





2016  
17

# SCHOOL CALENDAR

### Important Dates

August 22 First Day of School  
May 26 Last Day of School

### New Teacher Orientation

August 3 - 5

### Student Holiday/Staff Development

August 8 - 11 Two Day Academy  
August 12 - 19  
October 10  
January 3  
February 20  
May 27  
May 30 Staff Exchange Day  
May 31 Staff Exchange Day  
June 1 Staff Exchange Day

### Holidays

September 5 Labor Day  
November 21 - 25 Thanksgiving  
December 19 - January 2 Winter Break  
January 16 M. L. King Jr. Day  
March 13 - 17 Spring Break  
April 14 - 17 Easter Break  
May 29 Memorial Day

July 2016							August 2016							September 2016							October 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
31																				30	31						

November 2016							December 2016							January 2017							February 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30				25	26	27	28	29	30	31	29	30	31				26	27	28						

March 2017							April 2017							May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	23	24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30		

**LEGEND**    ◯ Student Holiday/Staff Development    ◻ Early Dismissal - High Schools Only  
 ■ Holidays    ▲ Bad Weather Make-up Days

Six Weeks Grading Period	Nine Weeks Grading Period	State Testing Days
<b>High Schools</b> <b>First Semester</b> 1. Aug. 22 - Sept. 23 (24 days) Sept. 30 2. Sept. 26 - Oct. 28 (24 days) Nov. 4 3. Oct. 31 - Dec. 16 (30 days) Jan. 6 <b>Second Semester</b> 4. Jan. 4 - Feb. 17 (32 days) Feb. 24 5. Feb. 21 - Apr. 13 (33 days) Apr. 21 6. Apr. 18 - May 26 (29 days) June 1	<b>Elementary/Middle Schools</b> <b>First Semester</b> 1. Aug. 22 - Oct. 14 (38 days) Oct. 21 2. Oct. 17 - Dec. 16 (40 days) Jan. 6 <b>Second Semester</b> 3. Jan. 4 - Mar. 10 (46 days) Mar. 24 4. Mar. 20 - May 26 (48 days) May 26 ES/June 1 MS	Dec. 5 - 9 End of Course Testing Mar. 28 - 31 STAAR/End of Course Testing May 1 - 5 End of Course Testing May 8 - 12 STAAR/End of Course Testing June 19 - 23 STAAR/End of Course Retest  (Subject to change if required by TEA)

## Galena Park Independent School District

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

# Galena Park ISD Employee Handbook



## BOARD OF TRUSTEES

**Wilfred J. Broussard, Jr., President**  
**Jeff Miller, Vice President**  
**Wanda Heath Johnson, Secretary**

**Dawn Fisher**  
**Joe Stephens**  
**Ramon Garza**  
**Minnie Rivera**

**Dr. Angi Williams**  
**Superintendent of Schools**

# 2016-2017

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\* FORMS MUST BE SIGNED AND LEFT WITH SUPERVISOR

Galena Park ISD prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited. **For further information about this policy, contact Michael McKay, Executive Director for Human Resource Services at 832-386-1207.**

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

## ABOUT OUR DISTRICT

The Galena Park Independent School District proudly serves over 22,000 students at 24 campuses and 2 alternative settings.

The District employs more than 3,000 teachers, support staff and administrators, making us one of the largest employers in east Harris County. Thanks to the hard work and dedication of our highly qualified teachers, Galena Park ISD continues to deliver effective instruction to our diverse and growing student population in grades Pre-K through 12.

GPISD takes great pride in its academics. A variety of outstanding instructional programs are designed to meet the ever-changing needs of the students we serve. Instructional programs include: bilingual education, English as a second language, advanced placement, dual credit, gifted and talented, special education, career and technical education, tutorials, alternative educational programs and the Career and Technical Education Early College High School (CTE ECHS).

The District also takes great pride in outstanding extracurricular activities such as: fine arts, FFA, athletics, LOTC, culinary arts and robotics to name a few. Several of our award-winning programs have been recognized at the district, regional, state and even world levels.

Galena Park ISD remains committed to student success. By focusing on ***Leading, Learning and Serving with passion***, GPISD will continue to lead students toward a brighter future, filled with hope, happiness and promise.



## 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 mentioned in this handbook are included and those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Executive Director for Human Resource Services, Mike McKay.

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 on 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 on line at [www.galenaparkisd.com](http://www.galenaparkisd.com).



**Campus Information****Administration Building**

**14705 Woodforest Blvd. or P.O. Box 565**  
**Houston, Texas 77015 Galena Park, Texas 77547**

**Phone: 832-386-1000**

**Elementary Schools Directory**

<b>Cimarron Elementary</b> 816 Cimarron, Houston, Texas 77015 Cynthia Galaviz, Principal	<b>832-386-3240</b>	<b>North Shore Elementary</b> 14310 Duncannon, Houston, Texas 77015 Esmeralda Perez, Principal	<b>832-386-4660</b>
<b>Cloverleaf Elementary</b> 1035 Frankie, Houston, Texas 77015 Lee Brown, Principal	<b>832-386-3200</b>	<b>Purple Sage Elementary</b> 6500 Purple Sage, Houston, Texas 77049 Robin Blount, Principal	<b>832-386-3100</b>
<b>Galena Park Elementary</b> 401 N. Main, Galena Park, Texas 77547 Jaime Rocha, Principal	<b>832-386-1670</b>	<b>Pyburn Elementary</b> 12302 Coulson, Houston, Texas 77015 Conrad Rivera, Principal	<b>832-386-3150</b>
<b>Green Valley Elementary</b> 13350 Woodforest Blvd, Houston, Texas 77015 Grace Devost, Principal	<b>832-386-4390</b>	<b>Sam Houston Elementary</b> 4101 E. Sam Houston Pkwy N., Houston, Texas 77015 Michelle Cavazos, Principal	<b>832-386-4430</b>
<b>James B. Havard Elementary</b> 15150 Wallisville, Houston, Texas 77049 Toshia Gouard, Principal	<b>832-386-3710</b>	<b>Tice Elementary</b> 14120 Wallisville, Houston, Texas 77049 Aronda Green, Principal	<b>832-386-4050</b>
<b>Jacinto City Elementary</b> 10910 Wiggins, Houston, Texas 77029 Rebecca Gardea, Principal	<b>832-389-4600</b>	<b>Williamson Elementary</b> 9720 New Forest Parkway, Houston, Texas 77049 Paula Patterson, Principal	<b>832-386-4000</b>
<b>MacArthur Elementary</b> 1801 N. Main, Galena Park, Texas 77547 Maria Muñoz, Principal	<b>832-386-4630</b>	<b>Woodland Acres Elementary</b> 12936 Sarah's Lane, Houston, Texas 77015 Bianca Shaughnessy, Principal	<b>832-386-2220</b>
<b>Normandy Crossing Elementary</b> 12500 Normandy Crossing Dr., Houston, Texas 77015 Irene Benzor, Principal	<b>832-386-1600</b>		

**Secondary Schools Directory**

<b>Cobb Sixth Grade Campus</b> 6722 Uvalde, Houston, Texas 77049 Wendell Deason, Principal	<b>832-386-2100</b>	<b>Woodland Acres Middle</b> 12947 Myrtle Lane, Houston, Texas 77015 Lee Ramirez, Principal	<b>832-386-4700</b>
<b>Cunningham Middle</b> 14110 Wallisville, Houston, Texas 77049 David Pierson, Principal	<b>832-386-4470</b>	<b>Galena Park High</b> 1000 Keene Street, Galena Park, Texas 77547 Tony Gardea, Principal	<b>832-386-2800</b>
<b>Galena Park Middle</b> 400 Keene Street, Galena Park, Texas 77547 Shaunte Morris, Principal	<b>832-386-1700</b>	<b>North Shore Senior High School 9th Grade Center</b> 13501 Holly Park, Houston, Texas 77015 Jason Bollich, Principal	<b>832-386-3400</b>
<b>North Shore Middle</b> 120 Castlegory, Houston, Texas 77015 James Cline, Principal	<b>832-386-2600</b>	<b>North Shore Senior High</b> 353 N. Castlegory, Houston, Texas 77049 Dr. Joe Coleman, Principal	<b>832-386-4100</b>
<b>Early College High School</b> 5800 Uvalde, Burleson Building - N7, Houston, Texas 77049 Dr. Jeff Hutchinson, Principal	<b>281-459-7198</b>		

