GRAND PRAIRIE
INDEPENDENT
SCHOOL
DISTRICT

PROFESSIONAL
and
PARAPROFESSIONAL

EMPLOYEE HANDBOOK

2016-2017
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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 Capital Department, Attention Nancy Bridges, Deputy Superintendent of Business Operations, at 2602 S. Belt Line Rd., Grand Prairie, TX 75052, phone 972.237.5368. 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 website (www.gpisd.org).
District Profile

Grand Prairie is the 7th largest city in the Dallas-Fort Worth Metroplex and the 15th largest city in the state of Texas. Grand Prairie is conveniently located between Dallas and Fort Worth in the far western part of Dallas County. The city offers relaxation, family fun, friendly neighbors and a smart place to live and do business. More than 175,000 people live in Grand Prairie. Residents tend to be 30-something, dual-income homeowners. In Grand Prairie, families who have lived here for generations welcome newcomers who choose to move to Grand Prairie for the same reasons the natives don't leave - location and hometown atmosphere.

The Grand Prairie Independent School District is the largest employer in Grand Prairie with approximately 4,475 staff members. More than 2,188 of those are instructional staff. GPISD is a 58-square mile district serving approximately 30,520 students within the Dallas County portion of Grand Prairie. The District boasts 40 campuses, including 24 elementary schools, 7 middle schools, 4 high schools, 4 grades 6-12 campuses, and one alternative education school.

The District has a diverse student population with 65.62 percent Hispanic students, 17.99 percent African-American students, 10.77 percent White students, 3.06 percent Asian/Pacific Islander students, 2.28 percent two or more races, .28 percent Native American students.

Voted into existence on July 5, 1902, the District had the distinction of celebrating its 100-year anniversary during the 2002-2003 school year. In 2015, the District passed a $91 million bond election.

Vision Statement

We are a learning community vigorously pursuing student success.

Mission Statement

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

GPISD Goals and Strategies

• Maximization of Student Achievement
• Exercise Responsible Fiscal Oversight
• Develop Leadership Capacity
• Promote 21st Century Learners who are College and Career Ready

The 6 Plays of Grand Prairie ISD

• Vertically and Horizontally Aligned Curriculum
• 5E Model of Instruction
• Data-driven Decisions
• Relational Capacity
• Intentional Leadership
• Visit What You Value

The Grand Prairie Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational 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; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.
Board of Trustees
(Refer to Policies BA, BB series, BD series 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 are 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 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

2016-2017

Mr. Terry Brooks, President
972.262.0560  Place 1
terry.brooks@gpisd.org

Mr. Steve Pryor, Vice President
972.263.4628  Place 7
steve.pryor@gpisd.org

Mrs. Katrina Jones, Secretary
972.595.2877  Place 3
katrina.jones@gpisd.org

David Espinosa, Board Member
972.595.2858  Place 5
david.espinosa@gpisd.org

Mr. Chester McCrary, Board Member
972.642.8587  Place 2
chester.mccrary@gpisd.org

Mr. Burke Hall, Board Member
972.639.3126  Place 6
Burke.hall@gpisd.org

Mr. J.D. Stewart, Board Member
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 and it is the district’s practice to post all board meeting announcements on the district’s website, www.gpisd.org. 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 2016 - 2017**

<table>
<thead>
<tr>
<th>School Board Meetings</th>
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<tbody>
<tr>
<td>August 18</td>
</tr>
<tr>
<td>September 15</td>
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<tr>
<td>October 20</td>
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<td>November 17</td>
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<td>December 15</td>
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<tr>
<td>January 19</td>
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<tr>
<td>February 16</td>
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<tr>
<td>March 9</td>
</tr>
<tr>
<td>April 13</td>
</tr>
<tr>
<td>May 11</td>
</tr>
</tbody>
</table>

Note: These dates are subject to change.
**Administration**

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

Tommy Dyar
Legal Counsel
Teri Wilson
Chief of Staff
Sam Buchmeyer
Public Information Officer

Vern Alexander
Deputy Superintendent of
Student Services
Nancy Bridges
Deputy Superintendent of
Business Operations
Nugget Cunningham
Deputy Superintendent of
Academics

Pat Lewis
Deputy Superintendent of School
Improvement

Vicki Bridges
Assistant Superintendent of Maintenance
& Operations
Calvin Harrison
Assistant Superintendent of Student
Services

Linda Ellis
Assistant Superintendent of Teaching &
Learning
Susanna Ramirez
Assistant Superintendent of Student
Support

Robb Welch
Assistant Superintendent of Financial
Services

Area Superintendents:
Demetrus Liggins
Elna Davis
Gabe Trujillio
Traci Davis

**School Calendar**

Employees reviewing the online version of The Employee Handbook should refer to the GPISD website 2016-2017 School Calendar.

**School Day and In-service Hours of Operation**

The regular school workday for teachers varies between elementary, middle, and high school levels. See the Appendix for more information.
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.

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**

<table>
<thead>
<tr>
<th>Main Information Number</th>
<th>972. 264.6141</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Engagement</td>
<td>972. 237.4008</td>
</tr>
<tr>
<td>Human Capital:</td>
<td></td>
</tr>
<tr>
<td>Professional Employees</td>
<td>972. 237.4023</td>
</tr>
<tr>
<td></td>
<td>or 972. 237.5379</td>
</tr>
<tr>
<td>Paraprofessional Employees</td>
<td>972. 237.5373</td>
</tr>
<tr>
<td>Auxiliary Employees</td>
<td>972. 343.4471</td>
</tr>
<tr>
<td>Substitute Employees</td>
<td>972. 237.5356</td>
</tr>
</tbody>
</table>

**Finance/Payroll/Benefits:**

| 972. 237.5511 |

**Operations/Facilities**

| 972. 237.5361 |

**Educational Operations**

<table>
<thead>
<tr>
<th>Staff Development</th>
<th>972. 522.3452</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School Administration</td>
<td>972. 237.5484 or 972.237-.5358</td>
</tr>
<tr>
<td>Secondary School Administration</td>
<td>972. 237.5482</td>
</tr>
<tr>
<td>Technology Help Desk</td>
<td>972. 237.5413</td>
</tr>
<tr>
<td>Badges</td>
<td>972. 237.5459</td>
</tr>
</tbody>
</table>

