee to represent him or her in the complaint process.
The employee may designate a representative through

written notice 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. 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. Employees shall not bring separate or several complaints arising from any event or series of events that have been addressed in a previous complaint. 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.

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 complaint 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.

COMPLAINT FORM

Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint for at Level One. If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the employee within ten days after the receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee 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 response 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 employee 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 employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning 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 employee

a written response within ten days following the conference. The written response shall set forth the basis of the decision. 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 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 response 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 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 employee 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 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 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 the 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.

DISTRICT COMMUNICATIONS

Throughout the school year, the Department of Communication Services publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- Galena Park Schools (GPS)
- North Channel Star
- GPISD Quick Facts
- Yearly Academic Calendar
- Letter to Ministers
- Letter to Community Leadership Council
- Letter to Retired Educators
- Back to School Address
- Emergency Letters
- Numerous Fliers for Events

EMPLOYEE RECOGNITION AND APPRECIATION

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities which include District Service Awards, Dazzling Diamonds Gala, Spirit Days, Thanksgiving Luncheon, Attendance Recognition and more.

STAFF DEVELOPMENT
Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly related to achieving campus and district performance objectives, addressed in the campus and district improvement plans, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing and compliance requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

PROFESSIONAL INVOLVEMENT OPPORTUNITIES

Staff members have both learning and input opportunities through participation in several councils and committees, some of which follow:

- Textbook Selection Committees
- Numerous Campus Committees
- Technology Committees
- DPAC
- Clerical/Paraprofessional Advisory Committees

A staff member should contact the building principal or ap-

propriate department head to make known his/her interest in serving on one of these committees. Workshops on improving management skills, interpersonal relationships, teaching techniques and subject area information are scheduled on the state-required staff days.

SERVICE AWARDS

In recognition of the value of service to GPISD, awards are given every five years of service: 5, 10, 15, 20, 25, 30, 35, 40 and 45 years.

EMPLOYEES LIVING OUTSIDE THE DISTRICT

Employees living outside the District are permitted to transfer their children into the District. They may request the school that is the most convenient for their given family. Employees shall be responsible for providing student transportation. Consideration shall be to student-teacher ratio, availability of staff, and the general welfare of the District when making such assignments.

A request for transfer shall be made during the designated enrollment period or within 10 days for new hires. A request for transfer shall be renewed annually.
NOTE: Attendance and conduct expectations must be met by students on such transfers for GPISD enrollment to be maintained.

EMPLOYEE BENEFITS

The information provided is a summary of the group insurance benefits available for all regular employees of the Galena Park Independent School District. If there is any conflict between any plan summary, its contract, or the master policy, the contract or master policy will prevail. Galena Park Independent School District is the plan sponsor and First Financial Group of America is the third party administrator for the district benefits. Claim determinations are made by the individual insurance companies. Health benefit information may be found on the district's website.

ELIGIBILITY

All regular active, TRS-contributing, employees are eligible to participate in the following group and individual plans:

- Medical
- Telehealth
- Medical Flexible Spending Account (FSA)
- Dependent Care Reimbursement Account (DCA)
- Health Savings Account (HSA)
- Dental
- Vision
- Employee Assistance Program (EAP)
- Life insurance (Term Life and Permanent Life)
- Long Term Disability
- Cancer
- Critical Illness
- Hospital Indemnity
- Accident
- Legal Plan
- Medical Transport
- Retirement Planning

Regular and active employees are those working 20 hours per week on a regular basis and contributing to TRS. All regular employees are eligible for coverage on their "actively-at-work" date (the date they start work) or the first day of the month following their "actively-at-work" date as their effective date of coverage as explained in the section regarding effective dates of coverage.

BENEFIT PLAN YEAR / EFFECTIVE DATES OF COVERAGE

September 1, 2026 - August 31, 2027

For medical, dental and vision, new hires may choose their "actively-at-work" date (the date they start work) or the first day of the month following their "actively-at-work" date as their effective date of coverage. If choosing the "actively-at-work" date, the full premium for the month will be due. Premiums are not prorated. All other benefits are effective the first of the month following the start date.

Employees may also enter into the health plan during open enrollment, or upon a qualifying event period.

Upon a qualifying event, the employee has thirty-one days from the event date to make changes to their health plan(s) under the IRS Section 125 plan rules.

