

**GRAND PRAIRIE
INDEPENDENT
SCHOOL
DISTRICT**

**PROFESSIONAL
and
PARAPROFESSIONAL
EMPLOYEE HANDBOOK**

2008-2009

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Grand Prairie Independent School District Human Resources Department, Attention Julie Spears, Assistant Superintendent of Human Resources, at 2602 S. Belt Line Rd., Grand Prairie, TX 75052, phone (972) 237-5546. Grand Prairie Independent School District will further be referred to as GPISD in this handbook.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies. District 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. Policy manuals are located in all school and department offices and are available for employee review during normal working hours. Board Policies may also be found in the policy section of the GPISD web site (www.gpisd.org).

Name _____ Campus/department _____
(Print FULL LEGAL NAME)

Online Professional and Paraprofessional Employee Handbook and District Policy Manual Acknowledgement

I hereby acknowledge access to the Grand Prairie Independent School District Professional and Paraprofessional Employee Handbook and Board Policy Manual. I agree to read the handbook and abide by the standards, district policies, and procedures defined or referenced in this document.

The information in this online handbook and Board Policy Manual are subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

The online version of the Professional and Paraprofessional Employee Handbook is located on the GPISD intranet web site. To find this manual go to www.gpisd.org, go to *GPISD Internet, go to Employee Information, then to Human Resources Handbooks and Forms, then Employee Handbook.*

The online version of the Board Policy Manual is located on the GPISD Internet web site. To find this manual, go to www.gpisd.org, go to *School Board*, click on *Policy Online*.

I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships. I also accept responsibility for contacting my supervisor or the GPISD Human Resources Department if I have questions or concerns or need further explanation.

I understand that I may refer to the GPISD Policy Online at www.gpisd.org or print a hard copy of the GPISD Board Policies noted in this handbook.

Signature

Date

NOTE: Please sign a copy of this form and forward to your school or department secretary.

Description of the district

The Grand Prairie Independent School District was voted into existence on July 5, 1902.

Currently, the GPISD has 38 campuses: 25 elementary campuses, seven middle schools, two ninth-grade centers, two high schools and two alternative high schools which comprise a total of approximately 3.4 million square feet located on 675 acres throughout the city of Grand Prairie.

The GPISD is roughly 58 square miles. It runs approximately 20 miles from north to south and approximately 5.5 miles from east to west.

The population of Grand Prairie is approximately 161,000. Over 24,000 of those are GPISD students.

Mission statement

(Refer to Policy AE)

We will ensure student success through engaging learning experiences, collaborative leadership, and a focus on maximizing student achievement.

Vision statement

We are a learning community vigorously pursuing student success.

We Believe...

1. Public education is critical to the survival of our democratic society.
2. Constant change creates the need for lifelong learning.
3. The core business of schools is to create purposeful, engaging learning opportunities for students within a safe and caring environment.
4. Student success is driven by high expectations and engaging work.
5. Understanding, valuing, and preserving cultural diversity enhances student achievement.
6. Individual differences must be recognized, valued, and incorporated in the design of student work.
7. We share the responsibility to teach, model, and promote the development of strong disciplined character and moral decision-making for the well being of our society.
8. Genuine parent, community, and school partnerships are essential to meet the social, emotional, and academic needs of all students.
9. Building leadership capacity creates processes to broaden ownership and develop change facilitators.
10. Teachers must be leaders and inventors in order to gain student commitment for learning.
11. All students deserve excellent, well-trained teachers who provide purposeful learning opportunities.
12. Learning communities are critical to supporting the performance of all members, including students, parents, staff, and community.

District goals and strategies

GOAL 1: *Maximize Student Achievement*

GOAL 2: *Build Leadership Capacity*

GOAL 3: *Promote Character Development*

GOAL 4: *Exercise Responsible Fiscal Oversight*

Board of trustees

Refer to Policies BA, BB, BD and BE series

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, and employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law 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. Trustees are elected at large and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Grand Prairie ISD Board of Trustees

2008-2009

Mr. Terry Brooks, President

1613 Juneau, Grand Prairie 75050 972/262-0560 Place 1
terry.brooks@gpisd.org

Mr. Tim Johnson, Vice-President

505 Cartgate, Grand Prairie 75052 972/262-0204 Place 3
timothy.johnson@gpisd.org

Mr. Paul Martinez, Secretary

802 Nadine, Grand Prairie 75052 972/660-1645 Place 7
paul.martinez@gpisd.org

Mrs. Bebe Bingham

810 Cambridge Place, Grand Prairie 75051 972/641-1070 Place 5
bebe.bingham@gpisd.org

Mr. Chester McCrary

3637 Ridgewood, Grand Prairie 75052 972/642-8587 Place 2
chester.mccrary@gpisd.org

Mr. Michael L. Skinner

520 Cooper Street, Grand Prairie 75052 972/642-4240 Place 6
mike.skinner@gpisd.org

Mr. J.D. Stewart

1909 S. Arbor Rose, Grand Prairie 75050 972/449-5731 Place 4
jd.stewart@gpisd.org

Trustees usually meet monthly at the GPISD Education Center. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the GPISD Education Center 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. 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 to consult with attorneys regarding pending litigation.

Board Meeting Schedule for 2008-2009

<i>School Board Meetings</i>
August 14
September 11
October 16
November 13
December 11
January 8
February 12
March 12
April 9
May 14

Note: These dates are subject to change

Administration

Susan J. Simpson, Ph.D.
Superintendent of Schools

Bret Jimerson
Deputy Superintendent of Educational
Operations

Earl Husfeld
Deputy Superintendent of Business Operations

Vern Alexander, Ed.D.
Assistant Superintendent of Discipline &
Student Affairs

Sandra De La Cruz
Assistant Superintendent of Education
Support

Julie F. Spears
Assistant Superintendent of Human Resources

Kit Mason
Executive Director of Facilities

Lyle DuBus
Executive Director of Instructional
Delivery

Priscilla White
Executive Director of Teaching &
Learning

Sue Harris
Executive Director of Planning &
Accountability

Gail Ownby
Executive Director of Elementary
Education

Mike Wallace
Executive Director of Secondary Education

Sam Buchmeyer
Director of Communications

School calendar

Employees reviewing the online version of The Employee Handbook should refer to the GPISD web site [2008-2009 School Calendar](#).

School day and In-service hours of operation

The regular school workday for teachers varies between elementary, middle, and high school levels.

Start/Dismissal Times for 2008-09

Level: Group: Starting Time: Dismissal Time:

HIGH SCHOOL

Students:	7:35	2:45
Staff:	7:25	3:30
Adm. Coverage:	7:00	4:00

MIDDLE SCHOOL

Students:	8:45	3:55
Staff:	8:35	4:40
Adm. Coverage:	7:45	4:45

ELEMENTARY

Students:	8:10	3:20
½ Day Program:	8:10	11:10
	12:20	3:20
Staff:	7:50	3:55
Adm. Coverage:	7:30	4:30

LAMAR AEP

MS/HS Students	8:15	3:30
Elem. Students	8:30	3:30
MS/HS Staff	7:50	3:55
Elem. Staff	Staggered	
Adm. Coverage:	7:30	4:30

CROSSWINDS

Students:	7:30	3:05
Evening School:	5:30 p.m.	8:00 p.m.
Staff:	7:20	3:25
Adm. Coverage:	7:00	4:00

Wednesday Faculty Meeting/ Staff Development Days:

Teachers will attend Wednesday faculty meetings or staff development sessions as called by the principal. The expected dismissal times are as follows allowing staff to be on campus for 1 hour and 25 minutes after the students are dismissed.

High School	4:10
Elementary School	4:45
Middle School	5:20

Please note that teachers may be required to stay for occasional staff development that exceeds the times listed above so that appropriate training is provided to staff as necessary.

Fridays:

There will be no regular early dismissal times on Fridays for staff.

Paraprofessional Hours:

Paraprofessional staff must work 8 hours each day plus have a 30-minute lunch break. Campus principals may adjust the actual arrival and dismissal times based on campus needs.