**Student Achievement Testing**

| 972. 237.5533 |

**Teaching & Learning/Educational Programs**

<p>| 972. 237.4041 |</p>
<table>
<thead>
<tr>
<th>Elementary School</th>
<th>Phone</th>
<th>Address</th>
<th>Fax</th>
<th>Phone</th>
<th>Address</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Elementary</td>
<td>972.343.4600</td>
<td>815 N. W. 7th Street 17</td>
<td>972.343.6099</td>
<td>Lee Elementary</td>
<td>972.262.6785</td>
<td>401 E. Grand Prairie Rd. 17</td>
</tr>
<tr>
<td>Bowie Elementary</td>
<td>972.262.7348</td>
<td>425 Alice Drive 17</td>
<td>972.264.6219</td>
<td>Ellen Ochoa STEM Academy</td>
<td>972.262.6785</td>
<td>2030 Proctor Drive 17</td>
</tr>
<tr>
<td>Global Leadership Academy at</td>
<td>972.237.1628</td>
<td>511 E. Springdale Lane 17</td>
<td>972.223.1059</td>
<td>Moore Elementary</td>
<td>972.660.2261</td>
<td>3150 Waterwood Drive 17</td>
</tr>
<tr>
<td>Barbara Bush Elementary</td>
<td>972.262.5353</td>
<td>1340 Skyline Road 17</td>
<td>972.343.6299</td>
<td>Moseley Elementary</td>
<td>972.522.2800</td>
<td>1851 Camp Wisdom Rd. 17</td>
</tr>
<tr>
<td>Daniels Elementary Academy of Science &amp;</td>
<td>972.264.7803</td>
<td>801 S.W. 19th Street 17</td>
<td>972.343.4599</td>
<td>Powell Elementary</td>
<td>972.642.3961</td>
<td>5009 S. Carrier Parkway 17</td>
</tr>
<tr>
<td>Math</td>
<td>972.264.4048</td>
<td>3410 Kirby Creek 17</td>
<td>972.264.9495</td>
<td>Rayburn Elementary</td>
<td>972.264.8900</td>
<td>2800 Reforma Drive 17</td>
</tr>
<tr>
<td>De Zavala Environmental Science Academy</td>
<td>972.264.1664</td>
<td>1902 Palmer Trail 17</td>
<td>972.641.8601</td>
<td>Seguin Elementary</td>
<td>972.522.7100</td>
<td>1450 S.E. 4th Street 17</td>
</tr>
<tr>
<td>Dickinson Elementary</td>
<td>972.262.3717</td>
<td>2102 N. Carrier Parkway 17</td>
<td>972.264.9473</td>
<td>Uplift Lee</td>
<td>972-262-6785</td>
<td>401 E. Grand Prairie Rd. 17</td>
</tr>
<tr>
<td>Eisenhower Elementary</td>
<td>972.264.0802</td>
<td>4213 Robinson Road 17</td>
<td>972.264.9475</td>
<td>William B. Travis Elementary</td>
<td>972.262.2990</td>
<td>525 N.E. 15th Street 17</td>
</tr>
<tr>
<td>Florence Hill Elementary</td>
<td>972.262.5000</td>
<td>145 Polo Road 17</td>
<td>972.522.3399</td>
<td>Whitt Fine Arts Academy</td>
<td>972.264.5024</td>
<td>3320 S. Edelweiss 17</td>
</tr>
<tr>
<td>Garcia Elementary</td>
<td>972.237.0001</td>
<td>2444 Graham Street 17</td>
<td>972.237.9660</td>
<td>Williams Elementary</td>
<td>972.522.2700</td>
<td>1635 S.E. 14th Street 17</td>
</tr>
<tr>
<td>Garner Fine Arts Academy</td>
<td>972-262-5000</td>
<td>145 Polo Road 17</td>
<td>972.522.3399</td>
<td>School for the Highly Gifted</td>
<td>972.343.7864</td>
<td>2990 S. Highway 161 17</td>
</tr>
<tr>
<td>School for the Highly Gifted</td>
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</table>
### MIDDLE SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams Middle School</td>
<td>972.262.1934</td>
<td>972.522.3099</td>
</tr>
<tr>
<td>833 W. Tarrant Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Prairie, TX 75050</td>
<td></td>
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</tr>
<tr>
<td>Fannin Middle School</td>
<td>972.262.8668</td>
<td>972.343.4799</td>
</tr>
<tr>
<td>301 N.E. 28th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Prairie, TX 75050</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOPE Academy/Crosswinds HS</td>
<td>972.522.3400</td>
<td>972.343.3499</td>
</tr>
<tr>
<td>1100 N. Carrier Pkwy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Prairie, TX 75050</td>
<td></td>
<td></td>
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<tr>
<td>Jackson Middle School</td>
<td>972.264.2704</td>
<td>972.343.7599</td>
</tr>
<tr>
<td>3504 Corn Valley Rd.</td>
<td></td>
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<tr>
<td>Grand Prairie, TX 75052</td>
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</tr>
<tr>
<td>Reagan Middle School</td>
<td>972.552.7300</td>
<td>972.522.7399</td>
</tr>
<tr>
<td>4616 E. Bardin Road</td>
<td></td>
<td></td>
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<tr>
<td>Grand Prairie, TX 75052</td>
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</tr>
<tr>
<td>Truman Middle School</td>
<td>972.641.7676</td>
<td>972.641.8666</td>
</tr>
<tr>
<td>1501 Coffeyville Trail</td>
<td></td>
<td></td>
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<tr>
<td>Grand Prairie, TX 75052</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YMLA at Kennedy Middle School</td>
<td>972.264.8651</td>
<td>972.522.3699</td>
</tr>
<tr>
<td>2205 S.E. 4th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Prairie, TX 75051</td>
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</tbody>
</table>

### HIGH SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crosswinds High School</td>
<td>972.522.2950</td>
<td>972.522.2999</td>
</tr>
<tr>
<td>1100 N. Carrier Parkway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Prairie, TX 75050</td>
<td></td>
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<tr>
<td>Dubiski Career High School</td>
<td>972.343.7800</td>
<td>972.343.7899</td>
</tr>
<tr>
<td>2990 S. Highway 161</td>
<td></td>
<td></td>
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<tr>
<td>Grand Prairie, TX 75052</td>
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</tr>
<tr>
<td>Grand Prairie High School</td>
<td>972.809.5711</td>
<td>972.809.5775</td>
</tr>
<tr>
<td>101 High School Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Prairie, TX 75050</td>
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</tr>
<tr>
<td>GP Early College High School</td>
<td>972.343.6380</td>
<td></td>
</tr>
<tr>
<td>102 High School Drive</td>
<td></td>
<td></td>
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<tr>
<td>Grand Prairie, TX 75050</td>
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</tr>
<tr>
<td>South Grand Prairie High School</td>
<td>972.264.1769</td>
<td>972.343.7698</td>
</tr>
<tr>
<td>9th Grade Center</td>
<td></td>
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</tr>
<tr>
<td>305 W. Warrior Trail</td>
<td></td>
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<tr>
<td>Grand Prairie, TX 75052</td>
<td></td>
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</tr>
<tr>
<td>South Grand Prairie High School</td>
<td>972.343.1500</td>
<td>972.642.7902</td>
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<tr>
<td>301 W. Warrior Trail</td>
<td></td>
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<tr>
<td>Grand Prairie, TX 75052</td>
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</tr>
<tr>
<td>SGP Early College High School</td>
<td>972.343.7640</td>
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<tr>
<td>305 W. Warrior Trail</td>
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<tr>
<td>Grand Prairie, TX 75052</td>
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</tr>
<tr>
<td>LBJ DAEP</td>
<td>972.262.7244</td>
<td>972.264.9479</td>
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<tr>
<td>650 Stonewall Drive</td>
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<tr>
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### 6-12 GRADE SCHOOLS