A qualifying event may include:

- Change in marital status
- Birth or adoption
- Change in employment status for employee or spouse; includes reduction or increase in work hours
- Death of spouse or dependent
- Court order
- Loss or eligibility of coverage from a state/federal agency (i.e., Medicaid, CHIP)
- Your dependent coverage ends due to attainment of age 26

In order to enroll dependents in coverage, participants may be asked to provide satisfactory proof of eligibility for their covered dependents.

Section 125 is an IRS code that allows an employee to purchase qualified benefits on a pre-taxed basis. This may lower the federal taxes taken from your paycheck to increase your take home pay. Because this is an IRS regulation, Galena Park ISD MUST abide by the rules.
Benefits under Section 125 for Galena Park ISD are Medical, Dental, Vision, and Flexible Spending Accounts, Health Savings Account. All deductions are paid current, and must be taken on the 15th and the last day of the month (example: to pay for September coverage, deductions will be taken September 15th and September 30th.)

OPEN ENROLLMENT

Each year GPISD offers open enrollment where employees may elect to add, drop or change benefit coverages. Open enrollment will be held May 11, 2026 - August 11, 2026.

EMPLOYEE RIGHTS

The Galena Park ISD health plan exists for the exclusive benefit of employees. Galena Park ISD expects the benefit plans described to be permanent, however, because future conditions affecting the District cannot be anticipated or foreseen, the District reserves the right to amend, modify or terminate any and all plans at any time.

Employee rights and appeal procedures in regard to denial of claims, payment of benefits, or limitations on coverage of COBRA, are presented in the plan document for each benefit plan. Your Employee Benefits Department may be contacted for more information.

PLAN SUMMARIES

All plan documents detailing plan benefits may be found on the Employee Benefits website at www.galenaparkisd.com.

TRS ActiveCare plan documents may be found on the TRS website at www.bcbstx.com/trsactivecare.

SECTION 125 CAFETERIA PLAN OVERVIEW

Employees eligible to participate in the Cafeteria Plan(Section 125) and under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e. medical, dental and vision.). New employees must accept or reject this benefit during their first month of employment. All employees may accept or reject this benefit on an annual basis during open enrollment.

MEDICAL COVERAGE

Group health insurance coverage is provided through TRS-ActiveCare, the public school employee health insurance program. The district's contribution to employee insurance premiums is reviewed annually. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week. The district contribution is not available for non -TRS members.

TELEHEALTH COVERAGE

Teladoc is a service that lets you talk with primary care physicians 24 hours a day, 7 days a week, 365 days a year. The cost is covered by the district for only those who waive medical or enroll in the TRS ActiveCare HD plan, under the Galena Park ISD contract (not TRS ActiveCare).

RediMD offered by TRS, gives you the option to speak with physicians 24 hours a day, 7 days a week, 365 days a year. The cost is covered for those enrolled in all plans except TRS ActiveCare HD.

MEDICAL FLEXIBLE SPENDING ACCOUNT (FSA) DEPENDENT CARE REIMBURSEMENT ACCOUNTS (DCA)

Medical Flexible Spending Accounts and Dependent Care Reimbursement Accounts are tax-favored accounts that allow participants to set aside money on a pretax basis for eligible qualified medical and dependent care expenses, through First Financial. These accounts are use-it or lose-it and balances must be used each plan year or will be forfeited.

HEALTH SAVINGS ACCOUNT (HSA)

A Health Savings Account (HSA) is an individually owned interest bearing savings account that allows you to set aside money for qualified medical expenses, pre-tax, whenever you select and HSA qualified High Deductible Health Plan (HDHP). The money deposited into a HSA can be rolled over year to year, and follows the employee.

DENTAL COVERAGE

Galena Park ISD offers all regular employees an opportunity to choose a PPO or DHMO dental plan. The district contributes $6.00 monthly towards the premium.

VISION CARE

Employees may elect vision care coverage through Davis Vision.

EAP (EMPLOYEE ASSISTANCE PROGRAM)

The EAP is provided free of charge to all active employees and their household family members, and offers six free counseling sessions and resources to consult 24/7 by phone or online. It can help you improve your health and handle any personal or professional challenges you face.

TERM LIFE INSURANCE

Term Life Insurance benefits are available to all eligible employees through Blue Cross Blue Shield. All benefit eligible employees will receive $25,000 of Basic Life Insurance coverage paid by the District.

District benefits reduce by 50% of the original amount at the age of 70 years old. Additionally, you can elect additional life insurance coverage for you and your eligible dependents and spouse.