Staff Development Hours:

Campus and district-wide in-service programs that occur during the school day will not be scheduled on Mondays and Fridays without prior approval from the appropriate supervisor. Wednesdays after school are reserved for campus faculty meetings and staff development. Campus and district-wide in-service hours may be required as deemed necessary.

Work Day Schedules:

Teachers will be dismissed by 2:00 p.m. on the workday between trimesters/semesters. Early dismissal at 12:00 p.m. on the final workday will be determined on an individual basis by the principal pending completion of year-end close out requirements.

Helpful contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Education Center

Main Information Number (972) 264-6141

Communications Department (972) 237-5381

Human Resources Department:

Elementary Professional Employees (972) 237-5368

Secondary Professional Employees (972) 237-5379

Paraprofessional Employees (972) 237-4007

Auxiliary Employees (972) 343-4471

Substitute Employees (972) 237-5373

Finance/Payroll (972) 237-5506

Benefits (972) 237-5526

Operations/Facilities (972) 237-5363

Educational Operations (972) 237-5481

Media Center (972) 237-5324

Staff Development (972) 237-5315

Elementary School Administration (972) 237-5484

Secondary School Administration (972) 237-5482

Technology Help Desk (972) 237-5413

(972) 237-5414

Education Support Services (972) 237-4008

Student Achievement Testing (972) 237-5442

Grand Prairie ISD
2008-2009 School Directory

Elementary Schools

Austin Elementary 815 N.W. 7 th Street 75050	972/262-4615 *972/343-4699 Steven Wurtz, Principal Tanya Gilliam, Asst. Principal	Johnson Elementary 650 Stonewall Drive 75052	972/262-1066 *972/642-8298 Tonia Walker, Principal Felicia Chappell, Asst. Principal
Bonham Elementary 1301 E. Coral Way 75051	972/262-4255 *972/522-3199 Abel Mojica, Principal Eddie Williams, Asst. Principal	Marshall Elementary 1160 W. Warrior Trail 75052	972/522-7200 *972/522-7299 Whitney Carlisle, Principal Jodi Rebarck, Asst. Principal
Bowie Elementary 425 Alice Drive 75051	972/262-7348 *972/264-6219 Michelle Ailara, Principal Sandi Massey, Asst. Principal	Milam Elementary 2030 Proctor Drive 75051	972/262-7131 *972/264-9492 Sharlu Melville, Principal Geneva Rideaux, Asst. Principal
Barbara Bush Elem. 511 E. Springdale Ln. 75052	972/237-1628 *972/237-1059 Pat Blanchard, Principal Jana Lowman, Asst. Principal	Moore Elementary 3150 Waterwood Dr. 75052	972/660-2261 *972/343-4899 Linda Ellis, Principal Cheryl Horton, Asst. Principal
Crockett Elementary 1340 Skyline Rd. 75051	972/262-5353 *972/343-6299 Suzy Meyer, Principal April Shaw, Assistant Principal	Moseley Elementary 1851 Camp Wisdom 75052	972/522-2800 *972/522-2899 Sharon Milham, Principal Jennifer Oliver, Asst. Principal
Daniels Elem. Academy 801 S. W. 19 th Street 75051	972/264-7803 *972/343-4574 Sterlin McGruder, Principal Catherine Bridges, Asst. Principal	Powell Elementary 5009 S. Carrier Pkwy. 75052	972/642-3961 *972/642-4049 Thelma Jones, Principal Michelle Owen, Assistant Prin.
Dickinson Elem. 1902 Palmer Trail 75052	972/641-1664 *972/641-8601 Angela Lesley, Principal Jonathan Gipson, Asst. Principal	Rayburn Elementary 2800 Reforma Drive 75052	972/264-8900 *972/264-9493 Carlos De La Cruz, Principal Stephanie Royal, Asst. Principal
Eisenhower Elem. 2102 N. Carrier Pkwy. 75050	972/262-3717 *972/264-9473 Emily Brinkley, Principal Gina Esparza, Asst. Principal	Seguin Elementary 1450 SE Fourth Street 75051	972/522-7100 *972/522-7199 Susanna Ramirez, Principal Debbie Sims, Asst. Principal
Fannin Elementary 301 N.E. 28 th Street 75050	972/262-8668 *972/343-4799 Donnie Bartlett, Principal Beth Evink, Asst. Principal	Travis Elementary 525 N.E. 15 th Street 75050	972/262-2990 *972/343-6198 Ann Potucek, Principal John Dees, Asst. Principal
Florence Hill Elem. 4213 Robinson Rd. 75052	972/264-0802 *972/264-9475 Traci Davis, Principal Lesa Hill, Asst. Principal	Whitt Elementary 3320 S. Edelweiss 75052	972/264-5024 *972/343-4999 Alisha Crumley, Principal Denise Winnett, Asst. Principal
Garcia Elementary 2444 Graham Street 75050	972/237-0001 *972/237-9660 Olga Silva, Principal Rob Waller, Asst. Principal	Williams Elementary 1635 S.E. 14 th St. 75051	972/522-2700 *972/522-2799 Jean Nunez, Principal Anna Anderson, Asst. Principal
Garner Elementary 145 Polo Road 75052	972/262-5000 *972/264-9476 Vikki Wiggins, Principal Jerry Burkett, Asst. Principal	Zavala Elementary 3501 Mark Drive 75052	972/642-0448 *972/264-9495 Mary Smith, Principal Karen Tesmer, Asst. Principal
Houston Elementary 1502 College Street 75050	972/262-8629 *972/642-9638 Christy Hanson, Principal Chris Sosa, Asst. Principal		

Middle Schools

High Schools

<p>Adams Middle School 972/262-1934 *972/522-3099 833 W. Tarrant Rd. 75050 Calvin Harrison, Principal Sandra Davila, Asst. Principal Carl Lindstrom, Asst. Principal</p>	<p>Grand Prairie High 972/809-5711 *972/809-5775 101 High School Dr. 75050 Joseph Showell, Principal Paula Summers-Horn, Dean of Inst. Letycia Fowler, Asst. Principal Mario Herrera, Asst. Principal Leslie Rhodes, Asst. Principal Anthony Threats, Asst. Principal Ed Whitley, Asst. Principal</p>
<p>Arnold Middle School 972/642-5137 *972/343-7499 1204 E. Marshall Dr. 75051 Raymond Edwards, Principal Gerald Muhammad, Asst. Principal Emily Nolen, Asst. Principal</p>	<p>GP 9th Grade Center 972/237-5603 *972/343-6399 102 High School Dr. 75050 Julio Toro, Principal Susie Williams, Dean of Inst. Nneka Bernard, Asst. Principal Christopher Jones, Asst. Prin. Sharon Scroggins, Asst. Prin.</p>
<p>Jackson Middle School 972/264-2704 *972/343-7599 3504 Corn Valley Rd. 75052 Michael Brinkley, Principal Alberto Herrera, Asst. Principal Charlene Roddy, Asst. Principal Dorothea Gordon, Asst. Principal</p>	<p>South Grand Prairie High 301 W. Warrior Trl. 75052 972/343-1500 *972/642-7902 Vicki Bridges, Principal Ruth White, Dean of Instruction Robin Fawcett, Asst. Principal Tim Harkrider, Asst. Principal Jan Heimann, Asst. Principal Robert Holt, Asst. Principal Jennifer Neal, Asst. Principal Marilyn Neely, Asst. Principal Kevin Phillips, Asst. Principal</p>
<p>Kennedy Middle School 972/264-8651 *972/522-3699 2205 S.E. 4th Street 75051 Mark Edens, Principal Ernie Martinez, Asst. Principal Kevin Wold, Asst. Principal</p>	<p>SGP 9th Grade Center 972/264-1769 *972/343-7698 305 W. Warrior Trl. 75052 Vicki Villarreal, Principal Apryl Baylor, Asst. Principal Maria Schell, Asst. Prin. MeShelley White, Asst. Prin. John Young, Asst. Principal</p>
<p>Lee Middle School 972/262-6785 *972/343-6099 401 E. Grand Prairie Rd. 75051 Leslee Shepherd, Principal Amy Burkman, Asst. Principal Paul Smith, Asst. Principal</p>	<p>Crosswinds High School 1100 N. Carrier Pkwy. 75050 972/264-6146 *972/264-1840 Craig Spears, Principal Nassef Kourey, Asst. Prin.</p>
<p>Reagan Middle School 972/522-7300 *972/522-7399 4616 East Bardin Rd. 75052 John Walsh, Principal Rich Laffey, Asst. Principal Robert Whitman, Asst. Principal</p>	<p>Lamar Alternative Education Program 2099 Walnut Street 75050 972/262-7244 *972/264-9479 Kerry Rapiere, Principal Antonio Williamson, Asst. Prin.</p>
<p>Truman Middle School 972/641-7676 *972/522-3999 1501 Coffeyville Trail 75052 Charles Lester, Principal Donna Wallace, Asst. Principal Robert Wallace, Asst. Principal</p>	

Note: For additional information about individual GPISD campuses and administrators, please refer to the Schools page of the GPISD web site.