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<tr>
<th>School Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>YWLA at Arnold</td>
<td>972.343.7400</td>
<td>972.343.7499</td>
</tr>
<tr>
<td>1204 E. Marshall Drive</td>
<td></td>
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<tr>
<td>75051</td>
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<tr>
<td>Grand Prairie Collegiate Institute</td>
<td>972.343.3120</td>
<td>972.343.3159</td>
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<tr>
<td>1502 College Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75050</td>
<td></td>
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</tr>
<tr>
<td>Grand Prairie Fine Arts Academy</td>
<td>972.237.5603</td>
<td>972.343.6399</td>
</tr>
<tr>
<td>102 High School Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75050</td>
<td></td>
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</tbody>
</table>
**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, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Susanna Ramirez, Asst. Superintendent of Student Support and the district Title IX Coord., at 972.237.5366. Employees with questions or concerns about discrimination on the basis of a disability should contact Loraine Morazzano, Senior Chief of Human Capital at 972.237.5534. Employees with questions or concerns relating to discrimination for any of the reasons listed above should also contact Nancy Bridges, Deputy Superintendent of Business Operations at 972.237.5368.

**Job vacancy announcements**
(Refer to Policy DC)
Announcements of job vacancies by position and location are posted on a regular basis and on the district’s website.

**Employment after retirement**
(Refer to Policy DC)
Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain 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 Website (www.trs.state.tx.us).

**Contract and Noncontract employment.**
(Refer to Policies DC series)
State law requires the district to employ all full-time professional employees in positions requiring a certificate from the 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.** In accordance with Board policy, full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed an appropriate probationary period. Teachers are employed under one year contracts. Campus principals and central office administrators may be employed under either one or two year 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 website.
Noncertified professional and administrative employees. Noncertified employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed under a one year non-certified contract.

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.

Certification and Licenses (Refer to Policies DBA, DF)

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

A certified employee’s contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual’s failure to comply with the criminal history background checks. Contact a Human Capital Administrator if you have any questions regarding certification or licensure requirements.

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

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

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, Employee Assistance Program Coordinator at 972.237.4025.
Health Safety Training  
(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, concussion, 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 that direct or assist with extracurricular athletic activities are required to complete University Interscholastic League safety training. This requirement is found in 19 TAC §76.1003 and may also be accessed on the TEA website at http://ritter.tea.state.tx.us/tea/health642109.html. Employees subject to this requirement must submit their certifications to Troy Mathieu, Director of Athletics, at 972.237.5309.

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 teacher requesting a transfer may follow the procedures outlined for transfer request. 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 Capital Department and must be approved by the receiving supervisor. In early spring a communication regarding the transfer list will be sent to all employees via email.

Workload and work schedules  
(Refer to Policies DEA, DL)

Professional employees. Professional and academic 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 start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and auxiliary employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

* (see Appendix and/or campus principal/campus handbook for specific campus details):
Notification to parents regarding qualifications
(Refer to Policies DK, DBA)

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified and uncertified teachers includes, individuals serving with an emergency permit (including individuals waiting to take a certification 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 Loraine Morazzano, Senior Chief of Human Capital, at 972.237.5534, or Vicki Villarreal, 972.237.5379, or Robert Steeber, 972.237.4023, Chief Human Capital Management Officers.

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 series)

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, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

All GPISD teachers are evaluated on an annual basis using the Texas Teacher Evaluation and Support System (T-TESS), except for campuses under the Teacher and Student Advancement Program (TAP). Teachers on these campuses will be evaluated using the TAP Evaluation Rubric.

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 GPISD website for further information). Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation to report annually. For further information contact Ruth White at 972.522.3451 or visit the GPISD Staff Development website.
## Compensation and Benefits

