



2023-2024

GENERAL CAMPUS REGULATIONS

*If you have difficulty accessing the information in this document due to disability,
please contact the Human Capital Department at 972-237-5534.*

August 25, 2023

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GENERAL PROCEDURES

Emergency School Closing

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

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

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Capital Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Instructions to process a change in personal information can be obtained from the GPISD Website at <https://www.gpisd.org/site/Default.aspx?PageID=37209>.

District Event Facilities Scheduling Guidelines

(Refer to Policies DGA, GKD)

Below are the HVAC Occupied times:

School Days

Elementary: 7:20 a.m. – 4:00 p.m.

Middle: 7:45 a.m. – 5:00 p.m.

High School: 6:30 a.m. – 4:30 p.m.

Administration: 7:00 a.m. – 5:00 p.m.

- Requests to extend HVAC beyond the times listed above must be scheduled in the district's facility scheduling software at least 24 hours in advance.
- Failure to enter HVAC requests in a timely manner could result in an \$80 fee charged to the campus or department budget to cover overtime costs associated with an after-hours service call by HVAC staff.
- All events scheduled on non-school days must be entered in the district's facility scheduling software. Non-school days are when support staff are not on duty (weekends/holidays)
- All events taking place on non-school days must have a campus administrator on duty during the event.

- The district's facility scheduler will have final approval of all events scheduled beyond the times listed above and on non-school days. These schedules will be routed to the facility scheduler after all campus and departmental approvals have been obtained in the district's scheduling software.
- Campus users may not schedule events for non-district or community organizations. Only events sponsored by the campus or district may be entered by campus users. (Note: Reservations for PTA meetings on school days during operating hours may be entered by campus staff.)
- All non-district and community organizations are to be directed to the community portal for scheduling events in the district's scheduling software. They must register and submit requests for facility rentals. Upon approval and confirmation, they will be invoiced for their events according to the approved fee schedule.
- Campuses will be charged for support staff, as deemed necessary by GPISD, during events scheduled by the campus on non-school days. The ratio for custodians for each event is 1:100 event participants. They will be invoiced for a minimum of two hours.
- Campuses that have common areas that are used for departmental and/or professional development training such as seminar rooms, auditoriums, athletic fields etc. must schedule all events in those areas in the District's Facility Scheduling Software, regardless of day or time. (See below)
- No event may be scheduled before 6:00 a.m. or after 11:00 p.m.
- Overnight events are not permitted.

Event Approval Routing

- A representative of the Professional Development Department must approve events in the following locations:
 - Reed Center
 - SGP Alexander Room A113
 - Houston Professional Development Center
 - All locations designated for summer professional development training
- A representative of the Fine Arts Department must approve events in the following locations:
 - SGP Auditorium
 - GPHS Chambers Theater
- A representative of the Athletic Department must approve all athletic game events. The campus secretaries may approve athletic practice events.

Key Procedures

- The following are costs for duplicating keys. Administration, instructional faculty, auxiliary staff, and personnel WILL be required to PAY for additional keys replacing stolen or lost keys from personal funds.
- Replacement key fees are as follows:
 - Great Grand Master Key - \$500.00
 - Exterior/Athletic Master Keys - \$150.00
 - Interior Master Keys - \$150.00
 - All Other Keys - \$35.00
 - Vehicle Keys - Cost to duplicate by manufacturer.
- Keys are not to be borrowed by any other individual. You are responsible for the keys issued to you until you return them.
- Keys that are deemed damaged by the Chief of Operations or his/her designee will not be charged a replacement fee but will be replaced at no charge once the damaged key has been

returned.

All key forms: key request, key inventory, great grand master key agreement, and key return forms can be located online through Laserfiche.

GPISD Key Terms of Use:

- Use the assigned key only as authorized
- Not for personal use
- Key is not to be shared, duplicated, or altered
- If the key is lost, report the loss to the Facilities Office immediately
- Keys will be signed for upon checkout and returned immediately upon district request.

Painting and Wall Mounting Information

The mission of GPISD Maintenance & Operations Department is to provide wall finishes that are aesthetically pleasing and maintained well, but also comply with federal, state, and local regulations. Painting will be performed by the M&O Department or approved contractor only; no other staff members will be allowed to paint any District-owned facility. Staff will not be allowed to remove or alter permanent fixtures of a building without the approval of the Chief of Operations. This includes but is not limited to cabinetry, marker boards, bulletin boards, lighting, etc.

Staff will not be allowed to use staples, stickers, tape, hot glue guns, or any non-approved adhesives on the walls in order to maintain the quality of the paint job as long as possible. Items may be mounted with a removable mounting putty or adhesive. **NOTE: Removable mounting putty/adhesive will be approved by M&O, stocked in the Warehouse, and will be available through campus and department requisitions.**

Any item that must penetrate the wall to be mounted must be approved and/or installed by the M&O Department.

Energy Management

The main goal of the Energy Management Department is to save utility dollars while ensuring an environment conducive to learning and working. To achieve optimal energy efficiency and savings all employees must implement the following:

1. All non-essential electronic items (computers, lights, projectors, etc.) need to be turned off at the end of each day or when not in use.
2. All doors (interior/exterior) and windows shall be closed and secured. Doors should never be propped open.
3. The following items are prohibited:
 - Candle Warmers
 - Heat Lamps
 - Personal refrigerators
 - Plug-in Air Fresheners
 - Food Warmers
 - Microwaves
 - Hot Plates
 - Portable Heaters

- Heating Pads
- Candles
- Electric Flat or Steam Irons
- Coffee Pots or Makers
- Toaster Ovens
- Non-LED Bulbs

(The items shown above are unacceptable as they are violations of GPISD Energy Compliance and Fire Code Violations.)

4. Light will be turned off when any indoor space is not occupied.
5. The air conditioning equipment should be in set-back mode 30 minutes after instruction ends each day and should not be turned on again until school starts the next day except for specific areas that after-hours usage has been approved and scheduled. Report air conditioning that is on after hours to HVAC@gpisd.org.
6. After-hours functions should be requested via Scheduling@gpisd.org.

By working together, we can help save the district money on utilities which can be reallocated to the classrooms.

For any comfort and/or maintenance issues please notify the designated person(s) at your campus to submit a work order via FMX.

Decals and Tape Affixed to Districtwide Flooring

Each summer, the Custodial Department conducts deep cleaning at every school. This includes the stripping and reapplication of floor wax. Due to the vast number of decals, tape and stickers affixed to many floors district-wide, floors do not get evenly cleaned and waxed as well as hindering the deep cleaning process.

Therefore, the application of decals, stickers, and tape is strictly prohibited from being affixed to the following areas:

- Hallway floors
- Classroom floors
- Gymnasium floors
- Music room floors
- Cafeteria floors
- Library floors
- Vestibule floors
- And any other common areas in a school.

Disposal of Feminine Products and Flushable Wipes

There is a recurring issue regarding the disposal of feminine products and flushable wipes in commodes. Items that are improperly disposed of cause blockages and plumbing problems in our school facilities.

To maintain the proper functioning of our plumbing systems and prevent any unnecessary repairs, it is crucial that we adhere to the following guidelines:

1. Do not flush feminine hygiene products. It is important to remember that feminine hygiene products such as tampons, pads, and panty liners should never be flushed down the commodes. These items are not designed to break down like toilet paper, and they can cause blockages in the plumbing. Instead, please dispose of them in the designated waste bins.
2. Do not flush wipes, even those labeled as “flushable.” These wipes can also lead to clogs in the plumbing system. Instead, please dispose of them in the designated waste bins.