**Alternative Schools Directory**

<b>Joyce Zotz Education Center</b> <b>Accelerated Center for Education</b> 13801 Holly Park, Houston, Texas 77015 Julien Guillory, Principal	<b>832-386-3670</b>	<b>PEP Child Development Center</b> 1906 2nd Street, Galena Park, Texas 77547 Sylvia Torres, Program Director PEP	<b>832-386-3760</b>
<b>Center for Success</b> 13801 Holly Park, Houston, Texas 77015 Julien Guillory, Principal	<b>832-386-3630</b>	<b>Becker Early Childhood Head Start</b> 1908 2nd Street, Galena Park, Texas 77547 Barbara Garrett, Program Director, Early Head Start	<b>832-386-2000</b>



**Superintendent**

**Dr. Angi Williams**

Geneva Boyett 832-386-1202  
Danette Matthews 832-386-1201

**Assistant Superintendent for Special Projects**

Crystal Murray 832-386-1057

**Deputy Superintendent, Educational Support & School Administration**

Kenneth Wallace  
Michelle Flores 832-386-1224

**District Translator**

Juany Aguirre 832-386-1477

**Interim Director for Athletics**

Vivian Dancy  
Ivory Ross 832-386-4332  
Rosemary Cooper 832-386-4333

**Head Football Coach/District Athletics**

**Coordinator**

Jonathan Kay 832-386-4369

**Executive Director for Educational Support**

Ella Moreaux  
Ana Salinas 832-386-1170

**Senior Director for Curriculum and Educational Support Services**

Dollie Mayeux  
Rhonda Parrott 832-386-1160

**Director for Student Assessment & Accountability**

Jamie Hicks  
Tania Gonzalez 832-386-1051

**Coordinator of Student Assessment**

Gerardo Ramirez 832-386-1185

**Director of PEIMS & Data Quality**

TBA 832-386-1036

**Executive Director for Student Support Services**

Dr. Mechelle Epps  
Toni Cavazos 832-386-1033

**Program Director for Early Head Start**

Barbara Garrett  
Ana Lara 832-386-2000

**Program Director Student Support and Parent Involvement**

Sylvia Torres 832-386-2026

**Program Director for College & Career Readiness**

Dr. Kareen Brown 832-386-1048  
Maribel Amaya 832-386-1064

**Coordinator for Advanced Academics**

Robert Seibert  
Maribel Amaya 832-386-1064

**Senior Director for School Administration - Elementary**

Dr. Christopher Pichon  
Keyla Santos 832-386-TBA

**Assistant Superintendent for Educational & Academic Support**

Elizabeth Lalor  
Rita Hernandez 832-386-1044

**Director for Fine Arts & Academic Enrichment**

Sam Harris  
Tammi Seals 832-386-1268

**Coordinator for Secondary Fine Arts**

Mitchell Wininger 832-386-1515

**Director for Career and Technology Education**

Laura Mann  
Jazzmin Sopchak 832-386-1041  
Kristen Boyett 832-386-1548

**Coordinators for Career and Technology Education**

Dr. Melissa Botkin 832-386-1495  
Ruthie Bass 832-386-1272

**Executive Director for Federal Programs and Compliance**

Amy Cole  
Nelia Garcia 832-386-1028  
Marisela Kruzman 832-386-1209

**Federal Programs Assistant**

Michael Immel 832-386-1072

**Special Education Director Curriculum & Instruction**

Tammy Kennedy Takeda  
Sonia Sandoval 832-386-1069

**Coordinator for Special Education- Support Services & Compliance**

Erik Kirchner 832-386-1026

**Special Education Records Clerk**

Elsa Solano 832-386-1514

**Federal Grants/Materials Clerk**

Sofia Cantu 832-386-1071

**SERS Clerk**

Maria Serna 832-386-1075

**Coordinator for Student Support Services**

Mark Goza  
Vianney Aguirre 832-386-1076

**Central Office Information****Director for Special Education Assessment & Compliance**

T.K. Dunbar	832-386-1087
Flor Renteria	832-386-1182

**Special Education Director Psychological Services**

Andrea Sellers	
Maria Martinez	832-386-1080

**Program Director for Social Services**

Karen Haynes	832-386-1280
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**Coordinator Migrant Education Program**

Marissa Martinez	832-386-3666
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**Migrant Recruiter/NGS**

Maria Bucio	832-386-3641
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**Lead Auditor/LPAC**

Carlos Villegas	832-386-3705
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**Auditor**

Jeanette Garza	832-386-3665
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**Executive Director for Curriculum & Instruction**

Hollice Malloy	
Karen Swinner	832-386-1279

**Program Director Secondary English Language Arts**

Helen Tiller	
Laura Cisneros	832-386-1054

**Program Director ESL/New Arrival/Foreign Language**

Ruth Yamaguchi	
Laura Reynero	832-386-1085

**Coordinator for Secondary LOTE/NAC**

Ana Segulin	832-386-TBA
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**Program Director Social Studies**

Laurie Patterson	
Gladys Holt	832-386-1052

**Program Director for Secondary Science**

Dawn Alvarez	
Sara Salazar	832-386-1053

**Coordinator Secondary Science and Health**

Rocio Muñoz	832-386-3570
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**Program Director Secondary Mathematics**

Michelle Merritt	
Andrea James	832-386-1160

**Senior Director for Elementary Curriculum and Instruction**

Judy Holbrook	
Maria Rocio Garza	832-386-1065

**Director for Early Childhood/Elementary/Bilingual/ESL**

Veronica Martinez	
Carol Eureste	832-386-1068

**Director for Elementary Instructional Support**

Livia Callahan	
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**Program Director for Student Intervention Services**

Rolanda Johns	
Tessy Saad	832-386-1234

**Program Director for Elementary Math & Science**

Jacqueline Moreno	832-386-1371
Roxanna Saucedo	832-386-1055

**Coordinator for Elementary Science**

Rebecca Boutte	832-386-1387
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**Program Director Elementary Language Arts**

Janis Gaul	
Roxanna Saucedo	832-386-1055

**Coordinator for Elementary Social Studies - Language Arts Integration**

Velda McLeroy	832-386-1261
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**Assistant Superintendent for Communication Services & Professional Development**

Terri Moore	
Janie Flores	832-386-1063

**Senior Director for School & Community Relations**

Sherrhonda Johnson	832-386-1523
Tresa Orphey	832-386-1513

**Main Receptionist**

Elizabeth Vasquez	832-386-1001
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**Program Director for Grants and Community Relations**

Sandra Mathews	
Maricela Kruzman	832-386-1249

**Program Director for Educational Support**

Myra Castañeda	832-386-1043
Katrina Flores	832-386-1505

**District Registration Clerk**

Ruth Cruz	832-386-1504
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**Senior Director for Professional Development**

Karen Sutura	
Sandra DeSantiago	832-386-1417

**Coordinator for Community Relations**

Paula Henney	832-386-1523
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# Central Office Information

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## Senior Director for Teacher Development and Retention