PERMANENT LIFE INSURANCE

Portable, individual life insurance policies are voluntary and helps your family in the event of your death through Texas Life. The policy is portable and can be taken with you when you leave the district.

LONG TERM DISABILITY

An employee may elect disability coverage with American Fidelity. Participation is available through payroll deduction.

CANCER PLAN

The District offers cancer plan options through Allstate. This plan not only covers cancer but 29 other dreaded diseases.

CRITICAL ILLNESS

If you experience an event such as a heart attack, stroke or other qualified critical illness, the Critical Illness Plan will pay a lump sum amount to help with expenses that may not be covered by major medical insurance through American Fidelity.

HOSPITAL INDEMNITY INSURANCE

The Hospital Indemnity Insurance offered by MetLife provides financial assistance to help with out-of-pocket expenses that may not be covered by major medical insurance.

GROUP ACCIDENT

Accident insurance that helps with what your health insurance

plan might not cover. Pays cash benefits directly to you (unless assigned otherwise) to be used however you choose.

LEGAL PLAN

LegalEase coverage assists with legal matters such as a will, estate planning, identity theft, contract review and more.

MEDICAL TRANSPORT

EVACU coverage eliminates your out-of-pocket costs, including deductibles and copays, for ground and air ambulance costs - no matter where you are or who picks you up.

RETIREMENT PLANS

TCG Services, INC. administers a variety of options in either a 403(b) or 457(b) plan and both options to help supplement your future income and help achieve your financial goals.

COBRA

In compliance with federal law known as COBRA (Consolidated Omnibus Budget Reconciliation Act of 1955), Galena Park ISD offers employees and family members the opportunity for a temporary extension of medical and dental coverage (called “continuation of coverage”) at group rates in certain instances where coverage under the group plan would otherwise end. The cost of COBRA coverage would be equal to the total of the employer plus employee contributions, plus 2% for the coverage selected.

QUESTIONS

For assistance with your benefits, you can contact the Employee Benefits Department via email at benefits@galenaparkisd.com or by calling an Employee Benefits Specialist at 832-386-1245 or 832-386-1276.

SECURE, LOCKDOWN, EVACUATE, SHELTER, AND HOLD PROCEDURES

In the event of an emergency, Galena Park ISD has Emergency Operations Procedures in place to keep your children safe. The most important thing to remember is to REMAIN CALM. Should we encounter a situation requiring the following procedures, listen to the local radio and television stations. You can also find information on our web site at www.galenaparkisd.com. Emergency procedures are defined below.

Secure is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS:

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

Hold is called when the hallways need to be kept clear, even during class changes.

STUDENTS:

- Remain in your classroom
- Do business as usual

TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students

REUNIFICATION/CHILD PICKUP

- Based on reports from emergency personnel, the danger or threat has passed and the area is safe for children and parents. The District/school will identify the locations, time, and check out process for parents to pick up children.

VIOLATIONS

- There could be legal ramifications if an individual violates the SECURE, LOCKDOWN, EVACUATE, SHELTER, AND HOLD procedures.

  CRIMINAL TRESPASSING - Texas Penal Code section 30.05
  DISRUPTION - Texas Education Code section 31.123
  CLASS B MISDEMEANORS

DISTRICT HOTLINE

- All calls will remain anonymous. (832) 386-1550

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC SYSTEM

You are being given access to Galena Park ISD's Technology Resources. GPISD's goal in providing this service is to promote educational excellence by facilitating and providing communications for resource sharing, collaborative work, databases, software, and access to other online resources. Access to Internet resources also brings the possibility of encountering material that may not be considered appropriate in an educational setting. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to inappropriate or non-educational sites. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available in the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites / chat rooms, and cyber bullying awareness and response. In addition to the district provided Internet Safety curriculum, teachers may conduct yearly short training sessions, one-on-one education with individual students, and / or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of the network resources.

Rules of Acceptable Use:

A. General Use:

- Access to the District's electronic communication system is a privilege, not a right. Non-compliance with applicable regulations may result in suspension or termination of privileges and other consequences listed below.
- The District has the right to determine who will be given access to the GPISD electronic communication system.
- System users shall keep all passwords confidential.
- Students are not allowed to have access to any restricted, password-protected program, such as the Student Information Systems (SIS) Software, Business Applications Software, and employee email.
- System users may not use another individual's accounting credentials. Unauthorized access including "hacking" and other unlawful activities is prohibited.
- System users are prohibited from changing any computer settings or configurations. The district technology department is responsible for making any changes to campus computer configurations.
- System users may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities onto computers or networks without specific authorization from the Technology Department. All installed software must be licensed.
- The use of proxy/anonymizer sites or software is strictly prohibited.
- Personal Electronic devices are allowed and can only be connected to the Internet through the district provided guest wireless network. Connectivity to the district network through a physical connection or secure wireless connection (using district login) is prohibited.
- ALL Acceptable Use Policy regulations apply to ANY devices utilized in GPISD facilities, including personal electronic devices.
- Personal access points, hotspots utilizing proxy and VPN services and/or apps or other connecting devices that provide access to the Internet via a connection not provided by the technology department is strictly prohibited.
- The district's technology resources, including its networks, computer systems software, email accounts, devices connected to its networks, and all district-owned devices used on or off school property are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:
  - Imposes no tangible cost to the district
  - Does not unduly burden the district's computer or network resources
- Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

B. Internet Usage:

- Access to the Internet shall be made available to employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use is permitted, but such use must not have a detrimental impact on the system.
- Using the system for commercial activities or political lobbying is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Streaming audio for non-educational purposes is prohibited.
- Students must be monitored and have a school/program related assignment when accessing the network and Internet.
- All staff members are responsible in the education of students regarding appropriate online behavior, copyright and Internet Safety guidelines.

C. Electronic Communication Use:

- GPISD electronic communications are not private. Network administrators may review electronic communications and logs of Internet sites visited to verify appropriate use.
- GPISD electronic communications are for district business. Limited personal use is permitted, but such use must not have a detri mental impact on the system.

D. Computer Ethics:

- System users must abide by all copyright laws.
- System users are not allowed to access, copy or transmit materials that are copyrighted, threatening, obscene or protected by trade secrets.
- Product advertisement or lobbying is prohibited.
- Cyber bullying, using profanity and vulgarities or any other inappropriate behavior will not be tolerated.
- Any malicious attempts to harm, modify, or destroy District equipment or materials, another user's data, or any other networks that are connected to the Internet is prohibited as a violation of District Policy.

E. Consequences

- Violation of any of the policies described above may result in disciplinary actions which could include: loss of network privileges, written reprimand, suspension or termination of employment.

F. Disclaimer of Liability

- The District shall not be liable for users' inappropriate use of electronic communications resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.
- The District shall not be liable for damage to personal equipment as a result of being connected to the district's network.

==========

Agreements

I understand and will abide by the Galena Park ISD Acceptable Use Policy for the Electronic Communications System. I understand that it is my responsibility to obtain training maintain business email transactions and archive email as needed to manage alloted email space. I further understand noncompliance with applicable rules and regulations may result in suspension or termination of privileges and other disciplinary actions consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Name: _____
(Please Print)

Signature: _____ Date: _____

Campus / Location: _____Position: _____

Release Form for Display of Employee Photograph on the Internet

The purpose of displaying employee photographs on the District Web site or campus Web site is to inform others of GPISD professional staffing, learning activities, and programs. Please indicate your preference by checking the appropriate space below. (Employee names and E-mail address are considered directory information and are available to the public.)

_____ I give my permission for my photograph to be published on a campus or District Website.

_____ I do not give my permission for my photograph to be published on a campus or District Website.

Signature: _____

Galena Park ISD Technology

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES, STUDENTS, AND PARENTS

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use School Status to communicate with students who are currently enrolled in the district. All other formats of electronic communication must be approved by the principal. The employee must comply with the provisions outlined below. Electronic communications which is not related to instruction or student activities are prohibited. Employees are not required to provide students with their personal phone number or email address.
An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgment by the parent that:

- The employee has provided the parent with a copy of this policy;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Communications,* page 50. Unsolicited contact from a student through electronic means is not a communication.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselor, principals, librarians, paraprofessionals, nurses, educational diagnosticians, school psychologists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use School Status and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall have supervisor and parent permission before using texting as a form of communication.
- Teachers with or without extracurricular duties may only communicate with students using School Status or approved platform.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must allow administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 6:00 a.m. An employee may, however, make public posts to the applicable learning management system, social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts or School Status for all electronic communications with parents and students. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

PERSONAL USE OF ELECTRONIC COMMUNICATIONS

Policies CQ, CY, DHA

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunications such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records. [See Policy FL]
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DHA(LEGAL)]
    - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
    - Copyright law [See Policy GBA]
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DHA(LEGAL)]

See *Electronic Communications Between Employees, Students*, *and parents* on page 49, for regulations on employee communication with students through electronic media.