### GRAND PRAIRIE ISD

**Summary of Employee Benefits, Leaves and Absences**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Eligible Employee</th>
<th>Amount</th>
<th>Paid By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Compensation 457 Plan (FICA)</td>
<td>Substitutes, Temporary Employees, Part Time Employees not paying into Teacher Retirement System (pay into 457 Plan, not TRS)</td>
<td>.075 of gross wages</td>
<td>Employee</td>
</tr>
<tr>
<td>Medicare</td>
<td>All employees hired after March 1986, including Substitutes and Temporary Employees</td>
<td>.0145 of gross wages</td>
<td>District</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>All employees, including Substitutes and Temporary Employees</td>
<td>.01 of gross wages</td>
<td>District</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>All employees</td>
<td>.06450 of gross wages</td>
<td>District</td>
</tr>
<tr>
<td>Health Plan</td>
<td>All employees working 20 hours or more per week</td>
<td>$350 per month, Rates vary according to plan selected</td>
<td>District, Employee</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>With health insurance $20,000</td>
<td>$23.04 per year</td>
<td>District</td>
</tr>
<tr>
<td>Teacher Retirement</td>
<td>All employees (except those who work less than ½ time)</td>
<td>.068 of gross wages, .077 of gross wages</td>
<td>State, Employee</td>
</tr>
<tr>
<td>Teacher Retiree Surcharge</td>
<td>After Sept. 1, 2005</td>
<td>.14 of gross wages</td>
<td>District</td>
</tr>
<tr>
<td>Teacher Retirement SB1458 contribution</td>
<td>As of Sept. 1, 2014</td>
<td>.015 o TRS eligible compensation</td>
<td>District</td>
</tr>
<tr>
<td>Teacher Retirement Insurance</td>
<td>All employees (except those who work less than ½ time), including bus drivers who drive at least one route approved by TEA</td>
<td>.0065 of gross wages, .0055 of gross wages</td>
<td>Employee, District</td>
</tr>
<tr>
<td>State Personal Leave</td>
<td>All employees</td>
<td>½ work day for each 18 days of employment @ daily rate of pay (days accumulate with a maximum 5 days per year)</td>
<td>District</td>
</tr>
<tr>
<td>Local Sick Leave</td>
<td>Employees working 30 hours or more per week</td>
<td>½ work day for each 18 days of employment @ daily rate of pay (days accumulate with a maximum 5 days per year)</td>
<td>District</td>
</tr>
<tr>
<td>State Sick Leave</td>
<td>All employees who earned state sick leave prior to September 1, 1995, and have carried a balance of days forward</td>
<td>The number of days carried forward @ daily rate of pay</td>
<td>District</td>
</tr>
<tr>
<td>Benefit</td>
<td>Eligible Employee</td>
<td>Amount</td>
<td>Paid By</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Vacation</td>
<td>Full time professional employees of 240 or more work days.</td>
<td>1 day @ 24 days (max 10)</td>
<td>District</td>
</tr>
<tr>
<td>Family and Medical Leave (FMLA)</td>
<td>Employees working 12 consecutive months and at least 1,250 hours in that 12 month period</td>
<td>12 work weeks per year of job protection (unpaid leave) without loss of any employment benefit accrued prior to the beginning of leave (Employee responsible for paying for benefits)</td>
<td>District</td>
</tr>
<tr>
<td>Temporary Disability Leave</td>
<td>Full-time employees whose positions require educator certification by the State Board of Educator Certification or by the district</td>
<td>At least 180 calendar days, unpaid leave for personal illness or disability (Employee responsible for paying for benefits)</td>
<td>District</td>
</tr>
<tr>
<td>Catastrophic Sick Leave Bank</td>
<td>All employees working 35 or more hours or more per week and enrolled as members of the Bank. Membership requires contribution of 3 local sick leave days.</td>
<td>Daily rate of pay not to exceed 30 days per school year</td>
<td>District</td>
</tr>
<tr>
<td>Cancer Insurance</td>
<td>Employees working 20 hours or more per week</td>
<td>Rates vary with plan options</td>
<td>Employee</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>Employees working 20 hours or more per week</td>
<td>Rates vary with plan options</td>
<td>Employee</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>Employees working 20 hours or more per week</td>
<td>Rates vary with plan options</td>
<td>Employee</td>
</tr>
<tr>
<td>Vision Insurance</td>
<td>Employees working 20 hours or more per week</td>
<td>Rates vary with plan options</td>
<td>Employee</td>
</tr>
<tr>
<td>Term Life Insurance</td>
<td>Employees working 20 hours or more per week</td>
<td>Rates vary with plan options</td>
<td>Employee</td>
</tr>
<tr>
<td>Group Term Life Insurance</td>
<td>Employees working 20 hours or more per week</td>
<td>Rates vary with plan options</td>
<td>Employee</td>
</tr>
<tr>
<td>Flexible Spending Accounts</td>
<td>Employees working 20 hours or more per week</td>
<td>Determined by employee</td>
<td>Employee</td>
</tr>
<tr>
<td>403(b) &amp; 457 Tax Deferred Plans</td>
<td>All employees, including Substitutes</td>
<td>Determined by employee</td>
<td>Employee</td>
</tr>
</tbody>
</table>

**NOTE:** When referencing “All Employees,” Substitutes and Temporary Employees are excluded unless stated otherwise.

**Salaries, wages, and stipends**

(Refer to Policy DEA, DEAA)

Employees are paid in accordance with administrative guidelines and an established pay structure. The district’s pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and academic 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 21.)

Salary and wage schedules are reviewed annually and adjusted according to the budgeted amounts approved by the board. All employees can access their pay online before the start of school each 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 Capital Department for more information about the district’s pay schedules or their own pay.
Documentation for Compensation

Documents used to determine compensation must be received in the Human Capital Department prior to October 1st of each school year or within the first thirty (30) days of employment to be considered for that current year’s compensation. Documents received after October 1st of the current school year or after the first thirty (30) days of employment will be returned and will not be used for salary consideration for the current school year. Documents may be re-submitted between September 1st through October 1st of the next school year for future consideration.

Questions regarding service records, Master’s or higher degrees, and critical shortage area and other stipends may be directed to: Loraine Morazzano, Senior Chief of Human Capital at 972.237.5534 or Vicki Villarreal, 972.237.5379 or Robert Steeber, 972.237.4023, Chief Human Capital Management Officers.

Paychecks

The Grand Prairie ISD implemented a fully electronic payroll system starting with the first paycheck in the 2010-2011 school year. No paper checks are issued. The fully electronic payroll system is also known as “Direct Deposit”. Employees must have a checking or savings account or a Bank of America CashPay card in order for the District to directly deposit (electronically transfer) your paycheck. If you have questions about your payroll statement, please contact Pam Bishop, Payroll Supervisor, at 972.237.5511.

Automatic payroll deposit

All employees paychecks are electronically deposited into a checking or saving account or on a cash pay card of their choice. A notification period of two to four weeks is necessary to activate this service. Direct deposit vouchers for monthly/professional employees are available by accessing Skyward Employee Access via the Grand Prairie ISD internet website.

Employee Reimbursement

All employees reimbursement checks and checks issued for advancement of meals are electronically deposited into the account selected for deposit of their payroll checks. If an alternative account is desired, the employee must notify the district two weeks in advance in order to activate the change. The deposit voucher change forms are available by accessing Skyward Employee Access via the Grand Prairie ISD internet website.

Payroll deductions
(Refer to Policy CFEA)

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986)

Other payroll deductions employees may elect to include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Failure to pay district reimbursements will result in a payroll deduction.

* See Monthly, Bi-Weekly, and Auxiliary payroll schedules in the Appendix
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. Saturday and ends at Midnight on Friday.

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 available paid leave (e.g., sick, personal, vacation).
- 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.

Guidelines related to Fair Standards Labor Act (FSLA)

Hours beyond 40 hours:

- All hours beyond 40 hours must receive prior approval from the employee’s direct supervisor and be supported in department/campus budget, if compensation is to be paid.
- The hours beyond 40 will be approved and agreed upon as “additional pay” or “compensatory time” by the direct Supervisor and the employee.
- Additional Pay and Compensatory Time will be administrated according to GPISD Board Policy DEA (LEGAL & LOCAL)

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours. A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with FSLA.
For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday. At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use compensatory time or, at the District’s option, will receive overtime pay. An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay. Compensatory time may be used at either the employee’s or the District’s option. An employee may use compensatory time in accordance with the District’s leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

- All nonexempt employees must maintain weekly time reports utilizing the district’s designated system. An employee’s failure to comply is subject to discipline. Weekly time sheets will be submitted the Monday following each work week, if holiday, the following day.