Ofelia Garza  
Sandra DeSantiago 832-386-1417

## Director for Education Foundation & Business Liasion

Wayne Oquin 832-386-1099

## Foundation and Special Event Coordinator

Cathy Ethridge 832-386-1226

## Coordinator for Web Services

Chris Gause 832-386-1092

## Coordinator for School and Community Relations

John Lewis 832-386-TBA

## Deputy Superintendent for Operational Support/CFO

Sonya George  
Edith Alvarado 832-386-1204

## Executive Director for Budget & Financial Support Services

Julie Lee 832-386-1466

## Accounting Coordinator

Holli Sherrard 832-386-1476

## Senior Accountant

Becky Roberts 832-386-1016

## Accountant (Special Revenues)

Janie Miles 832-386-1021

## Senior Accounting Clerk

Laura Robison 832-386-1014

## Accounting Clerk II

Damaris Rodriguez 832-386-1013

## Accounting Clerk I

Shea Rodriguez 832-386-1017

## Accounts Payable Supervisor

Roxanna Macal 832-386-1023

### Senior Accounts Payable Clerk/Travel Specialist

Lisa Oquin 832-386-1018

### Accounts Payable Clerks

Christine Jolivet 832-386-1022

Teresa Espino 832-386-1019

Bette Speaks 832-386-1481

## Coordinator for District Budget

Christopher Young 832-386-1010

## Purchasing Coordinator

Adrian Sloan 832-386-1120

## Procurement Card Specialist

Trinidad Mendoza 832-386-1181

## Purchasing Clerk

Mary Flores 832-386-1009

## Compliance Officer

James Beesley 832-386-1476

## Director for Employee Benefits

Colleen Martin 832-386-1507

## Employee Benefits Specialists:

Stephanie Soto 832-386-1245

Jenny Bernabe 832-386-1276

## Tax Assessor – Collector

Ben Pape 832-386-1238

Beatriz Martinez 832-386-1237

Jony Canales 832-386-1239

Belinda Mendoza 832-386-1236

## Director for Payroll Services

Amicha Williams 832-386-1507

## Payroll Specialist

Cathy Ochoa 832-386-1271

### Payroll Clerks

Lisa Gonzales 832-386-1274

Anna Salinas 832-386-1270

Aleida Gonzalez 832-386-1273

## Assistant Superintendent for Operations

John Moore

Betty Garcia 832-386-1221

## Executive Director for Treasury and Capital Project Management

Yvonne Johnson 832-386-1020

## Senior Director for School Operations

Paul Drexler 832-386-1056

## Director for Emergency Management and Foundations

Brian Allen

Yolanda Ayala 832-386-1032

## Director for Student Nutrition

Dorinda Eubanks

Debora Weber 832-386-1211

Connie Gable, Supervisor 832-386-1285

Peggy Capps, Supervisor 832-386-1286

Vicky Leago 832-386-1284

## Catering Manager

Laura Landeros 832-386-1282

**Central Office Information****Director for Transportation**

Brett Lalor  
Jazmin De La Cruz 832-386-2720

**Assistant Director for Operations**

Greg Lopez 832-386-2720

**Special Education Field Coordinator**

Thelma Rodriguez 832-386-2720

**Assistant Director for Fleet Maintenance**

Anthony Gager 832-386-2720

**Assistant Director for Safety & Training**

Anthony Bass 832-386-2720

**Dispatcher**

Norma Cruz Hernandez 832-386-2720

**Assistant Dispatcher**

Brenday Hernandez 832-386-2720

**Lead Director for Facilities Management**

I.A. "Abby" Abou-Awdi 832-386-4978

**Secretary to the Department of Operations**

Molly Walding 832-386-1223

**Director for Grounds**

Randy Taylor  
Britney Havard 832-386-2065

**Assistant to the Director of Grounds**

Darryl Jones 832-386-2067

**Director for Maintenance**

Emory Ellis  
Liza Fontenot 832-386-4982  
Marlene Garcia 832-386-4983  
Juan Casanova 832-386-4984

**Director for Custodial Services**

Melinda Rideaux  
Frances Casanova 832-386-1219  
Raegan Bowen 832-386-1162  
Joe Tobias 832-386-1213

**Director for New Facilities and Planning**

H. "Sonny" Fletcher 832-386-1222

**Facilities Project Coordinator**

Barbara Reed 832-386-1269

**Manager for Warehouse Services**

Steve Hanson  
Lynn Nutt 832-386-1006  
Rick Garland 832-386-1007  
Anay Ortiz 832-386-1067  
Rosa Betancourt 832-386-1067

**Executive Director for Security & Technology/Chief of Police**

Bryan Clements  
Laurie Killough 832-386-1217

Tony Colotta 832-386-1251  
Yhadi Martinez 832-386-1151

**Senior Director for Technology**

Darlene Lovinggood  
Aracely Torres 832-386-1038

**Coordinator Technology Services**

Kathy Brownlee 832-386-1500

**Help Desk**

Michael Duarte 832-386-1500

**Mobile Device Analyst**

Ruth Morris 832-386-1482

**Network Manager**

Lupe Macias 832-386-1497

**Systems Analyst**

Tony Martinez 832-386-1509

**Senior Programmer**

Greg Payne 832-386-1096

**Computer Programmer**

Enrique Marin 832-386-1097

**Senior Systems Analyst**

Robert Wix 832-386-1039

**Inventory/Auction Specialist**

Sarah George 832-386-1184

**Program Director for Instructional Technology**

Michelle Young 832-386-1469  
Janet Ramirez 832-386-1034

**Business Applications Coordinator**

Cathy Ayala 832-386-1492

**Business Applications Specialist**

Veronica Pedraza 832-386-1095

**Technology Instructional Specialists**

Robert Ellis 832-386-1522  
Karen Tiffin 832-386-1264

**Assistant Superintendent for Human Resource Services**

Dr. Wanna Giacona  
Pam Grant 832-386-1241

**HRS Certification Specialist**

Veronica Castro 832-386-1206

**Executive Director for Human Resource Services**

Mike McKay  
Elizabeth Valdez 832-386-1207

## Central Office Information

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### Executive Director for Compensation & Human Resource Services