Employment

Equal employment opportunity

(Refer to Policies DAA, DAI)

The GPISD, does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, disability, or military status should contact Sandra De La Cruz, Assistant Superintendent of Education Support (designated District Title IX Coordinator) at (972) 237-5366.

Employment after retirement

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

Job vacancy announcements

(Refer to Policy DC)

To the extent possible, announcements of job vacancies by position and location are frequently updated on the Employment Opportunities page of the district internet web site as well as updated and posted weekly at the central administration building.

Contract and noncontract employment

(Refer to Policies DC, DCA, DCB, DCC, DCD, DCE)

State law requires the district to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Teachers are employed under one or two year term contracts. Campus principals and central office administrators are also employed under one or two year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies are available in hardcopy at an employee's request or online at the GPISD web site.

Non-certified professional and administrative employees. Noncertified employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Paraprofessional and auxiliary employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Searches and alcohol and drug testing (*Refer to Policy DHE*)

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

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 when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted if 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 are otherwise 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 Rosie Mendez, Safe and Drug Free Schools and Communities Coordinator at (972) 237-4025.

First aid, CPR, and AED certification

(Refer to Policies DBA, DMA)

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aide, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to Pat Schull, Health Services Coordinator, at 972/237-4027.

Reassignments and transfers

(Refer to Policy DK)

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is 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. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit their request by March 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

Workload and work schedules

(Refer to Policies DEA, DL)

Professional employees. Professional and administrative employees 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 required days of service 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 will be notified of the required duty days, holidays, and hours of work for their position on an annual basis.

Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Notification of parents regarding qualifications

(Refer to Policies DK, DBA)

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers includes, individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or 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 Nancy Bridges, Executive Director of Elementary Personnel, at 972/237-5368, or Norm Whitaker, Executive Director of Secondary Personnel, at 972/237-5379.

Outside employment and tutoring

(Refer to Policy DBD)

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance evaluation

(Refer to Policies DN, DNA, DNB)

Evaluation of an employee's job performance should be a continual 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, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

All GPISD teachers are evaluated on an annual basis using the Professional Development and Appraisal System (PDAS).

Employee involvement *(Refer to Policies BQA, BQB)*

At both the campus and district levels, Grand Prairie ISD 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 Educational Operations at 972/237-5481.

Staff development

(Refer to Policy DMA)

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, and addressed in the campus improvement plan, which is approved by a campus-level advisory committee. (Please refer to Staff Development on the GPSD web site for further information). Staff development for noninstructional 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 to report annually. For further information contact Dr. Loraine Morazzano, Director of Staff Development, at (972) 237-5315 or visit the GPISD Staff Development web site.

Compensation and benefits

Salaries, wages, and stipends

(Refer to Policy DEA, DEAA)

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. 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 and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time for each overtime hour worked. (See *Overtime compensation*, page 20.)

Salary and wage schedules are reviewed annually and adjusted according to the budgeted amounts approved by the board. 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 Human Resources Department for more information about the district's pay schedules or their own pay.

Annualized Compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school year. An employee who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All professional employees are generally paid on the 20th day of each month. Auxiliary and paraprofessional employees are paid every two weeks. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed to employee's home address. Direct deposit vouchers for monthly/professional employees are available by accessing Employee Self Serve via the Grand Prairie ISD internet web site.

An employee's payroll statement contains detailed deduction information including deductions, withholding information, and the amount of leave accumulated. If you have questions about your payroll statement, please contact Payroll at (972) 237-5506 or (972) 237-5507.

The schedule of pay dates for paraprofessional and auxiliary employees for the school year follows:

**BIWEEKLY PAYROLL SCHEDULE
2008-2009**

<u>PAYROLL DUE DATE</u>	<u>DEDUCTIONS</u>	<u>DATES OF HOURLY PAYROLL</u>	<u>PAY DATE</u>
AUG. 29, 2008 SEPT. 12, 2008	C.U.	AUG. 14- AUG. 27 AUG. 28- SEPT. 10	SEPT. 05, 2008 SEPT. 19, 2008
SEPT. 26, 2008 OCT. 10, 2008 OCT. 24, 2008	C.U.	SEPT. 11- SEPT. 24 SEPT. 25- OCT. 08 OCT. 09 - OCT 22	OCT. 03, 2008 OCT. 17, 2008 OCT. 31, 2008
NOV. 07, 2008 NOV. 20, 2008	C.U.	OCT. 23- NOV. 05 NOV. 06- NOV. 19	NOV. 14, 2008 NOV. 28, 2008**
DEC. 05, 2008 DEC. 18, 2008	C.U.	NOV. 20- DEC. 03 DEC. 04- DEC. 17	DEC. 12, 2008 DEC. 26, 2008**
JAN. 05, 2009 JAN. 16, 2009	C.U.	DEC. 18- DEC. 31 JAN. 01 - JAN. 14	JAN. 09, 2009 JAN. 23, 2009
JAN. 30, 2009 FEB. 13, 2009	C.U.	JAN. 15 - JAN. 28 JAN. 29 - FEB. 11	FEB. 06, 2009 FEB. 20, 2009
FEB. 27, 2009 MAR.12, 2009	C.U.	FEB. 12 - FEB. 25 FEB. 26 - MAR. 11	MAR. 06, 2009 MAR. 20, 2009
MAR. 27, 2009 APR. 13, 2009	C.U.	MAR. 12 - MAR. 25 MAR. 26 - APR. 08	APR. 03, 2009 APR. 17, 2009
APR. 24, 2009 MAY 08, 2009 MAY 22, 2009	C.U.	APR. 09 - APR. 22 APR. 23 - MAY 06 MAY 07- MAY 20	MAY 01, 2009 MAY 15, 2009 MAY 29, 2009
JUNE 05, 2009 JUNE 19, 2009	C.U.	MAY 21 - JUNE 03 JUNE 04 - JUNE 17	JUNE 12, 2009 JUNE 26, 2009
JULY 02, 2009 JULY 17, 2009	C.U.	JUNE 18 - JULY 01 JULY 02 - JULY 15	JULY 10, 2009 JULY 24, 2009
JULY 31, 2009 AUG. 14, 2009	C.U.	JULY 16 - JULY 29 JULY 30 - AUG. 12	AUG. 07, 2009 AUG. 21, 2009

PAYROLLS ARE DUE IN THE PAYROLL OFFICE BY 10:00 A.M. ON THE DUE DATE.

LOCAL TENURE WILL BE PAID TO HOURLY EMPLOYEES ON DECEMBER 12, 2008.

INSURANCE PREMIUMS ARE DEDUCTED OVER 18 OR 26 PAY PERIODS.