**Extra Working Opportunities**

**Non-exempt** employees receive hourly wages; non-contractual status.

- All overtime must be prior approved by an employee’s direct supervisor and be supported in department/campus budget, if compensation is to be paid.
- An employee who continues to work beyond their work schedule is prohibited from volunteering *to offer oneself willingly to undertake a service* to do work within their regular assignment, unless it is approved by their direct supervisor and be supported in department/campus budget, if compensation is to be paid.
- An employee will not receive compensation if he/she volunteers to work in their child’s classroom or in an activity in which the child is a participant.
- Occasional and sporadic work – “Occasional or sporadic” is defined as infrequent, irregular, or occurring in scattered instances [29 CFR§553.30(b)(1)].
  - The occasional or sporadic assignment is not within the same general occupational category as the employee’s regular assignment.
  - The decision to work in a different capacity was made solely at the employee’s discretion and without coercion from employer, implicitly, or explicitly.
  - Assignments would be based on first come, first served basis.
  - Rate must be hourly and at least minimum wage. In addition to the amount owed, written documentation submitted to payroll must reflect hours worked and signed by employee.
  - The employee is free to refuse performing the work without fear of reprisal, or without having to justify the decision.
    - Employee may not work consecutively at the same assignment. Consecutively being day to day, week to week, month to month—based on the assignment scheduled. (Example: day to day – tutorials, week to week – athletic gates, and month to month – Saturday School).

Reference: GPISD Board policy DEA (LEGAL & LOCAL)

**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 parking, taxis and/or 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 September 1st through August 31st of each year. New employees must complete enrollment forms within the first month of employment. Employees should contact Payroll regarding benefits at 972.237.5513, 972.237.5511, 972.237.5507 or 972.237.5506 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 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).

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 Jason Hardy, Risk Management Coordinator, at 972.237.5392. 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 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 Capital 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 contact Human Capital, complete a Letter of Retirement and a Release From Contract Form.

According to Board Policy DEC(LOCAL), an employee who retires from employment with the District shall be eligible for reimbursement of state leave under the following conditions:

- The employee provides advance written notice of intent to retire.
- Contract employees must provide written notice at least 90 days before the last day of employment.
- Non-contract employees must provide written notice at least two weeks before the last day of employment.

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 program/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.

**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 Capital 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
- 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.

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](http://www.gpisd.org), Policy Online – DEC (LOCAL) and (Administrative Procedure)
Leaves and Absences
(Refer to Policy DEC, DECA, DECB)

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 expect to be absent due to illness for an extended period of more than five (5) days should contact Norma Puckett, Supervisor of Personnel Records & Leaves, 972.237.5369 for information about applicable leave benefits, payment of insurance premiums, and requirements for 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. According to SB 522, employees are allowed to choose the order in which leave is to be used.

Use of Leave. Personal and local 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.

Leave must be used in half-day increments. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Sick Leave (If Applicable)
- State Leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

Medical Certification. 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.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave. The district should contact its insurance carrier to determine when benefit eligibility ends for employees on unpaid, non-FML.

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

Anticipated (Discretionary). Leave taken at an employee’s discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take anticipated (discretionary) personal leave must submit a request to his or her principal or supervisor five (5) days in advance of the anticipated absence. 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. State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State 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.

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

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

Local 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.
Family and Medical Leave Act (FMLA)—general provisions

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

Leave Entitlement. Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement)
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from PMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months
- Have at least 1,250 hours of service in the 12 months before taking leave and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite

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

Requesting Leave

Generally, employees must give 30-days advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing the employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.
Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**Employer Responsibilities**

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

**Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hours Division, or may bring a private lawsuit against an employer.

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

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*FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice.*

*Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

For additional information:

1.866.4US.WAGE (1.866.487.9243) TTY:1.877.889.5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)
Local Family and Medical Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

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

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

Intermittent leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

District contact. Employees that require FML or have questions should contact Norma Puckett, Supervisor of Personnel Records/Leaves, at 972.237.5369 for details on eligibility, requirements, and limitations.

Temporary disability leave

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. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. A fulltime 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 approval for temporary disability leave. An employee’s notification of need for extended absence due to the employee’s own medical condition shall be accepted as a request for temporary disability leave. The 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.

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, Norma Puckett, Supervisor of Personnel Records/Leaves, should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician’s statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.
**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 have the option of using only paid leave or pro-rating their paid leave in conjunction with any temporary income benefits provided through the workers’ compensation system. An employee may not receive more than 100% of their wages while under workers’ compensation. 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 injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person’s age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

**Bereavement 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 paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. 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 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 Resources Department. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed twenty-four (24) months. Employees should contact Pam Bishop, Payroll Supervisor, at 972.237.5511 for details on eligibility, requirements, and limitations. Additional information regarding the Uniformed Services Employment and Reemployment Rights Act (USERRA) may be found online at http://www.dol.gov/compliance/topics/poster.htm.

Employee Relations and Communications

Employee recognition and appreciation. Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. 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 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:

- 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.

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

All district employees should perform their duties in accordance with state and federal law, district 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.

The Educators’ Code of Ethics, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:
Texas Educators’ Code of Ethics Effective 12/26/2010

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19.TAC247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

   Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
   Standard 1.2 The educator shall not 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 of students, or other persons or organizations in recognition or appreciation of service.
   Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
   Standard 1.7 The educator shall comply with state regulations, written local 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.
   Standard 1.9 The educator shall not make threats or violence against school district employees, school board members, students, or parents of students.
   Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
   Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
   Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
   Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

   Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
   Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
   Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
Standard 2.4 The educator shall not interfere with a colleague’s exercise of political, professional, or citizenship rights and responsibilities.

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

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding 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 intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

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

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

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

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

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

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

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

(i) the nature, purpose, timing, and amount of the communication;
(ii) the subject matter of the communication;
(iii) whether the communication was made openly or the educator attempted to conceal the communication;
(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
(v) whether the communication was sexually explicit; and
(vi) whether the communication involved discussions(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.
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.

### MEN

**Appropriate Jackets and Tops:**
- suits
- sport coats
- blazers
- shirts (polos, turtlenecks, oxfords)
- sweaters and vests

**Not Appropriate Jackets and Tops:**
- jogging suits
- scrubs
- sweatshirts
- t-shirts
- tank tops
- sleeveless tops

### WOMEN

**Appropriate Jackets, Dresses and Tops:**
- suits (skirts or slacks)
- sleeved and sleeveless dresses
- blouses
- turtlenecks
- sweaters

**Not Appropriate:**
- 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

### Bottoms:

**Appropriate:**
- dress slacks
- khakis

**Not Appropriate:**
- jeans
- cargo pants
- sweatpants
- shorts

### Shoes:

**Appropriate:**
- dress shoes
- loafers
- boots

**Not Appropriate:**
- tennis shoes
- flip flops
- sandals

### Accessories:

**Appropriate:**
- baseball caps
- visible body piercing other than ears

**Not Appropriate:**
- hats
- visible body piercing other than ears

**Appropriate:**
- scarves
- jewelry
- hosiery
- head covers for religious purposes
Freedom From 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, supervisor, or District official 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.

Policy DIA addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with the Title IX of the Education Amendments of 1972, as amended: Susanna Ramirez, Assistant Superintendent of Support, 2602 S. Belt Line Rd., Grand Prairie, TX 75052-5344, 972.237.5366.

ADA / Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973: Loraine Morazzano, Senior Chief of Human Capital, 2602 S. Belt Line Rd., Grand Prairie, TX 75052-5344, 972.237.5534.