Pat Galvan

#### Lead Salary Clerk

Cecilia Negrete 832-386-1243

#### Salary Clerk

Roxanna Rodriguez 832-386-1214

#### HRS Specialist

Karla Capetillo 832-386-1518

#### HRS Receptionist

Paty Gonzalez 832-386-1003

### Senior Director for Human Resource Services - Elementary

Jerid Link

Marissa Guajardo 832-386-1229

### Senior Director for Recruitment & Retention

Aneka VanCourt

Debbie Salas 832-386-1227

#### Employee Attendance Specialist

Susan Glover 832-386-1296

### Senior Director for Risk Management and Non-Exempt Services

Larry Helgesen 832-386-1218

#### Employee Leaves Specialist

Barbara Selman 832-386-1233

#### Secretary for Risk Management & Non-Exempt Services

Gina Martinez 832-386-1275

## ***GPISD Human Resource Services Department***

### ***Mission Statement***

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



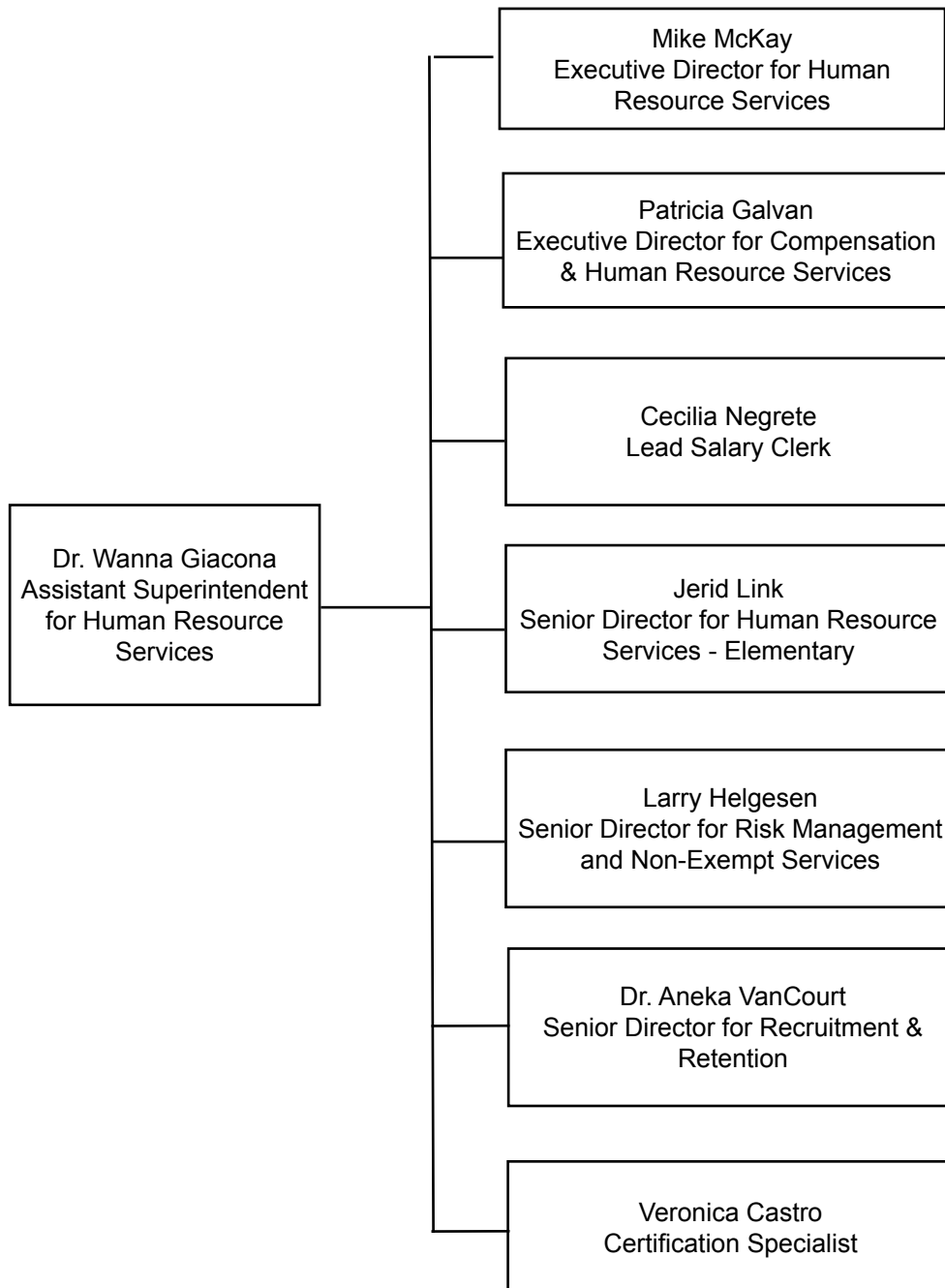
**Dear GPISD Employee:**

**Our goal in HRS is to provide you with the highest level of customer service. Please feel free to contact HRS if you have any questions or concerns.**

**Dr. Wanna Giacona, Assistant Superintendent for Human Resource Services**

**832-386-1241**

**[wgiacona@galenaparkisd.com](mailto:wgiacona@galenaparkisd.com)**



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

Clerical & Instructional Aide - Jerid Link.....	ext. 1229
Complaints and Grievances - Mike McKay.....	ext. 1207
District Policies - Pam Grant.....	ext.1241
Employee Contracts - Veronica Castro.....	ext. 1206
Employee Benefits - Stephanie Soto or Jenny Bernabe.....	ext. 1245 or ext. 1276
Leaves of Absence - Anna Salinas.....	ext. 1233 or ext. 1270
Family Medical Leave (FMLA) - Barbara Selman.....	ext. 1233
FMLA/Temporary Disability Leave (TDL) - Barbara Selman.....	ext. 1233
Manual Trades/Non-Exempt Employees - Larry Helgesen.....	ext. 1218
New Employee Personnel Records - Karla Capetillo.....	ext.1518
Payroll Deductions and Information.....	Cathy Ochoa ext. 1271, Lisa Gonzales ext. 1274, Anna Salinas ext. 1270 or Aleida Gonzalez ext.1273
Resignations - Pam Grant.....	ext. 1241
Retirement - Larry Helgesen or Cathy Ochoa.....	ext. 1218 or ext. 1271
Safety Concerns - Larry Helgesen.....	ext. 1233
Salaries - Cecilia Negrete or Roxanna Rodriguez.....	ext. 1243 or ext. 1214
Service Records - Karla Capetillo.....	ext. 1518
Substitutes - Susan Glover.....	ext. 1296
Teacher Certification - Elementary & Secondary - Veronica Castro.....	ext. 1206
Transfers - Jerid Link.....	ext. 1229
Workers' Compensation - Larry Helgesen.....	ext. 1233



## **Alcohol And Drug Abuse Service Providers**

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**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 (713) 529-8336  
3015 Richmond Avenue  
Houston, Texas 77098

Crisis telephone counseling (Available 24 hours)

**EMERGENCY** 911

**HPD Narcotics** (713) 466-3673  
(No-DOPE Line)  
16930 John F. Kennedy Blvd.  
Houston, Texas 77032

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

### **DRUG AND ALCOHOL INFORMATION AND REFERRAL**

The Houston Council on  
Alcohol and Drugs (713) 942-4100  
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 & (281) 342-8828  
Community Development Incorporated  
3926 Avenue H, 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, Bldg. E  
Houston, Texas 77023

### **SUPPORT GROUPS**

Alcoholics Anonymous (713) 686-6300  
4140 Directors Row, Suites D & E  
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 (713) 802-7701  
Children's Center  
100 Sandman Street  
Houston, Texas 77008

### **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

# 13 The Code of Ethics and Standard Practices for Texas Educators

## STANDARDS OF CONDUCT

### Policy DH

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 termination.
- 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 may result in disciplinary action, including termination.

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

#### Statement of Purpose

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. 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. (19 TAC 247.1(b))

#### Professional Standards

#### PRINCIPLE I: 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 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 knowingly 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 District employees, 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 or knowingly 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 or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13.** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

**PRINCIPLE II: 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 the SBEC or who provides information for a disciplinary investigation proceeding under this chapter.

**PRINCIPLE III: 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 communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) The nature, purpose, timing, and amount of the communication;
- (ii) The subject matter of the communication;
- (iii) Whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) Whether the communication was sexually explicit; and
- (vi) Whether the communication involved discussion(s) of the physical or sexual attractiveness of 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*

Galena Park ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), 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.

### **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**

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.

### **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**

*Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFA, DFFB, DFFC*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to procedures outlined in district policies. Employees on probationary 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. 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 on-line.

## **Non-Contract, Transfers, ESSA**

### **DISMISSAL OF NON-CONTRACT EMPLOYEES**

#### *Policy DCD*

Noncontract 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, gender, 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. Noncontract employees who are dismissed have the right to appeal the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Grievance Procedures*, page 42.)

### **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**

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 in the 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. Extra-curricular 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 on-line 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 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**

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 a teacher who does not hold an appropriate teaching certificate. 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. 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 one 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**

Professional employees whose positions require SBEC certification or 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 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.

## **CERTIFICATES**

### **Provisional-Valid for Life**

- 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)

### **One Year Certificate- Valid for One Year**

- 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. 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.

## 19 **Clerical/Paraprofessional Auxiliary Staff, Compensation Information**

### **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/PARAPROFSSIONAL 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**

#### ***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 Levies - 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 - Premium payments for medical and dental insurance 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 Administrators Inc., at 1-866-265-4594.
- Professional Dues - Contact building representatives for information on various organizations.
- ACP payroll deductions must be initiated through Human Resource Services.



Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact Payroll Services for more information about the automatic payroll deposit service.

### **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.

Payroll calendars are available on the back cover of this handbook. Questions concerning paychecks should be directed to the campus/department secretary. If necessary, the campus/department secretary will call 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 21).

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 the Lead Salary Clerk at 832-386-1243 for more information about the district's pay schedules or their own pay.

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.

### **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 NONEXEMPT 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 TEAMS 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 employees' 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**

The default method for the payment of overtime to non-exempt employees is compensatory time. Exceptions are allowed for certain manual trade positions. Overtime payment in cash must be approved by the supervisor and an executive director, assistant superintendent or superintendent. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Supervisors of nonexempt 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 notified of the type of compensation to expect.