**** DIRECT DEPOSITS WILL BE POSTED AT BANK ON PAY DATE.**

**MONTHLY PAYROLL SCHEDULE
2008-2009**

<u>ABSENCE REPORTING PERIOD</u>	<u>PAYROLL DUE DATE</u>	<u>PAY DATE</u>
AUG. 01 – AUG. 31	SEPT. 02, 2008	SEPT. 19, 2008
SEPT. 01 – SEPT. 30	OCT. 02, 2008	OCT. 20, 2008**
OCT. 01 – OCT. 31	NOV. 04, 2008	NOV. 20, 2008
NOV. 01 – NOV. 30	DEC. 02, 2008	DEC. 19, 2008
DEC. 01 – DEC. 31	JAN. 05, 2009	JAN. 20, 2009**
JAN. 01 – JAN. 31	FEB. 03, 2009	FEB. 20, 2009
FEB. 01 – FEB. 28	MAR. 03, 2009	MAR. 20, 2009
MAR. 01 – MAR. 31	APR. 02, 2009	APR. 20, 2009**
APR. 01 – APR. 30	MAY 04, 2009	MAY 20, 2009
MAY 01 – MAY 31	JUNE 02, 2009	JUNE 19, 2009
JUNE 01 – JUNE 30	JULY 02, 2009	JULY 20, 2009**
JULY 01 – JULY 31	AUG. 04, 2009	AUG. 20, 2009

** DIRECT DEPOSITS WILL BE POSTED AT BANK ON PAY DATE.

PLEASE NOTE THE ABSENCE REPORTING PERIOD IS FOR THE REPORTING
OF ABSENCE FROM DUTY TO THE PAYROLL DEPARTMENT AND IS NOT THE
PERIOD PAY IS EARNED.

Automatic payroll deposit

Employees can have their paychecks electronically deposited into an account at the banking institution or credit union of their choice. A notification period of two to four weeks is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Direct deposit vouchers for monthly/professional employees are available by accessing Employee Self Serve via the Grand Prairie ISD internet web site. Contact Payroll at (972) 237-5506 or (972) 237-5507 for more information about the automatic payroll deposit service.

Payroll deductions

(Refer to Policy CFEA)

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are also required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Employees may elect to include deductions for the employee's share of premiums for dependent and/or supplemental health, dental, disability and life insurance, 403B tax-sheltered annuities, higher education savings plans, and Section 125 Cafeteria Plan. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation

(Refer to Policy DEA)

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. All nonexempt employees are entitled to an unpaid duty-free 30-minute lunch. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees must work more than 40 total hours in a week to earn overtime compensation. **For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Thursday and ends at midnight Wednesday.**

Nonexempt 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:

- Effective September 1, 2001, employees can accumulate up to 60 hours of compensatory 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 may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Bi-weekly time records will be maintained on all nonexempt employees at the work location for the purpose of wage and salary administration.

Comp Time

GPISD Board Policy DEA (LOCAL) COMPENSATORY TIME states the following:

Effective September 1, 2001, compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours. Effective September 1, 2001, compensatory time shall be used within the duty year in which it is earned. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

Please refer to the Appendix in this handbook for additional information.

Travel expense reimbursement

(Refer to Policy DEE)

Before an employee incurs any travel expenses, the employee's supervisor 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 and the Internal Revenue Service. Employees must submit receipts to be reimbursed for expenses other than mileage.

Health, dental, and life insurance

Group health insurance coverage is available to all full time (20 or more hours per week) employees at no cost. The board of trustees determines the district's contribution to the employee insurance program annually. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees at the time of their induction as a new employee.

The insurance plan year is from January 1st through December 31st of each year. New employees must complete enrollment forms within the first month of employment. Employees should contact the Payroll Department at (972) 237-5506 or (972) 237-5507 for more information.

Supplemental insurance benefits

(Refer to Policy CRD)

At their own expense, employees may enroll in supplemental insurance programs for cancer, disability, and term life. Premiums for these programs can be paid by payroll deduction. Employees should contact the Payroll Department at (972) 237-5506 or (972) 237-5507 for more information.

Cafeteria plan benefits (Section 125)

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., health, 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.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' compensation insurance

(Refer to Policy CRE)

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or injury in the course and scope of their regular duty. If eligible, workers' compensation benefits pay for medical treatment of the work-related illness or injury. 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 employee's supervisor who will report the work-related illness or injury to Lee Ann Blackburn, Business Operations Administrative Secretary, at (972) 237-5503. Employees who are unable to work due to a work-related illness or injury will be notified of their rights and responsibilities under the Texas Labor Code. See Worker's Compensation Benefits page -27- for information on use of paid leave for such absences.

Unemployment compensation insurance

(Refer to Policy CRF)

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 Norma Puckett, Human Resources Supervisor of Personnel Records/Leaves, at (972) 237-5369.

Teacher retirement

(Refer to Policy DEG)

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). TRS membership begins on your first day of eligible employment with a TRS-covered employer. Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible for TRS membership and may purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31.

Employees who plan to retire under TRS should complete a GPISD Letter of Retirement Form and notify the Human Resources Department, at (972) 237-5377 as soon as possible. Information on the application procedures for TRS benefits is available at locally held annual TRS seminars or by directing inquiries to: 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.state.tx.us). See Employment After Retirement for information on restrictions of employment of retirees in Texas public schools.

Other benefit programs/Sick Leave Bank

- Based on the needs of the district, children of nonresident certified district employees may attend district schools tuition-free.
- The district provides all new employees with the opportunity to participate in the **Sick Leave Bank** described below:

Sick Leave Bank/Summary of Benefits

Membership

- Membership is voluntary
- Membership is acquired through donation of three (3) Local-Sick days
- Enrollment deadline – first Tuesday after Labor Day each year
- Donated days become property of the Bank and are subtracted from employee's accrued Local- Sick days or from Local-Sick days to be earned during current school year

Use of Days

- Member must be physically present in his/her work assignment, one full workday in current school year
- Unexpected disability or critical illness
- To request days, complete the following forms and return to Human Resources within 30 days after returning to work:
 - 1) “Request for Sick Leave Bank Benefits” *form*,
 - 2) “Medical Certification from Healthcare Provider” *form* and
 - 3) “Fitness to Return to Work” *form*
- If member receives days, returns to work, and becomes ill again (with same or different illness) member may apply for additional days; each illness must qualify under initial criteria

Maximum Days Granted

- Member may be granted up to 30 days during yearly beginning and ending date
- Member may not be granted more than 60 days (lifetime)

Restrictions

- Cannot be used for illness or disability that results from a condition that was known to the member on the date the employee became member of the bank
- Cannot be used for illness in the immediate family
- Absence due to uncomplicated pregnancy or well-child care shall not be covered by the bank
- All accrued State days and Local Sick days must have been exhausted
- Days will not be awarded **until the employee has returned to work** (*reimbursing benefit*)
- Committee reserves the right to approve, disapprove or modify all requests
- All decisions by the Sick Leave Bank Committee will be considered final

Re-Donation of Days

- If member uses days during school year, member shall be required to re-donate an additional three days during the following school year in order to continue membership.
- If member uses fewer than three days, member will donate the number of days actually used.
- If member is granted “Extended Leave Without Pay,” membership shall be retained and member shall not be required to donate additional days except as provided in DEPLETION.

Depletion

- If number of days falls below two times the number of participating members on July 1 of a given year, each member shall be required to contribute one extra day at the beginning of the school year.
- If number of days fall below one day for each contributing member, the members shall be required to contribute two days.

Termination of Benefits

- A member who terminates/resigns employment forfeits membership the effective date of termination/resignation
- If re-employed, three days of Local-Sick days must be re-donated

For further information, visit www.gpisd.org, Policy Online – DEC (LOCAL) and (Administrative Procedure)

Leaves and absences

(Refer to Policy DEC)

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence (more than 5 days) should contact Norma Puckett, Supervisor of Personnel Records & Leaves, at 972/237-5369 for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who are on an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district, as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are on an unpaid leave.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five (5) 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.

Personal and local sick leave is earned on an accrual basis. Leave is available for the employee’s use as anticipated and unanticipated leave. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

State Personal leave (95-96 & later)

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half a workday for each eighteen (18) workdays of employment. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: unanticipated (nondiscretionary) and anticipated (discretionary).

Unanticipated (Nondiscretionary). Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered unanticipated (nondiscretionary) leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as state sick leave.