The Senior Chief of Human Capital shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

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 by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting suspected child abuse, and Bullying, for additional information.

Policy DF (LEGAL) includes definitions and procedures for reporting and investigating harassment of students.
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 SBEC and includes the following acts or omissions:

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

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 as a Class A 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.

Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer’s request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Child Sexual Abuse
The district has established a plan for addressing child sexual abuse through the school counseling department; a school employee should seek assistance immediately from the school counselor assigned to the campus where he or she works. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.
RESPONSIBLE USE PROCEDURES FOR GPISD EMPLOYEES

TECHNOLOGY RESOURCES

The district’s technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

• Imposes no tangible cost to the district.
• Does not unduly burden the district’s technology resources; and
• Has no adverse effect on job performance or on a student’s academic performance.

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use the system are required to abide by the provisions of the district’s responsible use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action.

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

Personal Use of Electronic Media

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

Employees may load personal apps or other media to GPISD-owned devices assigned to the staff member. This limited personal use of resources is permitted if it does not impose a tangible cost to the district, does not unduly burden the district’s technology resources and has no adverse effect on job performance or on a student’s academic performance. However, employees must additionally use discernment when loading materials and setting privacy and sync operations. Staff members must not post, share or display anything (text, images, videos, apps, online subscriptions to books or magazines, music or otherwise) that would disrupt education, violate local, state or federal guidelines or negatively impact the perception of the employee’s ability to be effective in their employment capacity. Such violations may be addressed by the District and could lead to disciplinary action up to and including termination.

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

• The employee may not set up or update the employee’s personal social network page(s) using District email addresses, computers, network, or equipment.
• The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.
The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records. See GPISD Board Policy FL (Local)
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. See GPISD Board Policy DH (Exhibit)
- Confidentiality of district records, including educator evaluations and private email address. See GPISD Board Policy GA (Local)
- Copyright law. See GPISD Board Policy CY (Local)
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. See GPISD Board Policy DH (EXHIBIT)

See Use of Electronic Media with Students, below, for regulation on employee communication with students through electronic media.

Personally loaded applications may not be supported by District Technology.

Use of Electronic Media with Students
GPISD Board Policy DH (Local)

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization.

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

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

- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.

- Certified or licensed employee means a person employed in a position required SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, Instructional Media Specialists, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.
An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.

- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.)

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

- The employee shall not communicate directly with any student between the hours of 11 pm and 6 am. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

- The employee does not have a right to privacy with respect to communications with students and parents.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. See GPISD Board Policy CPC (Local) and FL (Local)
  
  - Copyright law. See GPISD Board Policy CY (Local)
  
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. See GPISD Board Policy DF (Local)

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

**ADDITIONAL GUIDELINES**

**Consequences**

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 and, if appropriate, the Texas Penal Code, Computers 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 invitation concerning or relating to misuse of the District’s computer systems and networks.
Illegal Activity
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 or through District email accounts
- Transmission for advertisement or political use

Consent
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 or redistribute copyrighted material to the system.

No original work created by and 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.)

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.

Etiquette
Users are expected to abide by the generally accepted rules of communications etiquette. These include, but are not limited to, the following:

- Be polite. Do not send or post abusive messages.
- Use appropriate language. Do not swear, use vulgarities, sexually suggestive language, or any other inappropriate language.
- Exercise caution when using GPISD communications tools to email or post your opinions. Recipients or other readers may assume that your opinion represents the views of the District or school, whether or not that was your intention.
- Do not reveal your personal address or phone number or the address or phone number of students or colleagues.
- Check your email at least once a day. Reply to email from parents or other public members who have legitimate business requests within 24 hours whenever possible.
- Share your GPISD email address with interested parents and community members who request to communicate with you in this fashion.
- 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.
- Do not forward messages that have no educational or professional value (e.g., chain letters.)
Monitored Use
Installed apps, email transmissions and other use of the system by employees are not private and may be monitored, reviewed, audited, intercepted, accessed, or disclosed at any time by designated District staff to ensure appropriate use, ensure the safety and integrity of the system, diagnose problems, and investigate reports of illegal or impermissible activities.

Users should be aware that the District will comply with lawful orders of courts, such as subpoenas and search warrants. The District is also subject to the Texas Public Information Act which may require disclosure of information transmitted through its system, including electronic communications.

Email
The following guidelines will apply to all users of the District’s electronic communications systems:

- Users will be issued only one district email account, using their legal name.
- Communications may not be encrypted so as to avoid security review by system administrators.
- Attachments to email messages should include only data files. At no time should program files (e.g. .exe files) be attached due to risk of licensing violations and transmission of viruses.
- Requests for personal information on students or staff members should not be honored via email. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as usernames or passwords should not be sent via email for any reason.
- Staff members who correspond with students or parents must use only GPISD email to receive or send email.

Responsible Network Use
The individual in whose name a system account is issued will be responsible at all times for its proper use and to abide by the generally accepted guidelines for responsible network use. System users may not:

- Utilize the District network for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- Disable, or attempt to disable, a filtering device on the District’s electronic communications system.
- Establish peer-to-peer networking.
- Create unauthorized wireless networks, including wireless access points, wireless routers and open networks on personal devices.
- Use any software or proxy service to obscure the student’s IP address or sites that the student visits.
- Use another person’s system account without written permission from the campus administrator.
- Gain unauthorized access to resources or information.
- Place the District network and equipment at risk of viruses and other harmful codes by opening email messages from unknown senders, loading data from unprotected computers, etc.

Equipment Guidelines

- All technology equipment should be shut down each evening.
- District personnel are responsible for District equipment if taken off school property. Staff members must secure items that are left on campus overnight. Employees may be held responsible for equipment that is damaged, lost or stolen.
- If an employee’s District-issued equipment becomes damaged, lost or stolen, it is the employee’s responsibility to report the issue to campus administration within 24 hours.
Vandalism

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 GPISD Board Policies DH, FN series, and the FO series.

Criteria for Use of Videos, DVDs and Other Instructional Media

- Shall meet the objectives for the selection of educational resources, as stipulated in GPISD Board Policy EFA (LOCAL).
- Shall support the curriculum into which it is integrated.
- Shall comply with all copyright laws and regulations.
- Shall be previewed by the teacher to determine appropriateness for grade level, subject matter and relevance to instruction.
- Shall be approved in writing by the campus Principal. Teachers or other staff members wishing to use a video/film from non-district sources shall request permission from the principal prior to the planned showing. Campus principal may request staff member to fill out a form for outside video approval. This form is accessible via the Instructional Media page on the District website.
- At the elementary level, media that is rated “PG” and related to the curriculum may be shown with prior written permission from the parents/guardians.
- At the middle school level, media that is rated “PG-13” and related to the curriculum may be shown with prior written permission from the parents/guardians.
- Media rated “R, TV-14 or NC-17” shall not be shown at any instructional level or school related activity.
- Media depicting nude/semi-nude figures, sexually suggestive materials or obscene gestures or words shall not be shown regardless of the assigned rating.
Responsible Use Procedures for *Employee Owned Electronic Devices, Including Cell Phones*  
(Bring Your Own Device)

**BYOD’s Potential**

Grand Prairie ISD understands that permitting employees to utilize personally-owned devices and cell phones in the work place has potential to increase employee satisfaction, business productivity, enhanced collaboration and mobility, and expanded mobile access to resources. At the same time, there are important considerations and guidelines for employees who bring personally owned electronic devices to the work place environment.