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation.

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. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. 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 at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt 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 shall use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

**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 office. In order to complete a name change with Galena Park ISD, the

following information must be submitted to the Payroll Services Department:

- A copy of the new Social Security Card or receipt from the Social Security Office
- W-4 Form
- Change/Correction of General Information form
- TRS11 - Designation of Beneficiary Form

**Workload and Work Schedule**

*Policies DEA, 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 this page 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.

**BREAKS FOR EXPRESSION OF BREAST MILK**

*Policy 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.

**BELL SCHEDULES**

Staff members are expected to report to work punctually according to their campus bell schedule and to check in, whether by punching in on the time clock or signing in on the time sheets, at the assigned time to begin work. Hourly staff members must not check in early nor late without the express permission of the supervisor.

**BAD WEATHER CLOSING**

The district may close schools because of bad weather or 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](http://www.click2houston.com)
- KHOU - Channel 11   [www.khou.com](http://www.khou.com)
- KTRK - Channel 13   [www.abc13.com](http://www.abc13.com)

**Radio Stations**

- KTRH - AM (740)     [www.ktrh.com](http://www.ktrh.com)
- KPRC -FM (950)     [www.kprcradio.com](http://www.kprcradio.com)

**On the Internet**

The school closing website is [www.galenaparkisd.com](http://www.galenaparkisd.com) or [www.safeschoolalerts.org](http://www.safeschoolalerts.org)

**PERFORMANCE EVALUATION**

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.

**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 expenses other than mileage.

**OUTSIDE EMPLOYMENT/USE OF DISTRICT RESOURCES**  
**Employment Outside School District While Under Contract**

Employees who wish to accept outside employment or engage in other activities for profit during the term of their employment shall file a written request for permission to the administrator-in-charge, who shall submit the request to the Cabinet Level Supervisor.

(DBD Local) (Form located on page 59 of the employee handbook.)

The Superintendent 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 49-50)**

**TUTORING**

Teachers shall not privately tutor their own students for pay, except during the summer months.

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**

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. 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

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

**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, Randy Taylor (832) 386-2065 or Sandy Orn, Co-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 18).

**TOBACCO PRODUCTS AND  
E-CIGARETTE USE**

State law prohibits smoking, using tobacco products, or e-cigarettes 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.

**ALCOHOL AND DRUG-ABUSE  
PREVENTION  
Policies DH, DI**

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 use follows:

***This policy is outlined on the District's website at [www.galenaparkisd.com](http://www.galenaparkisd.com)***

**EMPLOYEES REQUIRED TO HAVE A  
CDL**

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol 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.

### **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]

### **CRIMINAL HISTORY BACKGROUND CHECKS** *Policy DBAA*

Employees may be 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 on certain employees 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*

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 SBEC rules

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

### **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.

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. Employees dress and grooming are expected to be in line with those standards specified for students outlined in the student handbook. **(e.g. visible tattoos or visible piercings are prohibited.)**

**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, collared shirts and ties are preferred. Dress slacks, dress shirts, pantsuits, skirts and dress blouses are all acceptable attire.
2. Male professional employees shall wear dress shirts and slacks anytime they are on duty. Dress shirts are considered those having buttons down the front and a collar that would accommodate the wearing of a necktie. Neckties should be worn as appropriate for public meetings, special events and as appropriate to the work situation as determined by the supervising administrator. Golf and pullover type (polo or athletic) shirts and denim slacks are appropriate only on specific days 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. Western wear may be worn on designated days.
6. Only physical education personnel may wear athletic shoes and shorts, and only in the performance of physical education/coaching responsibilities.
7. **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.

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 60.

### **CONFLICT OF INTEREST** *Policies CB, DBD*

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

### **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 requests for purchases must be submitted to the Purchasing department on an financial district purchase order (PO) form with the appropriate approval signatures. 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 Purchasing Coordinator 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 EFE*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized 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 audiovisual 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

## **Personnel Practices**

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.

### **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 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. Employees are prohibited from having guns in their vehicle when the vehicle is parked on district property. 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 Bryan Clements, 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 GBA*

Most district records, including personnel records, are public information and must be released upon request. 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

- Personal e-mail address

The choice to not allow public access to this information 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 will be released to the public.

### **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.

### **BUILDING USE**

#### *Policies GKA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The Senior Director for School Operations is responsible for scheduling the use of facilities after school hours. Contact Betty Garcia 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 a medical emergency and the evacuation diagrams posted in their work areas. 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.

### **SHELTER IN PLACE & LOCKDOWN PROCEDURES**

In the event of an emergency, all Galena Park ISD employees will adhere to the following procedures outlined in the District Crisis Procedures Manual. Shelter in place and lockdown procedures apply to all employees at all District facilities. Emergency procedures are defined below.

#### **SHELTER IN PLACE**

- This procedure is used during chemical releases, fires or other environmental hazards.
- **This means all windows and doors are locked and the air conditioning system is shut down.**
- **NO ONE** is allowed to enter or leave a



building that has activated SHELTER IN PLACE procedures. This means parents **WILL NOT** be able to pick up children from school. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave the building.

- Once the “ALL CLEAR” is given, students, teachers and other employees will return to their regular activities.
- If you are near a school that is sheltering in place, **you should also shelter in place.**

### LOCKDOWN

- This procedure is used when an intruder invades the premises.
- All doors, windows, classrooms and administrative offices are locked. Students, teachers and employees remain in their classroom/offices until the “ALL CLEAR” signal is given.
- Under lockdown procedures, **NO ONE** will be allowed to enter or leave the building.
- The local law enforcement authorities will provide assistance if needed.

### VIOLATIONS

- There could be legal ramifications if an individual violates SHELTER IN PLACE and LOCKDOWN procedures.

*CRIMINAL TRESPASSING* - Texas Penal Code section 30.05  
*DISRUPTION* - Texas Education Code section 37.124  
*CLASS B MISDEMEANORS*

### VIOLATIONS

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment. [See Policy DF series]

## TEACHER RESPONSIBILITY

### CURRICULUM & INSTRUCTION RESPONSIBILITY

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 as specified by the administrator in charge. 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.

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. Instructional supervision efforts are to focus on these sound teaching principles.

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. 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 perform 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 accommodations/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.

### **DIFFERENTIATION**

Teachers will differentiate their instruction to meet the needs of all students. Differentiated instruction is Responsive Teaching - utilizing various methods and adapted instruction so that students have multiple options for taking in information and making sense of ideas. Differentiated instruction requires teachers to be flexible in their approach to teaching and adjusting the presentation of information to learners rather than expecting students to modify themselves to access and make sense of the curriculum. Classroom teaching is a blend of whole-class, flexible groups and individual instruction. Differentiated Instruction is based on the premise that instructional approaches should vary and be adapted in relation to individual and diverse students in classrooms. Teachers should recognize students varying background knowledge, readiness, language, preferences in learning, interests, and to react responsively. Differentiated instruction is a process of teaching and learning for students of differing abilities in the same class. 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.

### **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.

### **STUDENT FAILURE CRITERIA**

The following guidelines for student failure on all campuses shall apply:

1. A parent shall receive contact if his or her student(s) is receiving a failing grade on the progress report or report card.
2. 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 message on an answering machine shall not be considered contact with the

parent/guardian. Email or text messages may be considered contact if the parent responds.

3. A parent/guardian shall be contacted any time his or her student's grade drops from passing to failing during a grading period.
4. A conference shall be scheduled with a parent/guardian of a student who fails during the grading period. Documentation shall be submitted to the teacher's appraiser/principal.
5. Every student shall have the opportunity to retest after receiving a failing grade (69 or below) on a major test. The two test grades shall be averaged together for the final test grade. Quizzes, six-week exams, nine-week exams, and semester exams shall not be eligible for retesting. Best practice is to bring the student in for a review prior to the retesting.
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. The District's penalty for late work in regular classes 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 per day late.