Anticipated (Discretionary). Leave that is taken at an employee’s discretion and that can be scheduled in advance is considered anticipated (discretionary) leave. An employee wishing to take anticipated (discretionary) personal leave must submit a notice of the request five (5) days in advance of the anticipated absence to his or her principal or supervisor. Anticipated (discretionary) personal leave will be granted on a first-come, first-served basis. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

State Sick leave (Prior 95-96)

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in half day or whole day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

Sick leave may be used for the following reasons only:

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

Local Sick Leave

All employees shall earn an additional five (5) workdays of local sick leave per school year, concurrently with state leave.

Local sick leave shall accumulate without limit and shall be taken with no loss of pay.

Employees called to active military service have the right to use available local sick or personal leave.

Docked Days

After an employee's accrued days of leave have all been used, employees will begin dock days. Employees who begin dock days after exhausting all available leave options, (FMLA, Temporary Disability Leave), will be placed on Payroll Inactive Status. For further information regarding Payroll Inactive Status, contact Norma Puckett, Supervisor of Personnel Records/Leaves, at 972/237-5369.

Temporary disability

Certified employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for 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. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request written approval for temporary disability leave. The leave 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 for educators. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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 Superintendent or designee shall be notified in writing 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. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and medical leave (FMLA)

Eligibility. Employees who have been employed by the district for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave, are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1st and June 30th for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition
- A qualifying exigency resulting from active military service of a spouse, child, or parent

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child; or to care for a covered military service member.

Military service family leave. An eligible employee is entitled to leave to care for an active duty military service member who incurs a serious illness or injury in the line of duty. The service member must be the employee's spouse, child, parent, or next of kin. An eligible employee may take up to 26 weeks on a one-time basis to provide care to a covered service member.

Continuation of benefits and job restoration. Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Use of paid leave. Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

Intermittent leave. In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent.
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

Requests for FMLA. When the need for family and medical leave is foreseeable, employees must provide 30-days advance notice to the district. When the need for leave is not foreseeable, employees must contact the Human Resource Department as soon as possible. Employees will be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work
- Certification of the need for family military leave

Employees requiring family and medical leave must contact the appropriate Human Resource Department Personnel for details on eligibility, requirements, and limitations.

Workers' compensation benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

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 employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained.

Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. At the request of an employee, the district will immediately assign the employee to assault leave. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement leave

Use of local sick leave for death in the immediate family shall not exceed five (5) workdays per occurrence, subject to the approval of the District.

Use of state leave for death in the immediate family shall be subject to the approval of the District.

Jury duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation they receive.

Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed fifteen (15) days each federal fiscal year (October 1 – September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after state military leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide honorable discharge or release, and submit an application for reemployment to the Human Resource Department within 90 days of discharge or separation.

Reemployment after federal military leave. Employees who leave the district to enter into the United States uniformed services may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, 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 reemployment to the Human Resource Department.

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 eighteen (18) months. Employees should contact Susana Mendoza, Benefits Specialist, at 972/237-5526 for details on eligibility, requirements, and limitations.

Employee relations and communications

Employee recognition and appreciation

(Refer to Policy DJ)

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. Recognition and appreciation activities also include annual service pin award banquets, retirement luncheon, as well as special appreciation days for teachers, school counselors, school nurses, school secretaries, paraprofessionals and auxiliary personnel.

District communications

Throughout the school year, the GPISD Communications Department 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:

- *School Report* - newsletter mailed to all homeowners in Grand Prairie
- *Board Report* – monthly summary of Board Meeting
- *District Map* – available for staff and community
- *District Calendar* – available for staff and community
- District Web Page

Complaints and grievances

(Refer to Policy DGBA)

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is reprinted as follows:

***PERSONNEL-MANAGEMENT RELATIONS:
EMPLOYEE COMPLAINTS/GRIEVANCES***

***DGBA
(LOCAL)***

PURPOSE

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

NOTICE TO EMPLOYEES

The principal of each campus and other supervisory personnel shall be responsible for informing all employees under their supervision of the District's policy on employee complaints and grievances.

DEFINITION

A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability or on the basis of the employee's exercise of constitutional rights. [See also DHC.] A complaint must specify the individual harm alleged.

CONSOLIDATION

When the Superintendent determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

OTHER REVIEW PROCESSES

Some topics are governed by other review processes and are not subject to this policy. Employee termination procedures are found in policy series DF and at DCD (LOCAL). An employee's dismissal or nonrenewal may be the subject of a complaint under this policy only if the District does not otherwise provide for a hearing on the matter. For complaints against peace officers, see CKE (LEGAL).

NONDISCRIMINATION

The names of District coordinators for compliance with federal nondiscrimination laws are found in DAA (LOCAL). Issues specific to sexual harassment complaints are found at DHC.

FREEDOM FROM RETALIATION

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy. [See DG (LEGAL).]

'WHISTLEBLOWER' COMPLAINTS

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than 15 workdays after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall begin at Level Two. If the complaint is not resolved at that level, the Superintendent shall ensure that the matter reaches the Board expeditiously. Timelines for the employee and the District set out in this policy may be shortened to ensure that the Board's final decision is made within 30 work days of the initiation of the complaint.

GENERAL PROVISIONS

Complaints shall be in writing and shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them.

In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to workdays.

The appropriate administrator at each level shall respond to the employee within ten workdays of a complaint conference. Written complaints shall receive written responses. The employee has ten workdays after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit.

Employees shall be entitled to administrative review conferences as outlined in Level One and Level Two sections below and to an informal presentation of the complaint to the Board as specified in the Level Three section, unless the Board grants a hearing.

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the Superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's resolution at Level Two and requests a Board hearing, the Superintendent shall schedule a hearing as specified in the Level Three section below.

Announcing a decision in the employee's presence constitutes communication of the decision.

LEVEL ONE

An employee who has a complaint shall submit the complaint in writing to the principal or immediate supervisor within 15 workdays of the time the employee first knew or should have known of the event or series of events causing the complaint. The written complaint shall be submitted on a form provided by the District. The principal or immediate supervisor shall schedule a meeting with the employee within ten workdays of receipt of the written complaint.

LEVEL TWO

If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may submit a written appeal, on a form provided by the District, to the Superintendent or a designee to discuss the complaint. The form requesting the appeal conference must be submitted to the Superintendent within seven workdays after denial of the complaint at Level One. The supervisor at the Level One conference shall respond in writing (a District form is available) on the outcome of that conference and submit it to the Superintendent or designee prior to the Level Two conference. The Superintendent or designee shall schedule and hold a conference with the employee within ten workdays of receipt of the written complaint.

LEVEL THREE PRESENTATION

If the outcome at Level Two is not to the employee's satisfaction, the employee may submit a written request, on a form provided by the District, to place the matter on the agenda of a future Board meeting. [See BE (LOCAL).] The form requesting the appeal to the Board must be submitted to the Superintendent within ten workdays after denial of the complaint at Level Two. The Superintendent shall inform the employee of the date, time, and place of the meeting. The Board President may set reasonable time limits on complaint presentations.

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board shall not be required to consider documentation not previously submitted or issues not previously presented. The parties presenting information to the Board in a complaint/grievance are required to provide all written information/materials to the Board no later than three days prior to the date of the hearing. The Board shall listen to the complaint, but is not required to respond or take any action on the matter. The lack of official action by the Board upholds the administrative decision at Level Two.

The Level Three proceeding before the Board or a hearing officer shall be recorded by audiotape.

HEARING OFFICER

Employees who are granted a hearing or presentation shall be afforded that hearing or presentation with the Board in a meeting that includes the hearing or presentation as an item in the posted agenda. If the Board conducts the hearing or presentation, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

Any hearing or presentation at Level Three may be heard by a hearing officer appointed by the Board. He or she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

Following the Level Three Board presentation or hearing and pending action, if any, by the Board, the Superintendent may at his or her discretion grant temporary relief from all or part of the action complained of at the Level Three hearing or presentation.

CLOSED MEETING

If the complaint involves the appointment, employment evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint, it shall be heard by the Board in closed meeting, unless the employee bringing in the complaint requests it to be heard in public. However, if the complaint constitutes a complaint or charge against another District employee, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee against whom the complaint or charge is brought.