EMPLOYEE AGREEMENT FOR WEB-BASED DONATIONS / CROWDFUNDING

This policy applies to the use of any form of web-based donations or crowdfunding for the financial benefit or gain of the District; including a specific classroom, grade level, department, school, curricular or extracurricular activity. One popular example of crowdfunding is Donors Choose. Galena Park ISD supports web-based donations or crowdfunding activities that have been prior approved by building supervisors and are designed to promote educational and co-curricular activities without interfering with the educational process. All property and proceeds received as a result of online web-based donations or crowdfunding services become the property of the District.

Galena Park ISD employees shall comply with all of the following provisions relating to the use of web-based donations or crowdfunding services for school-related purposes.

- Employees shall obtain the written approval of their supervisor prior to posting any mention of a Galena Park ISD program, classroom, school or the school system on a web-based donation or crowdfunding site.
- Technology items must be approved by the supervisor and the technology department to ensure compatibility and support.
- When making requests for donations, employees must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA). As a result, student images, names, and descriptions, which would cause students to be identifiable, or allow logical deductions about disabilities or other factors deemed to be within the sphere of student privacy, must not be used.
- Donation request must be setup through a District account and not a personal account. Always use District email address for communications with donors.
- Any purchases made with funds received or donated items received must comply with Galena Park ISD purchasing guidelines and procedures.
- Donation activities must be consistent with applicable provisions of District policy and school rules and in compliance with legal requirements.
- All items obtained must be delivered directly to the District or the campus where the employee is assigned.
- Non-Consumable Items must be inventoried by the campus or department.
- Monies or items secured become the property of Galena Park ISD and not the individual employee who solicited the item(s) or funds.
- It is the intention of the District to ensure that items purchased or obtained through web-based donations or crowdfunding remain with the employee, unless the employee leaves the district or the program for which the items were purchased, in which case the building or district administrator will determine the subsequent placement of the items.

ASSESSMENT COMPLIANCE CERTIFICATION ADMINISTRATOR

By signing this document, *I hereby certify that:*

I. I will receive training on the appropriate administration of local and statewide assessments.

II. I will read all required test administration directions and manuals governing the administration of formal assessments.

III. I will ensure that all testing administrators receive the required training prior to handling any secure documents.

IV. I will follow all rules and procedures for the assessments, including the rules on security and confidentiality. I will ensure that all testing documents are secured as prescribed by state standards.

V. I will not cheat on any District or state exam and I will report any suspected violation of test security or testing administration violation to the district testing coordinator or my supervisor.

Assessments covered by this certification include, but are not limited to: STAAR, TAKS, PSAT, TELPAS, ACT Explore, ACT Plan, GT testing, District Assessments, AP tests, and Content Base Assessments. I understand that any actions taken contrary to this certification will be considered insubordination and can serve as a potential basis for discipline, up to and including termination of my employment with the Galena Park Independent School District.

_____ _____
Signature Date

_____ _____
Name Campus

C: Personnel File

ASSESSMENT COMPLIANCE CERTIFICATION
COUNSELOR

By signing this document, *I hereby certify that:*

I. I will receive training on the appropriate administration of local and statewide assessments.

II. I will read all required test administration directions and manuals governing the administration of formal assessments.

III. I will follow all rules and procedures for the assessments, including the rules on security and confidentiality. I will ensure that all testing documents are secured as prescribed by state standards.

IV. I will not cheat on any District or state exam and I will report any suspected violation of test security or testing administration violation to the district testing coordinator or my supervisor.

Assessments covered by this certification include, but are not limited to: STAAR, TAKS, PSAT, TELPAS, ACT Explore, ACT Plan, GT testing, District Assessments, AP tests, and Content Base Assessments. I understand that any actions taken contrary to this certification will be considered insubordination and can serve as a potential basis for discipline, up to and including termination of my employment with the Galena Park Independent School District.

_____ _____
Signature Date

_____ _____
Name Campus

C: Personnel File

ASSESSMENT COMPLIANCE CERTIFICATION
TEACHER

By signing this document, *I hereby certify that:*

I. I will receive training on the appropriate administration of local and statewide assessments.

II. I will read all required test administration directions and manuals governing the administration of formal assessments.

III. I will follow all rules and procedures for the assessments, including the rules on security and confidentiality. I will ensure that all testing documents are secured as prescribed by state standards.

IV. I will not cheat on any District or state exam and I will report any suspected violation of test security or testing administration violation to the district testing coordinator or my supervisor.