**GPISD Responsibilities**

- GPISD is not responsible for lost, damaged or stolen items. When bringing personally owned electronic devices to school, it is the owner’s responsibility to ensure that his/her device is secured.
- GPISD assumes no responsibility for service charges employees might incur while using personal devices. This includes, but is not limited to, charges related to data plans, texting fees and security programs.
- GPISD will not provide IT support, additional electrical power access, or network drops to support employee personally-owned devices.
- GPISD provides filtered Internet access and monitors user activity on the District’s network, including sites visited, content viewed and communications sent and received. The District may examine an employee’s personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

**Employee Responsibilities**

With this in mind, employees are allowed to bring personal electronic devices, including cellular phones, into the work place. However, when employees bring personally owned devices, they must follow all *Responsible Use Procedures for District Technologies* as well as the following guidelines:

1. Employee use of personally-owned electronic devices, including cell phones, within instructional settings should not, in any way, interfere with teaching, learning or productivity.
2. Employee devices should be silenced anytime students are present as well as during professional gatherings including staff meetings, professional development or planning sessions, conference periods and other campus/district events.
3. Employees' personally owned devices shall not impair the security of the Grand Prairie ISD network. Owners are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the Grand Prairie ISD wireless network. Devices without up to date security programs may be denied access to the network.

*Note: Personal printers may not be brought to the GPISD work place.*
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, and any of the other offenses listed below:

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

Moral turpitude includes the following:

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

If an educator is arrested or criminally charged, the superintendent is also required to report the educators’ criminal history to the Division of Investigations at TEA.
Alcohol and Drug-abuse prevention

Policies DH, DI

Grand Prairie ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district’s policy 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 (LOCAL)

DRUG-FREE AWARENESS PROGRAM
The District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District’s policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DI(EXHIBIT)]
DI (EXHIBIT)

DRUG-FREE
WORKPLACE
NOTICE

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C.702.)]

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.

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
- Profitpearing 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
Policy 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, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Copyrighted materials
(Refer to Policy CY)

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

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 series

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
  972.343.4477
• Food Safety Director of Food Services
  972.343.4414
  Southwest FoodService Excellence
• Bus Safety Director of Transportation
  972.343.4400

Possession of firearms and weapons
Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. 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.

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 school. A copy of the district’s management plan is kept in the M&O Office and is available for inspection during normal business hours. Please call the Director of Facilities, at 972.237.5411.
Pest control treatment

*Policies CLB, DI*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district’s integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the main entrances of the building(s). In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. 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, 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)  WFAA – TV (Channel 8)
www.wb33.com  www.wfaa.com

KDFW – TV (Fox 4 News)  KRLD – AM (1080)
www.myfoxdfw.com  www.krld.com

KTVT – TV (CBS 11)  WBAP – AM (820)
www.cbs11tv.com  www.wbap.com

KXAS – TV (NBC 5)
www.nbc5i.com

Emergencies

Policies CKC, CKD

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

Purchasing procedures

(Refer to Policy CH)

All requests for purchases must be submitted to the Purchasing Department through the Skyward Finance System. 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.

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, contact 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 made at any time by submitting a written request to the Human Capital Management 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 Troy Mathieu, Director of Athletics, 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 Capital Management 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 Texas Education Agency, on page 68.

Non-contract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the Human Capital Management 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, DFDA, DFDA, DFFA, DFFB, DFFC

Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and 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 when the employee’s 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 available online.

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, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and Grievances.)
Exit procedures
(Refer to Policy DC)

Information on the continuation of benefits, release of information, and procedures for requesting references will be provided the time of final employment separation. Separating employees shall provide the district with a forwarding address and phone number.

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

Reports to the Texas Education Agency
(Refer to Policy DF and DHB)

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on a determination that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful contact 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 district property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event
- Violating assessment instrument security procedures

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

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

Reports concerning court-ordered withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

Student Issues

Equal educational opportunities
(Refer to Policies FB, FFH)

The GPISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Questions or concerns about discrimination of students based on sex, including sexual harassment should be directed to Susanna Ramirez, Assistant Superintendent of Student Support, at 972.237.5366. Questions or concerns about discrimination on the basis of a disability should be directed to Dorothea Gordon, Executive Director of Special Education, at 972.237.4048. All other questions or concerns relating to discrimination based on any other basis should be directed to Calvin Harrison, Assistant Superintendent of Student Services and Safety at 972.237.5592.
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: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student’s records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus 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 may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary supplements
(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 conduct and 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 and 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 administrator.
Appendix

Please note the following personnel related policies which may not be included in this handbook may be found online at [www.gpisd.org](http://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
- **DF** – Termination of employment
- **DFAC** – Return to probationary status
- **DFB Series** – Termination of term contracts
- **DFD** – Hearings before hearing examiner
- **DFE** – Resignations
- **DFF** – Reduction in force
- **DFFA** – Reduction in force due to financial exigency
- **DFFB** – Reduction in force due to program change
- **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
## Appendix
School Campus Hours for Students
Beginning 2016-2017 School Year