### **GRADING REQUIREMENTS**

The purpose of grading is to provide feedback to students and parents regarding the student's performance in the classroom. A reminder, that SB 2033 from the 81st Texas Legislature requires all teachers to assign grades that reflect the student's mastery of an assignment. Teachers are expected to follow Policy EIA & EIE when determining students grades. To do this effectively and consistently, teachers are required to adhere to the following grading policies:

1. All work must be graded and returned to the students within 72 hours. The exception is for Full Compositions, for which the timeline is increased to one calendar week.
2. When grades are returned to students, the students will have an opportunity to ask questions about what they missed.
3. For scantron tests, the students will receive a copy of the test so they can see the actual questions missed.
4. If test security needs to be maintained, tests may be taken up following the student review.
5. 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.
6. All grades must be placed in Skyward within the above timeline.
7. All grades in Skyward should have a clear title so parents understand which skill(s) were addressed.

## GRADING CATEGORIES

### Elementary

Daily - 60% - Must have a minimum of 2 grades per week per subject area.

Major - 40% - Must have a minimum of 3 grades per subject area per nine-weeks grading period.

If Homework is taken for a grade, use these percents:

Daily - 50%, Homework - 10%, Major - 40%

### Middle School - Regular Classes

Daily - 60% - Must have a minimum of 10 grades per nine-weeks grading period.

Major - 40% - Must have a minimum of 4 grades per nine-weeks grading period.

If Homework is taken for a grade, use these percents:

Daily - 50%, Homework - 10%, Major - 40%

### Middle School - Pre-AP Classes

Daily - 50% - Must have a minimum of 10 grades per nine-weeks grading period.

Major - 50% - Must have a minimum 4 grades per nine-weeks grading period.

If Homework is taken for a grade, use these percents:

Daily - 40%, Homework - 10%, Major - 50%

### High School - Regular Classes

Daily - 50% - Must have a minimum of 8 grades per six-weeks grading period.

Major - 50% - Must have a minimum of 3 grades per six-weeks grading period.

If Homework is taken for a grade, use these percents:

Daily - 40%, Homework - 10%, Major - 50%

### High School - Pre-AP Classes

Daily - 40% - Must have a minimum of 8 grades per six-weeks grading period.

Major - 60% - Must have a minimum of 3 grades per six-weeks grading period.

If Homework is taken for a grade, use these percents:

Daily - 30%, Homework - 10%, Major - 60%

### High School - AP Classes

Daily - 30% - Must have a minimum of 8 grades per six-weeks grading period.

Major - 70% - Must have a minimum of 3 grades per six-weeks grading period.

If Homework is taken for a grade, use these percents:

Daily - 20%, Homework - 10%, Major - 70%

## TEACHER ATTENDANCE 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 classroom 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 of 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*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another 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.

**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.

**STUDENT CONDUCT AND DISCIPLINE***Policy 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.

**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.

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 made directly to the Executive Director for Human Resource Services. A complaint against the superintendent may be made directly to the board.

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](http://www.galenaparkisd.com)***

**HARASSMENT OF STUDENTS***Policies DH, DHB, FFG, FFH*

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. 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 suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 32 and *Bullying*, page 35 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](http://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, DH, DHB, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Employees are also required to make a report if they have 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 or disabled person.

Reports to Child Protective Services can be made to [www.txabusehotline.org](http://www.txabusehotline.org) or to the Texas Abuse Hotline (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, any 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 retaliating against an employee 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. 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**

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. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare 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 suspects 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 to law enforcement or to Child Protective Services (CPS).

Employees are required to follow 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.

### **COMPLAINT PROCEDURE**

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*

**Contract Employees.** 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. An electronic notice of resignation through TEAMS should be submitted to the Assistant Superintendent for Human Resource Services. 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 superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to Texas Education Agency* please see this page.

**Noncontract Employees.** Noncontract employees may resign their position at any time. An electronic notice of resignation through TEAMS 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.

**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 THE TEXAS EDUCATION AGENCY** *Policies DF, DHB*

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on 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
- 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 Superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee 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 to the court and the individual receiving the support (Texas Family Code § 8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- 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](http://www.trs.texas.gov)).

## STUDENT ISSUES

### EQUAL EDUCATIONAL OPPORTUNITIES

#### *Policies FB, FFH*

Galena Park ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational 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 Mechelle Epps, the District Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Nicole Johns, the District ADA/Section 504 Coordinator. 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*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for any phylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-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 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](http://www.galenaparkisd.com)***

### **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.

### **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 TEAMS Employee Service Center. Itinerant personnel must notify their coordinating office.

### **STATE PERSONAL LEAVE- (POLICY DEC LEGAL)**

A state minimum personal leave program consisting of five days per year personal leave, with no limit on accumulation and no restrictions on transfer among districts, shall be provided for all District staff members. 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].

Acts of the 74th Legislative Session, Senate Bill 1, Sec. 66. For the purposes of state leave accrued before May 30, 1995, and local leave, the term "immediate family" shall include:

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, sibling-in-law;
5. Grandparent and grandchild;
6. Any person who may be residing in the employee's household at the time of illness or death

### **MEDICAL CERTIFICATION**

An employee absent more than five consecutive workdays because of personal illness shall submit, upon return to work, a medical certification of illness and of his/her release to return to work. An employee absent more than five consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.

**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.**



## STATE PERSONAL LEAVE- RATE OF ACCRUAL

Each employee shall earn state personal leave, in equivalent workdays, at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays per year.

### 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

To be used for the same reasons and in the same manner as state leave accumulated prior to May 30, 1995. [See DEC (LEGAL)]

#### 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.

## LOCAL LEAVE (POLICY DEC LOCAL)

All employees in positions normally requiring ten months of service shall earn an additional five 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.

This leave shall be earned at the same rate as state personal leave, shall be taken with no loss of pay and shall accumulate without limit.

#### 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 paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each

fiscal year. 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. To be eligible for re-employment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for re-employment within the period of time specified by law to Human Resource Services. In most cases, the length of federal military service cannot exceed five years.

### **DISTRICT CONTACT**

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

### **LOCAL FAMILY AND MEDICAL LEAVE PROVISIONS (FMLA)**

An employee of the District is eligible for FMLA when all of the following requirements are fulfilled.

1. Employed by the District for at least 12 months.
2. Worked at least 1,250 hours of service with the District during the previous 12 month period.

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.

FMLA allows eligible employees to take up to 12 work weeks of unpaid leave, without loss of any employment benefit accrued prior to the beginning of the leave. This leave may be taken during any 12-month period for one or more of the following reasons.

1. Birth or adoption, including placement for foster care, of the employee's child and in order to care for the child, provided the leave is taken within 12 months of the birth, adoption, or placement of the child.
2. To care for the employees' spouse, child, or parent if the spouse, child, or parent has a serious health condition.
3. Employee's own serious health condition that

makes the employee unable to perform functions of his/her position.

This 12-month period is defined as the fixed 12-month period measured forward from the day the employee's first FMLA begins.

- A. 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 does not permit the use of intermittent or reduced-schedule leave for the care of a new born child or for adoption or placement of a child with the employee.
- B. If both spouses are employed by the District, combined family and medical leave for the birth, adoption, or placement of a child, or care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

### **EMPLOYEE RIGHTS & RESPONSIBILITY UNDER THE FAMILY & MEDICAL LEAVE ACT**

#### **BASIC LEAVE ENTITLEMENT**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

#### **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 ther-

apy, 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”.**

## **BENEFITS AND PROTECTIONS**

During approved FMLA, the employer must maintain the employee’s health coverage under “group health plan” on the same terms as if the employee had continued to work. Under Board Policy DEC (Local), benefits must continue to be paid for by the employee. If the employee does not have enough wages to deduct premiums, premium payments will be payable directly to the district within 30 days of the due date to prevent termination benefits.