DATE ISSUED: 05/13/2002

LDU-19-02

DGBA (L)-X

Employee conduct and welfare

Standards of conduct

(Refer to 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 and property of students and coworkers and 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.
- Know and comply with department and district procedures and policies.
- 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 policy, and ethical standards for professional educators. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, page –51- for additional information.

Code of Ethics and Standard Practices for Texas Educators

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.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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 not 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, 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 school board policies, and other applicable 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.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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 under this chapter.

3. Ethical Conduct toward Students

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

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Dress Code Standards for Professional and Paraprofessional Employees

As Approved 5/30/08 and Revised 7/30/08

General Considerations

As an employee of Grand Prairie ISD, you represent our district to all our students, parents, community members, other visitors, and your co-workers. As an organization, we seek to communicate an image of public education professionalism to all we come in contact with everyday. Therefore, your appearance and demeanor should reflect this objective at all times.

Because we recognize that the standards that govern acceptable professional education attire have changed over the past several years, we have created this dress code policy to assist you in your selection of appropriate apparel for your position and daily responsibilities.

It is recognized that certain positions within the district require a more professional manner of dress, while other positions may be permitted to wear a more relaxed attire. Auxiliary employees should follow dress and grooming guidelines set forth in the auxiliary employee handbook.

Basic Guidelines

- All employees are expected to dress according to the Dress Code Policy during the normal workday, special events, and staff development.
- Principals have the authority to direct dress code on campus workdays and under other extenuating circumstances.
- Clothes should be proper fitting and in good condition. Clothes should be clean and neat. Clothing that reveals too much cleavage, back, chest, stomach or undergarments is not appropriate. Offensive tattoos should be covered.
- Designated Fridays can be declared school spirit days. For these days only, jeans, *campus-approved* school spirit or related shirts *including t-shirts*, and tennis shoes may be worn.
- Jeans (any color) are not allowed to be worn when attending staff development. Jeans are not appropriate at the Ed Center during normal work hours. (With exception of M & O.)
- Regulations regarding footwear may be waived depending on medical conditions if supported by a physician's recommendation.
- School nurses may wear scrubs and tennis shoes.

Your cooperation with these policies will provide all of us an opportunity to work in a comfortable, professional environment. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable attire for work, please ask your campus principal or immediate supervisor.

Dress Code Policy -- All clothing must be clean and pressed.

<i>MEN</i>		<i>WOMEN</i>	
<u><i>Appropriate</i></u>	<u><i>Not Appropriate</i></u>	<u><i>Appropriate</i></u>	<u><i>Not Appropriate</i></u>
<p><u>Jackets and Tops:</u></p> <ul style="list-style-type: none"> • suits, • sport coats • blazers • shirts (polos, turtlenecks, oxfords) • sweaters and vests 	<ul style="list-style-type: none"> • jogging suits • scrubs • sweatshirts • t-shirts • tank tops • sleeveless tops 	<p><u>Jackets, Dresses and Tops:</u></p> <ul style="list-style-type: none"> • suits (skirts or slacks) • sleeved and sleeveless dresses • blouses • turtlenecks • sweaters 	<ul style="list-style-type: none"> • jogging suits • lounging outfits • mini-length dresses • sweatshirts • t-shirts • tank tops • halter-tops • low cut tops • midriff tops • sheer tops • tops with spaghetti straps • strapless tops
<p><u>Bottoms:</u></p> <ul style="list-style-type: none"> • dress slacks • khakis 	<ul style="list-style-type: none"> • jeans • cargo pants • sweatpants • shorts 	<p><u>Bottoms:</u></p> <ul style="list-style-type: none"> • long or knee length skirts • knee length skorts • dress walking shorts • dress slacks • khakis • midcalf-length capri pants 	<ul style="list-style-type: none"> • mini skirts • leggings (knit or spandex) • stirrup pants • shorts • sweatpants • cargo pants • jeans • scrubs
<p><u>Shoes:</u></p> <ul style="list-style-type: none"> • dress shoes • loafers • boots 	<ul style="list-style-type: none"> • tennis shoes • flip flops • sandals 	<p><u>Shoes:</u></p> <ul style="list-style-type: none"> • high and mid-heeled shoes • flats • sandals with low or high heels • loafers • mules • fashion boots • open back shoes with heels 	<ul style="list-style-type: none"> • canvas shoes • tennis shoes • flip flops • Crocs
<p><u>Accessories:</u></p> <ul style="list-style-type: none"> • ties • belts • socks • head covers for religious purposes 	<ul style="list-style-type: none"> • baseball caps • visible body piercing other than ears 	<p><u>Accessories:</u></p> <ul style="list-style-type: none"> • scarves • jewelry • hosiery • head covers for religious purposes 	<ul style="list-style-type: none"> • hats • visible body piercing other than ears

Discrimination, harassment and retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or district official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent. 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:

Note: This policy addresses harassment of District employees. For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age.

Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures, below.

Sexual Harassment

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Other Prohibited Harassment

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or

3. Otherwise adversely affects the employee's employment opportunities.

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

Reporting Procedures

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the **District officials** below:

1. For sexual harassment, the Title IX coordinator. [See DAA(LOCAL)]
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

Retaliation Prohibited

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records Retention

Retention of records shall be in accordance with DAA(LOCAL).

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of students

Policies DF, DH, 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 or abuse of a student 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 43 for additional information.

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

Excerpt from DF(LEGAL)

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity. Acts that constitute the solicitation of a romantic relationship include:

1. Behavior, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator's job duties and that may reasonably be interpreted as encouraging the student to form an ardent or exclusive emotional attachment to the educator, including statements of love, affection, or attraction. When evaluating whether communications constitute the solicitation of a romantic relationship, the following may be considered:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent to which the educator attempted to conceal the communications;
 - f. If the educator claims to be counseling a student, TEA staff may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or , in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and
 - g. Any other communications tending to show that the educator solicited a romantic relationship with a student.
2. Making inappropriate comments about a student's body
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
10. Any other acts tending to show that the educator solicited a romantic relationship with the student, including providing the student with drugs or alcohol.

Policy FFH (LOCAL, DEFINITION OF SOLICITATION OF A ROMANTIC RELATIONSHIP will be provided as an update upon approval.

Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

Sexual Harassment by an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Other Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG]

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the **District officials** below:

1. For sexual harassment, the Title IX coordinator. [See FB(LOCAL)]
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report

Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.

Notice to Parents

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A student, including a complainant, may appeal through FNG(LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retaliation Prohibited

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A

person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records Retention

Retention of records shall be in accordance with FB(LOCAL).

Access to Policy

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Alcohol and Drug-abuse prevention

Policies DH, DI

Grand Prairie ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. 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 on drug abuse and drug-free schools follows:

DH (Local)

ALCOHOL
AND DRUGS

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of any of the above listed substances.

EXCEPTION An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

NOTICE Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

DI (Exhibit)

DRUG ABUSE
PREVENTION

In compliance with Workers' Compensation Commission rules, the District shall provide a written copy of the local drug abuse policy to each

employee:

1. On or before the first day of employment; or
2. Within 30 days after the date the Board adopts the local policy.

Reporting suspected child abuse

(Refer to Policies DF, DH, FFG, GRA, DG)

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 a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to 2355 N. Stemmons Freeway, Dallas, Texas 75207 or to the Texas Abuse Hotline (800) 252-5400. State law specifies that an employee may not delegate to or rely on another person to make this 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 report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics and Standard Practices for Texas Educators.

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 agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. 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.

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 includes 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 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
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of Interest

Policies BBFA, DBD

Employees are required to disclose to their supervisor 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
- Nonschool employment

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 textbooks 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.

Associations and political activities

(Refer to Policy DGA)

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

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

Use of district resources, including work time, for political activities is prohibited.

Safety

(Refer to Policy CK)

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 the following personnel:

- Facility/Chemical Safety Director of Maintenance and Operations
Ron Clark (972) 343-4455

- Food Safety Director of Food Services
Diane Verde (972) 343-4410

- Bus Safety Director of Transportation
Phil Gurke (972) 343-4400

Tobacco use

Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. 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 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. Warnings or suspensions may be given to employees who engage in misconduct.

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.