<table>
<thead>
<tr>
<th>Schools</th>
<th>Start/Dismissal Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Schools</td>
<td>8:10am – 3:35pm</td>
</tr>
<tr>
<td>DAEP – Elementary</td>
<td>8:15am – 3:40pm</td>
</tr>
<tr>
<td>Adams, Fannin, Jackson, Reagan, Truman</td>
<td>8:50am – 4:15pm</td>
</tr>
<tr>
<td>YMLA, YWLA</td>
<td>8:50am – 4:15pm</td>
</tr>
<tr>
<td>HOPE</td>
<td>7:35am – 3:00pm</td>
</tr>
<tr>
<td>GPHS, SGPHS, SGP 9th</td>
<td>7:35am – 3:00pm</td>
</tr>
<tr>
<td>Dubiski CHS</td>
<td>8:50am – 4:15pm</td>
</tr>
<tr>
<td>Johnson DAEP</td>
<td>7:20am – 2:45pm</td>
</tr>
<tr>
<td>GPCI</td>
<td>8:00am – 3:30pm</td>
</tr>
<tr>
<td>GPFAA 6th – 8th</td>
<td>8:50am – 4:15pm</td>
</tr>
<tr>
<td>GPFAA 9th – 12th</td>
<td>7:35am – 3:00pm</td>
</tr>
<tr>
<td>Crosswinds - Morning</td>
<td>7:30am – 11:30am</td>
</tr>
<tr>
<td>Crosswinds - Afternoon</td>
<td>12:00pm – 4:00pm</td>
</tr>
<tr>
<td>Bonham Sp.Ed. PPCD - Morning</td>
<td>8:10am – 11:10am</td>
</tr>
<tr>
<td>Bonham Sp.Ed. PPCD – Afternoon</td>
<td>12:20pm – 3:20pm</td>
</tr>
<tr>
<td>Bonham EES / PreK - Morning</td>
<td>8:10am – 11:10am</td>
</tr>
<tr>
<td>Bonham EES / PreK – Afternoon</td>
<td>12:20pm – 3:20pm</td>
</tr>
<tr>
<td>Bonham EES / PreK – Full Day</td>
<td>8:10am – 3:20pm</td>
</tr>
<tr>
<td>Crockett EES</td>
<td>8:10am – 3:20pm</td>
</tr>
</tbody>
</table>

### Staff Hours
The following are minimal guidelines for campus workdays for teachers and other ‘exempt’ staff on a Chapter 21 contract. The contract for a body of work does not specifically reflect work hours, such as those specified for hourly wage and/or non-exempt employees. And, the principal does have discretion to make adjustments based upon the needs of the campus and with the oversight of the principal’s supervisor.

**AM:** 30 minutes prior to student start time
**PM Mondays, Tuesdays, Thursdays, and Friday:** 45 minutes after student end time
**PM Wednesdays:** 75 minutes after student end time (extended time for campus faculty meeting and/or campus staff development)
Appendix  
Monthly Payroll Schedule  
2016-2017

<table>
<thead>
<tr>
<th>ABSENCES/SUPP. PAY/SUB PAY REPORTING PERIOD</th>
<th>PAYROLL DUE DATE</th>
<th>PAY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG.1 - AUG.31</td>
<td>SEPT. 6, 2016</td>
<td>SEPT. 20, 2016</td>
</tr>
<tr>
<td>SEPT. 1 - SEPT. 30</td>
<td>OCT. 7, 2016</td>
<td>OCT. 20, 2016</td>
</tr>
<tr>
<td>OCT. 1 - OCT. 31</td>
<td>NOV. 8, 2016</td>
<td>NOV. 18, 2016</td>
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<tr>
<td>NOV.1 - NOV. 30</td>
<td>DEC. 6, 2016</td>
<td>DEC. 16, 2016</td>
</tr>
<tr>
<td>DEC. 1 - DEC. 31</td>
<td>JAN. 6, 2017</td>
<td>JAN. 20, 2017</td>
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<tr>
<td>JAN. 1 - JAN. 31</td>
<td>FEB. 7, 2017</td>
<td>FEB. 20, 2017</td>
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<tr>
<td>FEB. 1 - FEB. 28</td>
<td>MAR. 6, 2017</td>
<td>MAR. 20, 2017</td>
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<td>MAR. 1 - MAR. 31</td>
<td>APR. 7, 2017</td>
<td>APR. 20, 2017</td>
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<td>APR. 1 - APR. 30</td>
<td>MAY 5, 2017</td>
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<td>MAY 1 - MAY 31</td>
<td>JUNE 6, 2017</td>
<td>JUNE 20, 2017</td>
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<td>JUNE 1 - JUNE 30</td>
<td>JULY 11, 2017</td>
<td>JULY 20, 2017</td>
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<tr>
<td>JULY 1 - JULY 31</td>
<td>AUG. 8, 2017</td>
<td>AUG. 18, 2017</td>
</tr>
</tbody>
</table>

Please note the absence reporting period is for the reporting of an absence from duty to the Payroll Department and is not reflective of the period pay is earned.
# Appendix

## Weekly Payroll Schedule

### 2016-2017

<table>
<thead>
<tr>
<th>Payroll Due Date</th>
<th>Deductions</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPT. 2, 2016</td>
<td>C.U.</td>
<td>SEPT. 9, 2016</td>
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<tr>
<td>SEPT. 16, 2016</td>
<td></td>
<td>SEPT. 23, 2016</td>
</tr>
<tr>
<td>SEPT. 30, 2016</td>
<td>C.U.</td>
<td>OCT. 9, 2016</td>
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<tr>
<td>OCT. 14, 2016</td>
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<td>OCT. 21, 2016</td>
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<tr>
<td>NOV. 11, 2016</td>
<td></td>
<td>NOV. 18, 2016</td>
</tr>
<tr>
<td>NOV. 18, 2016</td>
<td>C.U.</td>
<td>DEC. 2, 2016</td>
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<td>DEC. 9, 2016</td>
<td></td>
<td>DEC. 16, 2016</td>
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<tr>
<td>DEC. 16, 2016</td>
<td></td>
<td>DEC. 30, 2016</td>
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<tr>
<td>JAN. 6, 2017</td>
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<tr>
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<td>FEB. 3, 2017</td>
<td>C.U.</td>
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<td>MAR. 3, 2017</td>
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<td>MAY 12, 2017</td>
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<td>MAY 26, 2017</td>
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<td>JUNE 30, 2017</td>
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<td>AUG. 4, 2017</td>
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</tr>
<tr>
<td>AUG. 18, 2017</td>
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<td>AUG. 25, 2017</td>
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</table>
### Appendix

**Auxiliary Hourly Payroll Schedule**  
**Maintenance, Food Service, & Transportation**  
**2016-2017**

<table>
<thead>
<tr>
<th>PAYROLL DUE DATE</th>
<th>DEDUCTIONS</th>
<th>DATES OF HOURLY PAYROLL</th>
<th>PAY DATE</th>
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<tbody>
<tr>
<td>OCT. 14, 2016</td>
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<td>DEC. 9, 2016</td>
<td></td>
<td>NOV. 19 - DEC. 2</td>
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</tr>
<tr>
<td>DEC. 16, 2016</td>
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<td>DEC. 30, 2016</td>
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<td>JAN. 27, 2017</td>
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<td>MAY 5, 2017</td>
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<td>JUNE 17 - JUNE 30</td>
<td>JULY 14, 2017</td>
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<td>JULY 28, 2017</td>
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<td>AUG. 18, 2017</td>
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<td>JULY 29 - AUG. 11</td>
<td>AUG. 25, 2017</td>
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**18 PAY CHECK EMPLOYEES (FOOD SERVICE & TRANSPORTATION) DEDUCTIONS WILL BE TAKEN**

+++ The dates shown are for Auxiliary (Hourly) Employees time worked and for absences and supplemental pay