Upon return from approved FMLA, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

## **ELIGIBILITY REQUIREMENTS**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

## **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.

## **EMPLOYEE RESPONSIBILITIES**

Employees must provide 30 days advance notice of the need to take FMLA when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## **EMPLOYER RESPONSIBILITIES**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## **UNLAWFUL ACTS BY EMPLOYER**

The FMLA makes it unlawful for any employer to: Interfere with, restrain, or deny the exercise of any right provided under FMLA; Discharge or discriminate

against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **ENFORCEMENT**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**

For additional information:

1-866-4US-WAGE (1-866-487-9243)

1-877-889-5627 [www.wagehour.dol.gov](http://www.wagehour.dol.gov)

### **TEMPORARY DISABILITY LEAVE**

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. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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.

### **MEDICAL RELEASE**

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

### **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 41]

### **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 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.

### **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 Texas National Guard or the Texas State Guard. *Government Code 613.007(2)* Employees called into active military duty, the district will assure that the combined pay from the military and the district is not more than or less than his/her regular monthly pay. If the military pay is equal to or more than his/her regular monthly wages, then the district will not supplement the employees pay.

## **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 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.

## **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 DEC (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**

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service. The District requires the "Court Release from Jury Duty" form. The Jury Summons is not acceptable as proof of Jury Duty service.

## **OTHER COURT APPEARANCES**

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.

## Leave of Absences

### **RELIGIOUS OBSERVANCES**

The District shall reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and absence shall be without pay unless applicable paid local leave is available. 42 U.S.C. 2000 e (j), 2000e-2(a); Ansonia Bd. of Education v. Philbrook, practices, so long as it does not cause undue hardship on the conduct of District business. Such 107 S. Ct. 367 (1986); Pinsker v. Joint Dist. No. 28J of Adams and Arapahoe Counties. 735 F.2d 388 (10th Cir. 1984).

### **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 TEAMS Employee Service Center. 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 in whole workdays and half workdays 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 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 benefit 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.

### **OTHER ABSENCES**

Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD(LOCAL)]

### **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 unemployment 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.

### **COMPLAINTS/GRIEVANCES**

#### **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. Employees shall not bring separate or serial complaints arising from any event or series of events that have been addressed in a previous 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.

### **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.

### **AUDIO RECORDING**

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

## **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

## **District Communications, Benefits Information**

### **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**

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing 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:

- Academic Advisory Council
- Curriculum Implementation Workshops
- Curriculum Development Committees
- Textbook Selection Committees
- Numerous Campus Committees
- Technology Committees
- DPAC
- Clerical/Paraprofessional Advisory Committees

A staff member should contact the building principal or appropriate 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 years of service with GPISD, awards are given for 5, 10, 15, 20 and 25 years of service following the anniversary of employment. Additional awards for service are given for 30, 35, 40 and 45 years of service.

### **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 family. Employees shall be responsible for providing student transportation. Consideration shall be given 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.**

### **GALENA PARK INDEPENDENT SCHOOL DISTRICT EMPLOYEE BENEFITS SUMMARY**

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 administrator for all programs. Claim determinations are made by the individual insurance companies. Health benefit information may also be found at the GPISD web site under HRS/Employee Information/Employee Benefits.

### **ELIGIBILITY**

All regular employees are eligible to participate in the following group plans:

- Medical and dental coverage
- Medical Flexible Spending Account
- Health Savings Account (HSA)
- Child care reimbursement (Dependents)
- Life insurance
- Vision insurance
- Long term disability insurance
- Cancer Plan
- Prepaid legal service

As defined in Board Policy, "regular employees" are employees working 20 hours per week on a regular basis. All regular employees are eligible for coverage on the first of the month following their date of hire as explained in the section regarding effective dates of coverage.

## **BENEFIT PLAN YEAR / EFFECTIVE DATES OF COVERAGE**

**September 1, 2016 - August 31, 2017**

New hires may choose their "actively-at-work" date (the date they start work) or the first of the month following their "actively-at-work" dates as their effective date of coverage. If choosing the "actively-at-work" date, full premium(s) for the month will be due. Premiums are not prorated.

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 days from the event date to make changes to their health plan(s) under the 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, you must provide proof of dependency, a social security number, and date of birth.

**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. All deductions are paid current, and must be taken on the 15th and the 30th of the month (example: to pay for April coverage, deductions will be taken April 15th and April 30th.)

## **OPEN ENROLLMENT**

Each year GPISD offers open enrollment when employees may elect to add, drop or change benefit coverages as well as opt to participate in the Flexible Spending Account (FSA). No plan changes will be accepted after August 28, 2016, unless the employee has a qualifying event. Summer enrollment will be held July 18 - August 19, 2016.

## **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**

A copy of our health plan documents for Galena Park ISD is located at the central office, or on-line at [www.galenaparkisd.com](http://www.galenaparkisd.com). TRS ActiveCare, plan documents may be found on the TRS website.

## **MEDICAL COVERAGE**

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance pool. The district's contribution to employee insurance premiums is determined annually by the board of trustees. 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 regularly scheduled to work at least 10 hours per week.

## **SECTION 125 CAFETERIA PLAN OVERVIEW**

Employees may be 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., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

## **MEDICAL REIMBURSEMENT/DEPENDENT CARE PLAN**

Flexible Spending Accounts are tax-favored accounts that allow participants to set aside money on a pretax basis for eligible medical and dependent care costs.

**Benefits Information****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 health care, pre-tax, whenever you select an HSA qualified High Deductible Health Plan (HDHP). The money deposited into a HSA can be rolled over and follows the employee.

**DENTAL COVERAGE**

Galena Park ISD offers all regular employees an opportunity to choose a dental plan from the two options listed below:

Humana Dental - PPO  
Humana - DHMO

The District contributes \$6 monthly towards the premium.

**LIFE INSURANCE**

Term Life Insurance benefits are available to all eligible employees. The amount of term life and the premiums are determined by the employee's salary. All employees will receive 25K of coverage paid by the District.

**VISION CARE**

Employees may elect vision care coverage through Davis Vision. The District does not contribute to the cost of this coverage. Enrollment information is available through the Employee Benefits Office.

**LONG TERM DISABILITY**

An employee may elect disability coverage with American Fidelity. Participation is available through payroll deduction. The District does not contribute to the cost of this coverage. Brochures detailing the plan offered are available through the Employee Benefits Office.

**VOLUNTARY LIFE INSURANCE**

Employees may get Accident & Voluntary Life Insurance coverage through Dearborn National. The District does not contribute to the cost of this coverage.

**CANCER PLAN**

The District offers two cancer plan options through Allstate. This plan not only covers cancer but 29 other dreaded diseases. The district does not contribute to the cost of this plan. Refer to the Cancer Plan document for more information on coverage.

**PREPAID LEGAL SERVICE**

This is a product of The Nationwide to assist you with legal issues you may have in your future such as a will, estate planning, identity theft, contract review and more. The District does not contribute to the cost of this product. Refer to the Legalease documents for more information.

**PERMANENT LIFE INSURANCE**

Texas Life Insurance Company's voluntary life insurance is yours to keep even when you change jobs or retire, as long as you pay the necessary premiums.

**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. Cost to the COBRA participant would be equal to the total of the employer and employee contributions, plus 2% for the coverage selected.

**QUESTIONS**

General questions regarding your benefits may be directed to the Employee Benefits staff or directly to the carrier.

**Employee Benefits Specialists:**

Stephanie Soto ssoto@galenaparkisd.com	<b>832-386-1245</b>
Jenny Bernabe jbernabe@galenaparkisd.com	<b>832-386-1276</b>
TRS-ActiveCare/Aetna	<b>1-800-222-9205</b>
Caremark - Prescriptions	<b>1-800-222-9205</b>
Humana Dental PPO	<b>1-877-816-3596</b>
Humana Dental DHMO	<b>1-800-232-0990</b>
Davis Vision	<b>1-800-638-2120</b>
First Financial Administrators, Inc. Supplemental and Retirement Benefits	<b>1-800-523-8422</b>
Flexible Spending Accounts	<b>1-866-853-3539</b>
Allstate Cancer Plan	<b>1-800-521-3535</b>
American Fidelity Assurance Company Disability	<b>1-800-654-8489</b>

## ***Benefits Information***

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Texas Life Insurance Company	1-800-283-9233
Tax Sheltered Annuities 403(b) 457(b)	1-800-523-8422

## **Galena Park ISD Technology**

### **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, aircards 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
  - 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 detrimental 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.