Employee arrests and convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, 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 of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude include 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
- Drug- or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

Possession of firearms and weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. 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 supervisors or call (972) 237-5307 immediately.

Visitors in the workplace

(Refer to 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.

Copyrighted materials

(Refer to 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.). Rented videotapes 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.

Computer use and data management

(Refer to Policy CQ)

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited personal use of the system shall be permitted if the use:

Imposes no tangible cost on the District:

Does not unduly burden the District's computer or network resources; and

Has no adverse effect on an employee's job performance or on a student's academic performance.

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

ACCEPTABLE USE

The use of the network must be in support of education and research and be consistent with the educational objectives of the Grand Prairie Independent School District. Use of other organization's network or computing resources must comply with the rules appropriate for that Network.

Transmission (that is, uploading or downloading) of any material in violation of any national, state or local regulation is prohibited. This includes, but is not limited to:

- Copyrighted material
- Abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal material
- Material protected by trade secret
- Commercial activities such as conducting private business on the Internet
- Transmission for advertisement or political use is forbidden.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information about a District student will be posted on a Web Page under the District's control unless the District has received written consent from the student's parent. The Family Educational Rights and Privacy Act and District policy may make an exception for "directory information" as allowed.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you are required to notify a system administrator or school personnel. Do not demonstrate the problem to other users. Do not use another individual's account.

TERMINATION/ REVOCATION OF SYSTEM USER ACCESS

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of any employee's account or of a student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

CONSEQUENCES OF IMPROPER USE

Violation of GPISD's policies and procedures concerning the use of computers and networks will result in the same disciplinary actions that would result from similar violations in other areas of GPISD. Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

These policies are subject to modification from time to time.

NETWORK ETIQUETTE

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not send abusive messages.
- b) Use appropriate language. Do not swear; use vulgarities, sexually suggestive language, or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal your personal address or phone number or the address or phone number of other students or colleagues.
- d) Note that electronic mail (E-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's electronic information; communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
6. Students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.
7. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.
8. System users must purge electronic mail in accordance with established retention guidelines.
9. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
10. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.

11. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may noncommercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
12. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
14. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
15. System users may not waste District resources related to the electronic communications system.
16. System users may not gain unauthorized access to resources or information.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

INFORMATION CONTENT/THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communications system in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with the District policies. [See DH.]

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

ELECTRONIC MAIL AND ADDITIONAL TECHNOLOGY GUIDELINES

Email has become one of the most used communication tools in both offices and classrooms. The following points are important to keep in mind:

- The software and hardware that provides us email capabilities has been publicly funded. For that reason, it should not be considered a private, personal form of communication. Although we do not have staff members who actively monitor email communications, the Open Records Act would govern the contents of any communication of this type. We would have to abide and cooperate with any legal request for access to email contents by the proper authorities.
- Users will be issued only one district email account.
- Since email access is provided as a normal operating tool for any employee who requires it to perform their job, individual staff email addresses must be shared with interested parents and community members who request to communicate with staff in this fashion.
- Requests for personal information on students or staff members should not be honored via email. It is critical for a personal contact to be made with any individual requesting personal information. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as username or password should not be sent via email for any reason.
- It is an expectation that email be checked at least once a day. Staff should be expected to return email communications to parents or other public members who have legitimate business request within 24 hours whenever possible. Request from outside agencies for information do not fit into this same category and can be handled with a different timeline or in a manner consistent with previous experience in working with similar requests.
- Incoming email that is miss-addressed will remain "undeliverable". We do not have the staff available to personally inspect all messages of this type and forward them to the proper person. Please be certain that you give out your correct email address.

- Since email access is primarily provided for school business related use, please do not forward messages that have no educational or professional value. An example would be any number of messages that show a cute text pattern or follow a “chain letter” concept. These messages should be deleted and the sender notified that messages of that nature are not appropriate to receive on your district email account.
- Please use the “groups” function of our email system appropriately. Do not send messages to an entire staff when only a small group of people actually needs to receive the message. In accordance with established procedures, using email for commercial enterprises is prohibited.
- Attachments to email messages should include only data files. At no time should program files (typically labeled “.exe”) be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they’re “launched” or started. If you receive an attachment like this or any questionable attachment, please delete the email message immediately without saving or looking at the attachment.
- Students will not be issued individual email accounts. For any projects that involve email communications, use either your district account as a facilitator to the activity or work with a Technology Staff member to activate a special project account for a limited item.
- The district does filter its email for “Spam” (junk mail) messages. On occasion, the Technology Department does block legitimate mail addresses domains, however, these addresses are flagged as Spam messages and will not be removed from the filtering list. (Please contact the email administrator of the sending entity to have their name removed from the publicly available Spam lists.)

ADDITIONAL GUIDELINES

On occasion, we need to reformat hard drives. Reformatting completely erases all contents of the hard drive. All district software such as Microsoft Office, which is consistent throughout the district, will be reinstalled. All other approved software, purchased by the building, will need to be reinstalled by the campus.

We will not reinstall unapproved copies of software nor will we be able to retrieve any personal data files. With this in mind, please keep any installation disks of specific school purchased software in an identified location at your campus should the need for reinstallation arise. The user is personally responsible for making backups of any data files that you store on your local hard drive.

All computer and video hardware should be shut down each evening. This includes CPU’s, monitors, printers, TV’s and VCR’s. The exception to this would be laser printers. They can be left on since they include automatic power-saving features.

The Technology Department reserves the right to manage the computer desktop including adding and deleting software as needed through the network.

The Technology Department does not support third party desktop software. This class of software includes but is not limited to: non-Microsoft screensavers (Web shots), cursor altering software (Comet Cursor), and other desktop personalization software (Weather Bug).

All materials on a district computer must be in compliance with federal copyright law. This includes but is not limited to software, video clips, and audio recordings.

District personnel are responsible for district equipment (i.e. laptops, digital cameras, digital projectors) if taken off school property. Traveling personnel must secure equipment every night to not be liable.

Palm pilot and other hand-held devices are considered a low priority support item unless the device directly supports instruction.

Asbestos management plan

(Refer to Policy CKA)

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the Purchasing office and is available for inspection during normal business hours. Please call Dave Crittenden, Buyer, at (972) 237-5592.

Pest control treatment

(Refer to Policy DI)

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 main entrances of the building(s). Pest control information sheets are available from campus principals or facility managers upon request.

General procedures

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 or to release students early, school officials will notify the following radio and television stations:

KDAF – TV (WB33)

www.wb33.com

WFAA – TV (Channel 8)

www.wfaa.com

KDFW – TV (Fox 4 News)

www.myfoxdfw.com

KRLD – AM (1080)

www.krld.com

KTVT – TV (CBS 11)

www.cbs11tv.com

WBAP – AM (820)

www.wbap.com

KXAS – TV (NBC 5)

www.nbc5i.com

Emergencies

(Refer to Policy CKC)

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Purchasing procedures

(Refer to Policy CH)

All requests for purchases must be submitted to the Purchasing Department on an official 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 John Orr, Director of Purchasing, at (972) 237-5403, for additional information on purchasing procedures.

Name and address changes

It is important that employment records be kept up to date. Employees must notify the campus/location office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the campus and department locations, or online listed under Employee Forms.

Personnel records

(Refer to 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
- Social Security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at any time by submitting a written request to the Human Resource 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.

Building use

(Refer to Policies DGA, GKD)

Employees who wish to use district facilities after school hours must follow established procedures. The Athletic Director is responsible for scheduling the use of facilities after school hours. Contact Fred Clausen at (972)237-5309 to request to use school facilities and to obtain information on the fees charged.

Termination of employment

Resignations

(Refer to Policy DFE)

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A formal letter of resignation and a completed Request for Release from Contract form should be submitted to the Human Resource Department. Contract employees may resign at any other time only with the consent of the Superintendent. 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 the State Board for Educator Certification*, on page –54-.

Non-contract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the Human Resource Department 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.

Dismissal or non-renewal of contract employees

Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies.

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 an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal 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 whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or in the policy manuals located online at the district web site.

Dismissal of non-contract employees

(Refer to 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, religion, sex, national origin, disability, military status, 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 grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*, page –28-).

