Garland Independent School District

Serving the North Texas Communities of Garland, Rowlett, and Sachse

Employee Handbook

(2026-2027)

Published by
Department of Human Resources
Garland Independent School District

If you have difficulty accessing the information in this document because of a disability, please email/call A752@garlandisd.net or 972-487-3057

Si necesita que le preparen una traducción de este documento, favor de comunicarse con A752@garlandisd.net or 972-487-30577

Nếu quí vị cần tài liệu này được dịch, vui lòng email/gọi:
A752@garlandisd.net or 972-487-3057

The District prohibits discrimination, including harassment, against any student or employee. Discrimination is defined as treating a student, group of students, or employee differently from similarly situated individuals on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law and provides equal access to the Boy Scouts of America and other designated youth groups. Additionally, the District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972 and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education Office of Civil Rights (OCR), or both.

Table of Contents

Employee Handbook Receipt/Acknowledgement 6
Introduction 7
Mission Statement, Goals, and Objectives 9
Board of Trustees 10
Helpful Contacts 13
Helpful Websites 13
Employment 14
Equal Employment Opportunity 14
Job Vacancy Announcements 15
Employment After Retirement 15
Contract and Noncontract Employment 15
Probationary Contracts 15
Term contracts 16
Noncertified professional and administrative employees 16
Paraprofessional and auxiliary employees 16
Certification and Licenses 16
Recertification of Employment Authorization 17
Searches and Alcohol and Drug Testing 17
Health Safety Training 18
Recommending Relatives for Employment 20
Supervising Relatives 20
Assignment of Relatives 20
Workload and Work Schedules 20
Breaks for Expression of Breast Milk 22
Pregnant Workers Fairness Act 23
Texas Mother Friendly Worksite 23
Notification to Parents Regarding Qualifications 23
Outside Employment and Tutoring 24
Lesson Plans & Lesson Internalization 24
Performance Evaluation 25
Employee Involvement 25
Staff Development 26
Mental Health Training 26
Compensation and Benefits 27
Salaries, Wages, and Stipends 27