Assessments covered by this certification include, but are not limited to: STAAR, TAKS, PSAT, TELPAS, ACT Explore, ACT Plan, GT testing, District Assessments, AP tests, and Content Base Assessments. I understand that any actions taken contrary to this certification will be considered insubordination and can serve as a potential basis for discipline, up to and including termination of my employment with the Galena Park Independent School District.

_____ _____
Signature Date

_____ _____
Name Campus

C: Personnel File

ASSESSMENT COMPLIANCE CERTIFICATION PARAPROFESSIONAL

By signing this document, *I hereby certify that:*

I. I will receive training on the appropriate administration of local and statewide assessments.

II. If assisting with test administration, I will read all required test administration directions and and manuals governing the administration of formal assessments.

III. I will follow all rules and procedures for the assessments, including the rules on security and confidentiality.

IV. I will not cheat on any District or state exam and I will report any suspected violation of test security or testing administration violation to the district testing coordinator or my supervisor.

Assessments covered by this certification include, but are not limited to: STAAR, TAKS, PSAT, TELPAS, ACT Explore, ACT Plan, GT testing, District Assessments, AP tests, and Content Base Assessments. I understand that any actions taken contrary to this certification will be considered insubordination and can serve as a potential basis for discipline, up to and including termination of my employment with the Galena Park Independent School District.

_____ _____
Signature Date

_____ _____
Name Campus

C: Personnel File

2026-2027
Galena Park ISD
EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGMENT

Employee _____

Campus/Department _____

I hereby acknowledge receipt of the electronic access to and or receipt of the Galena Park ISD 2026-2027 Employee Handbook. I agree to abide by the rules and instructions governing employment in Galena Park ISD My signature verifies that I have read and understand the aforementioned requirements.

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. The information in this handbook is subject to change as situations warrant, and I understand that changes in the policies may supersede, modify, or eliminate District policies summarized in this booklet. I accept responsibility for keeping informed of these changes. I hereby acknowledge that I may access Board policies regarding employment as required under the *Educational Code 21.204(d)* and the Board policies regarding student discipline as required under *Education Code 37.018* by visiting the District's website.

This handbook is neither a contract nor a substitute for the official District policy manual. Rather, it is a guide to, and a brief explanation of, District policies. District policies and procedures can change at any time. For more information, employees may confer with their supervisor, call the appropriate District office, or refer to District policy on-line.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal data, such as phone number, address, etc. I also accept responsibility for contacting Human Resource Services if I have any questions or concerns and need further explanation.

Employee Signature: _____

Date: _____

Please complete the above information and return to your supervisor.

Galena Park ISD
ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION OF POLICIES

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access the Board policies at www.galenaparkisd.com regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018.

I have chosen to:

_____ Receive a paper copy of the employment policies and will contact Human Resource Services.

_____ Accept responsibility for accessing the policies through an accessible District computer and printer at galenaparkisd.com. The related link is under ADMINISTRATION. Proceed to POLICY ON LINE link for access to all GPISD policies.

I have been informed as to how to access these policies from the District's Web page and understand that if I have any questions regarding these policies, I should direct those questions to my immediate supervisor.

_____ _____
Signature Date

_____ _____
Name Campus

Please complete the above information and return to your supervisor.

Exhibit B

GALENA PARK INDEPENDENT SCHOOL DISTRICT
PERMISSION FOR NONSCHOOL EMPLOYMENT

In accordance with Board policy DBD (LOCAL) the following information should be completed by employees working outside of employment with Galena Park ISD.

Date: _____ Name: _____ School/Dept: _____

I request permission to be employed during the nonschool hours.

NAME OF OUTSIDE EMPLOYMENT: _____

DAYS AND HOURS EMPLOYED (i.e. M & T from 6:00 p.m. – 8:00 p.m.): _____

_____

_____ _____
EMPLOYEE SIGNATURE DATE

_____

PRINCIPAL'S/SUPERVISOR'S RECOMMENDATION

☐ APPROVE ☐ DISAPPROVE

_____ _____
PRINCIPAL'S/SUPERVISOR'S SIGNATURE DATE

_____

☐ APPROVE ☐ DISAPPROVE

_____ _____
CABINET LEVEL ADMINISTRATOR SIGNATURE DATE

Comments:

_____

_____

POLICY DBD (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CONFLICT OF INTEREST

Employees who wish to accept outside employment or engage in other activities for profit during the term of their employment shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Galena Park Independent School District