Exit interviews and procedures

(Refer to Policy DC)

All employees shall be required to complete an Online Exit interview that provides the district with feedback on his/her employment experiences. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees shall provide the district with a forwarding address and phone number.

All employees shall also complete the Inventory Checklist Form to return all district keys, books, property, equipment, etc.

Employees may complete the online exit interview at any district computer or use the computers in the Human Resources Department.

Reports to the State Board for Educator Certification

(Refer to Policy DF)

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct 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 school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

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

Student issues

Equal educational opportunities

(Refer to Policies FB, FFH)

The GPISD does not discriminate on the basis of race, color, religion, national origin, gender, 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 of students on the basis of race, color, religion, gender, or national origin should be directed to Dr. Vern Alexander, Assistant Superintendent of Discipline

& Student Affairs, at (972) 237-5305. Questions or concerns about discrimination on the basis of a disability should be directed to the Joyce Jackson, Executive Director of Special Education, at (972)237-5441.

Student records

(Refer to 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 of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older or attending an institute of postsecondary education)
- 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 principal for assistance.

Parent and student complaints

(Refer to 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 the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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

(Refer to Policy FFAC)

Only designated employees can administer medication to students. A student who must take medicine during the school day must bring a written request from his or her parent and health care provider 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

(Refer to 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

(Refer to Policies FFAC)

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 discipline

(Refer to Policies in the FN series and FO series)

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. 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, or assistant principal.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct.

Student attendance

(Refer to Policy FEB)

Teachers and staff should be familiar with the district's policy 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.

FREEDOM FROM BULLYING

Policy FFI(LOCAL)

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

Note: This policy addresses bullying of District students. For provisions regarding discrimination, harassment, and retaliation involving District students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District Policy.

Definition

Bullying occurs when a student or group of students engages in written or verbal expressions or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

Notice of Report

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.

Investigation of Report

If a report is made orally, the campus principal or designee shall reduce the report to written form.

The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead.

The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten (10) District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation.

The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.

District Action

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. [For information on student transfers due to bullying, see FBD.]

The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Hazing

(Refer to Policy FNCC, FO)

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 discipline person.

Appendix

Comp Time Questions and Answers

1. **Question:** *What is the workweek for paraprofessional employees?*
Answer: The standard workweek for all GPISD paraprofessional employees is 40 hours per week; however, supervisors have the discretion to flex the standard workweek depending on immediate needs.
2. **Question:** *Who qualifies to earn compensatory time (comp time)?*
Answer: In accordance with the Fair Labor Standards Act (FLSA), all paraprofessional employees qualify to earn comp time for working more than 40 hours per week.
3. **Question:** *When does the workweek begin and end for purposes of determining regular and overtime hours and comp time?*
Answer: For accounting purposes, the GPISD workweek begins at 12:01 A.M. Thursday and ends at midnight on Wednesday.
4. **Question:** *What is meant by 60 hours of comp time?*
Answer: For all paraprofessional employees, forty (40) hours of cumulative overtime resulting from working over 40 hours per week is compensated at a rate of one and one-half hours of comp time for each overtime hour worked. This equals a total of 60 hours of comp time (40 X 1.5=60).
5. **Question:** *What happens to the approved comp time hours that I earned prior to September 1, 2001?*
Answer: You will not lose credit for any comp time that you earned prior to September 1, 2001.
6. **Question:** *Who determines if I need to work overtime?*
Answer: As stated in Board Policy DEA (LOCAL), “ Paraprofessional employees shall not work overtime without prior approval of their supervisor.”
7. **Question:** *What kind of record keeping is required to record pre-approved overtime hours?*
Answer: Effective September 1, 2001, all overtime hours must be recorded on the attached District approved biweekly comp time log. The completed log is to be turned in to and signed by the supervisor on a biweekly basis according to the current payroll due dates of the current Bi-weekly Payroll schedule. No other form of comp time documentation or submission due date schedule will be accepted. The supervisor is responsible for maintaining comp time records.
8. **Question:** *Can a paraprofessional occasionally and/or temporarily accumulate over 60 hours of comp time?*
Answer: No, Board Policy DEA (LOCAL) states that effective September 1, 2001 comp time earned by paraprofessional employees may not accumulate beyond a maximum of 60 hours.

9. **Question:** *Under the new policy, will comp time carry over from one year to the next?*
Answer: No. As stated in Board Policy DEA (LOCAL), effective September 1, 2001, comp time shall be used within the duty year that it is earned.
10. **Question:** *How does other District and supervisor required paraprofessional staff development and after normal work hours activities affect the accumulation of employee overtime/comp time?*
Answer: It is also treated the same as time worked.
11. **Question:** *How are overtime hours and subsequent comp time determined for paraprofessional employees shared by two or more locations?*
Answer: The home location supervisor will approve and maintain the comp time records. (The home location supervisor is the person who the employee reports to first on Monday mornings.)
12. **Question:** *If a paraprofessional employee works at two different physical addresses, how is the time treated commuting between locations?*
Answer: The drive time is for the benefit of the employer and is treated as time worked.
13. **Question:** *If a paraprofessional employee is out for two days (16 hours) of paid sick leave and works 34 hours during the rest of the workweek, is there any overtime liability?*
Answer: No. Holidays, vacation, (personal) leave and sick time are all examples of non-working time and are not included in determining hours worked for purposes of calculating overtime.
14. **Question:** *Is out-of-town travel considered working time for paraprofessional employees?*
Answer: For one-day travel, all travel time is considered time worked excluding time spent traveling to and from home to a local commercial or public transportation provider.

For overnight trips, it depends on the nature of the travel and the time it occurs. If the traveling occurs during normal working hours, the time is compensable, even if it occurs during non-working days (Saturday, Sunday, or holidays). Traveling as a passenger on a commercial or public transportation provider or in an automobile is not considered time worked if done outside of normal working hours. However, if an employee is driving a vehicle, the time is considered time worked regardless of when the travel occurs.
15. **Question:** *Can the district require paraprofessional employees to use their comp time before using their paid leave?*
Answer: Yes. The district can require paraprofessional employees to exhaust all of their accrued comp time before using any of their paid leave, local or state.

16. **Question:** *How does District required paraprofessional staff development and earned-off waiver days affect the accumulation and calculation of overtime/comp time?*
- Answer:** After hours and weekend staff development time is treated the same as time worked. However, waiver days may be “earned-off” by paraprofessional employees in either of the following two ways:
- 16 a. If a paraprofessional employee attends District or supervisor required staff development related to their current job assignment which is outside of their work calendar, the employee may exchange that staff development day(s) for one or more earned-off days.
- 16 b. If a paraprofessional employee attends District or supervisor required staff development related to their current job assignment which is within their work calendar, that time spent attending staff development is considered time worked and should be recorded on the Bi-weekly Time Record for Paraprofessional Employees. In this case, the employee may exchange accumulated comp time for one or more earned-off waiver days at a rate of 6 hours of comp time for each earned-off waiver day taken.
- 16 c. If the District or supervisor does not require a paraprofessional employee to attend staff development related to their current job assignment, then the paraprofessional employee may also exchange accumulated comp time for earned-off waiver days.
- 16 d. Earned-off waiver days may be earned by using a combination of off-duty staff development day(s) and accumulated comp time.

Please note the following personnel related policies which may not be included in this handbook may be found online at www.gpisd.org. Go to GPISD Internet, then School Board, then Policy Online:

DAA – Equal employment opportunity
DBAA – Criminal history and credit reports
DBD – Conflict of interest
DC Series – Employment practices
DEA – Salaries and wages
DEAA – Stipends and incentives
DEC – Leaves and absences
DFAC – Return to probationary status
DFB Series – Termination of term contracts
DFD – Hearings before hearing examiner
DFE – Resignations
DFF – Reduction in force
DG – Employee rights and privileges
DGBA – Employee complaints
DH – Employee standards of conduct
DHE – Searches and Drug/Alcohol Testing
DI – Employee welfare
DIA – Discrimination, harassment, and retaliation
DK – Assignments and schedules
DN Series – Performance appraisal

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