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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 and keep up with archiving business email transactions. 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: \_\_\_\_\_

**USE OF ELECTRONIC MEDIA WITH STUDENTS***Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions 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 protocol;
- 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 media* 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, Twitter, LinkedIn, Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- *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 Media*, page 52. 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, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, 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.
- 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 enable 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 a 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 DF]
- 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.



## **PERSONAL USE OF ELECTRONIC MEDIA**

### *Policy DH*

Electronic media 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, Twitter, LinkedIn, Instagram). Electronic media 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 media as they are for any other public conduct. If an employee's use of electronic media 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 media 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 the district's logo or other copyrighted material of the district 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 Policy DH (EXHIBIT)]
  - 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 Policy DH (EXHIBIT)]

See *Use of Electronic Media With Students*, page 51, for regulations on employee communication with students through electronic media.

# Assessment Compliance Certification

## 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

## 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 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

**2016-2017**  
**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 2016-2017 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 at [www.galenaparkisd.com](http://www.galenaparkisd.com) the Board policies 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 via Pam Grant at [pgrant@galenaparkisd.com](mailto:pgrant@galenaparkisd.com) or 832-386-1241.

\_\_\_\_\_ Accept responsibility for accessing the policies through an accessible District computer and printer at [galenaparkisd.com](http://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.**

# GALENA PARK INDEPENDENT SCHOOL DISTRICT PERMISSION FOR NON-SCHOOL EMPLOYMENT

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

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Campus: \_\_\_\_\_

I request permission to be employed during non-school hours.

**Name of non-school district employer:** \_\_\_\_\_

**Days and hours employed (i.e. M & T from 6:00 p.m. - 8:00 p.m.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature Date

(PLEASE DO NOT WRITE BELOW THIS LINE)

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### PRINCIPAL'S / SUPERVISOR'S RECOMMENDATION

\_\_\_\_\_ Approved \_\_\_\_\_ Disapprove

\_\_\_\_\_  
Principal's / Supervisor's Signature Date

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### CABINET LEVEL SUPERVISOR RECOMMENDATION

\_\_\_\_\_ Approved \_\_\_\_\_ Disapprove

\_\_\_\_\_  
Cabinet Level Supervisor Signature Date

Comments: \_\_\_\_\_

\_\_\_\_\_



**Galena Park Independent School District  
Media Use Form**

Name of Organization or Staff Member:

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

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Approved:

Not Approved:  Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SPECIAL CONDITIONS:

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Other district staff that should/will be notified:

Name: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Name: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Name: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Name: \_\_\_\_\_ Date Notified: \_\_\_\_\_

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:

Wilfred J. Broussard, Jr., President  
Jeff Miller, Vice President  
Wanda Heath Johnson, Secretary  
Dawn Fisher, Member  
Joe Stephens, Member  
Ramon Garza, Member  
Minnie Rivera, Member

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 72 hours 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 two-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.



**GALENA PARK INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**2016-17 BOARD MEETING DATES**

**TIME: 6:00 p.m.**

**LOCATION: 14705 Woodforest Blvd.  
Houston, TX 77015**

**Monday, August 8, 2016**  
**Monday, September 12, 2016**  
**Monday, October 3, 2016\*\***  
**Monday, November 14, 2016**  
**Monday, December 12, 2016**  
**Monday, January 9, 2017**  
**Monday, February 13, 2017**  
**Monday, March 6, 2017\*\***  
**Monday, April 10, 2017**  
**Monday, May 8, 2017**  
**Monday, June 12, 2017**

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

- **October meeting changed (Student Holiday, October 10)**
- **March meeting changed (Spring Break, March 13-17)**

**PLEASE NOTE: THERE IS NO JULY BOARD MEETING**

## Frequently Asked Questions

### **How are staff development hours acquired?**

Staff development may occur in the district as posted on Eduphoria Workshop, or out of district by attending workshops, conferences, or taking college courses.

### **Where are my staff development hours counted and stored?**

Staff development hours are accumulated and stored via the Eduphoria Workshop in your portfolio. They will remain there indefinitely even after you leave the district.

### **How many hours of professional development or CPE hours am I required to have?**

Beginning August 2008, GPISD requires that all professional staff complete 150 clock hours of continued professional education (CPE) every five years in order to renew standard teaching certificate.

### **What about my previous hours?**

The hours that are in your portfolio will remain there and may be used by those teachers on a Standard Certificate who are required to have 150 hours prior to applying for re-certification through SBEC. The re-certification date is 5 years from the issuance of your certificate and is different for everyone. You may reach the SBEC link through the HRS site.

### **So now I have two cycles?**

Yes, some teachers will have two cycles. Teachers on a Standard Certificate will need 150 hours dependent on the date of certification and 150 hours for GPISD every five years. Teachers on a Lifetime Certificate will all have one, new cycle beginning next year that requires 150 hours. As stated earlier, for teachers on the Standard Certificate, your hours will NOT disappear and may be used for SBEC certification purposes.

### **What if I am a retired/re-hired teacher or part time?**

You are required to have 1/2 (75 hours) every five years.

### **What if I take a college course?**

Each college hour is equal to 15 clock hours. (One 3hr. course= 45 clock hours) You will enter each course as an "Out of District" workshop and attach a copy of your transcripts as documentation.

### **How do I get credit for attending a session?**

If the session was in Eduphoria, you have 48 hours to take the survey to receive credit. If the session was not in Eduphoria then you follow the directions for "Out of District Credit."

### **How do I know what kinds of workshops to take?**

Your principal or content area specialist most likely is the best source for determining appropriate training sessions. Another suggestion is to go to the TEA Website and look at the Framework for Staff Development.

### **Can I arrive late? Can I leave early?**

You are expected to be at a session at the time of start. You are expected to participate for the entire time of the session. During a session, GPISD Standards required that cell-phones be turned off, side-conversations not occur, and that you participate fully.

### **What if I forget to take the survey for credit?**

You will need to submit the workshop as an Out of District course, attach proof of attendance with an explanation on Formsplace.

# GALENA PARK INDEPENDENT SCHOOL DISTRICT PAYROLL CALENDAR 2016-2017

AUGUST  
2016

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 8/12/16						

SEPTEMBER  
2016

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  
2016

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  
2016

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			

DECEMBER  
2016

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 12/30/16						

JANUARY  
2017

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  
2017

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  
2017

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	

APRIL  
2017

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  
2017

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  
2017

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  
2017

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						

	<b>DIRECT DEPOSIT - EFFECTIVE DATE</b>
	<b>CHECK DATE - DELIVERY TO CAMPUS/DEPT</b>



# Key to Galena Park ISD

- ★ Administration Building
- 1. Galena Park High School
- 2. Galena Park Middle School
- 3. Galena Park Elementary
- 4. PEP Center
- 5. Becker Early Childhood Center
- 6. MacArthur Elementary
- 7. Jacinto City Elementary
- 8. Agriculture Facility
- 9. Pyburn Elementary
- 10. Woodland Acres Elementary
- 11. Woodland Acres Middle School
- 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 9th Grade Center
- 19. Zotz Education Center
- 20. North Shore Elementary
- 21. Havid Elementary
- 22. North Shore Middle School
- 23. Tice Elementary
- 24. Cunningham Middle School
- 25. District Stadium and Natatorium
- 26. North Shore Senior High
- 27. Purple Sage Elementary
- 28. Cobb Sixth Grade Campus
- 29. Williamson Elementary
- 30. CTE Early College High School