Media Use Form

Name of Organization or Staff Member:

_____

Reason for request to use/building/facilities in photo/video:

_____

_____

_____

_____

Approved: ☐

Not Approved: ☐ Signature:_____ Date:_____

SPECIAL CONDITIONS:

_____

_____

_____

_____

Other district staff that should/will be notified:

Name: _____ Date Notified:_____

Name: _____ Date Notified:_____

Name: _____ Date Notified:_____

Name: _____ Date Notified:_____

BOARD OF TRUSTEES

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected annually and serve 3 - year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

Linda Clark Sherrard, President
Jose Jimenez, Vice President
Amanda Erebia, Secretary
Ramon Garza, Trustee
Adrian Stephens, Trustee
Noe Esparza, Trustee
Norma Hernandez, Trustee

The board usually meets on the second Monday of each month at 6:00 pm. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and at the Administration Building at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

2026-2027
BOARD MEETING DATES

GALENA PARK INDEPENDENT SCHOOL DISTRICT
Board of Trustees
GPISD Administration Building
14705 Woodforest Blvd.
Houston, TX 77015

Monday, August 10, 2026
Monday, September 14, 2026
Monday, October 5, 2026*
Monday, November 9, 2026
Monday, December 14, 2026
Monday, January 11, 2027
Monday, February 1, 2027*
Monday, March 1, 2027*
Monday, April 12, 2027
Monday, May 3, 2027*
Monday, June 14, 2027

*All regularly scheduled meetings are held at 6:00 p.m. on the second Monday of the month, with the exception of the following months:

- October - Schedule Conflict due to Fall Break, October 12
- February - Schedule Conflict, February 8
- March - Schedule Conflict due to Spring Break, March 8
- May - Schedule Conflict, May 10

In the event we are unable to hold in-person meetings, the meetings will be held virtually

PLEASE NOTE:
THERE IS NO JULY BOARD MEETING

2026-2027 Special Called Meeting Dates
Tuesday, August 25, 2026

GALENA PARK ISD

GP

PATHWAYS FOR SUCCESS

GALENA PARK INDEPENDENT SCHOOL DISTRICT
PAYROLL CALENDAR
2026-2027

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	**13**	**14**	15
16	17	18	19	20	21	22
23	24	25	26	**27**	**28**	29
30	31					

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	**14**	**15**	16	17	18	19
20	21	22	23	24	25	26
27	28	**29**	**30**			

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	**14**	**15**	16	17
18	19	20	21	22	23	24
25	26	27	28	**29**	**30**	31

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	**12**	**13**	14
15	16	17	18	19	20	21
22	23	24	**25**	26	**27**	28
29	30					

Checks Mailed for 11/27/26

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	**14**	**15**	16	17	18	19
20	21	22	23	24	25	26
27	28	29	**30**	**31**		

Checks Mailed for 12/31/26

JANUARY 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	**14**	**15**	16
17	18	19	20	21	22	23
24	25	26	27	**28**	**29**	30
31						

FEBRUARY 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	**11**	**12**	13
14	15	16	17	18	19	20
21	22	23	24	**25**	**26**	27
28						

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	**11**	**12**	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	**30**	**31**			

Checks Mailed for 3/12/27

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	**14**	**15**	16	17
18	19	20	21	22	23	24
25	26	27	28	**29**	**30**	

MAY 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	**13**	**14**	15
16	17	18	19	20	21	22
23	24	25	26	**27**	**28**	29
30	31					

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	**14**	**15**	16	17	18	19
20	21	22	23	24	25	26
27	28	**29**	**30**			

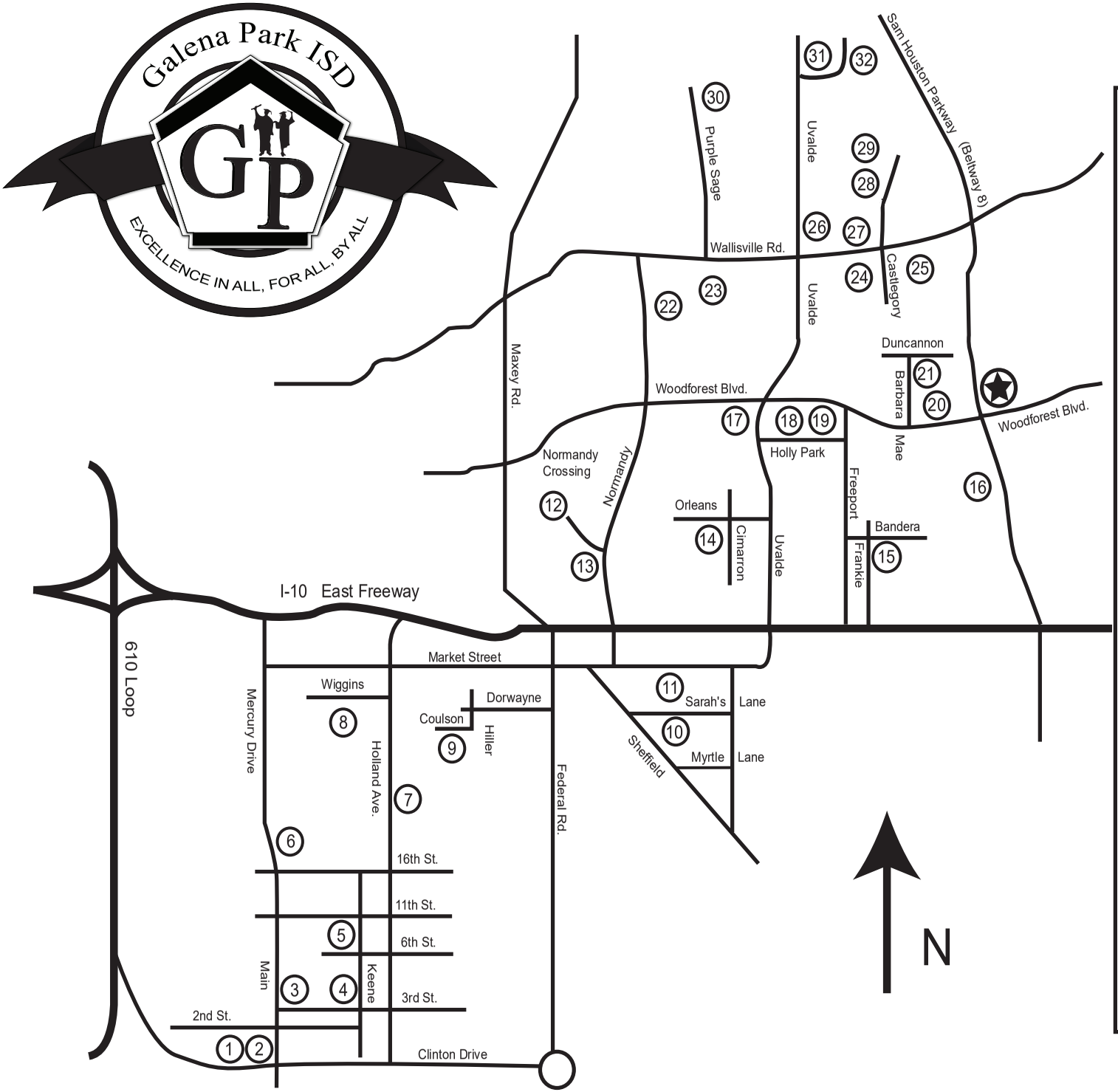
Checks Mailed for Month of June

JULY 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	**14**	**15**	16	17
18	19	20	21	22	23	24
25	26	27	28	**29**	**30**	31

Checks Mailed for Month of July

	DIRECT DEPOSIT - EFFECTIVE DATE
	CHECK DATE - DELIVERY TO CAMPUS/DEPT



Key to Galena Park ISD

★ Administration Building

1. Becker Early Childhood Center
2. GPISD Childcare Center - South
3. Galena Park Elementary
4. Galena Park Middle School
5. Galena Park High School
6. MacArthur Elementary
7. Agriculture Facility
8. Jacinto City Elementary
9. Pyburn Elementary
10. Woodland Acres Middle School
11. Woodland Acres Elementary
12. Normandy Crossing Elementary
13. Transportation Facility
14. Cimarron Elementary
15. Cloverleaf Elementary
16. Sam Houston Elementary
17. Green Valley Elementary
18. North Shore Senior High Ninth Grade Center
19. Zotz Education Center
20. North Shore Elementary
21. GPISD Childcare Center - North
22. Cunningham Middle School
23. Tice Elementary
24. North Shore Middle School
25. Havard Elementary
26. CTE Early College High School
27. District Stadium and Natatorium
28. North Shore Senior High School
29. North Shore Senior High 10th Grade Center
30. Purple Sage Elementary
31. Cobb Sixth Grade Campus
32. Williamson Elementary