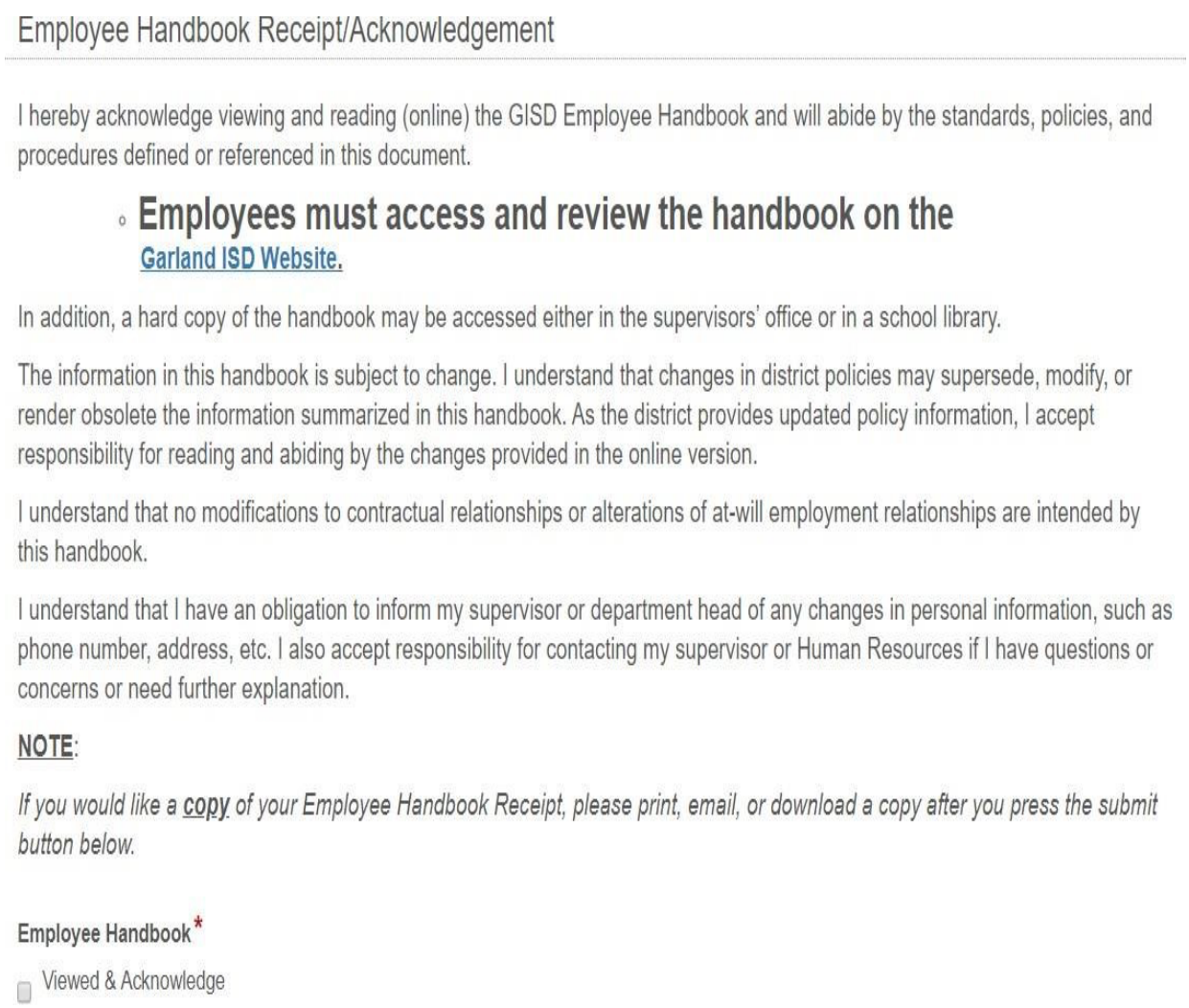
Federally Funded Positions 27
Paychecks....28
Direct Deposit 31
Payroll Deductions....32
Overtime Compensation 33
Travel expense reimbursement 33
Health, Dental, and Life Insurance....34
Other Benefits....35
Employee Assistance Program....35
FinPath Financial Wellness Program....35
Programs offered by Independent Health Care Professionals....35
TRS ActiveCare Wellness 35
Employee Discounts....35
Leaves and Absences....36
Reporting Absences and Securing a Substitute 36
Medical Certification....37
Continuation of Health Insurance....37
State Personal Leave....38
Old State Sick Leave 38
Local Leave....39
Vacation and Holidays 39
Extended Leave....39
Americans with Disabilities Act (ADA) Requests 40
Family and Medical Leave Act (FMLA)- General Provisions....41
Family and Medical Leave (FML) Local Provisions 43
Temporary Disability Leave....45
Workers' Compensation Benefits....46
Assault Leave 46
Bereavement Leave....47
Jury Duty....47
Compliance with a Subpoena 47
Truancy Court Appearances 48
Religious Observance....48
Military Leave....48
Payment for Accumulated Leave Upon Separation 48
Complaints and Grievances....49
Fraud, Ethics, Compliance Hotline & Online Reporting 49
Employee Conduct and Welfare 51
Standards of Conduct 51
Code of Ethics and Standard Practices for Texas Educators 51
Professional Ethical Conduct, Practices, and Performance....52
Dress Code Policy 54
Garland ISD Social Media Guidelines....54
Discrimination, Harassment, and Retaliation 60
Harassment of Students 64

Reporting Suspected Child Abuse 65
Sexual Abuse & Maltreatment of Children 67
Reports to Texas Education Agency 68
Reporting Crime....69
Scope and Sequence....69
Technology Resources....69
Personal Use of Electronic Media....70
Personal Use of Electronic Media between Employees, Students, and Parents....72
Transportation of Students in Personal Vehicles 74
Photographs or Video of Students 74
Public Information on Private Devices 74
Criminal History Background Checks 74
Employee Arrests and Convictions 74
Alcohol and Drug-Abuse Prevention....75
Tobacco and Nicotine Products and E-Cigarette Use....76
Fraud and Financial Impropriety 76
Crowd Funding (On-line Fundraising Sites)....77
Conflict of Interest....77
Gifts and Favors....77
Copyrighted Materials....78
Associations and Political Activities 78
Charitable Contributions 78
Safety and Security....79
Possession of Firearms and Weapons 79
Visitors in the Workplace 80
Volunteers on Campus....80
Asbestos Management Plan....81
Pest Control Treatment....81
Other Topics....81
General Procedures....82
Weather Procedures....82
Severe Weather....82
Emergency School Closing 83
Bad Weather Makeup Days....83
Skylert 83
Emergencies....83
Purchasing Procedures....83
Personnel Records 85
Facility Use .... .86
Termination of Employment.... .87
Resignations .... .87
Dismissal or Non-renewal of Contract Employees.... .88
Dismissal of Noncontract Employees .... .88
Discharge of Convicted Employees.... .89
Prohibition on Diversity, Equity, and Inclusion 89

Prohibited Classroom Instruction 89
Exit Interviews and Procedures 89
Reports Concerning Court-Ordered Withholding 90
Student Issues 91
Notice of Non-Discrimination 91
Student Records 91
Parent and Student Complaints 92
Administering Medication to Students 92
Dietary Supplements 93
Psychotropic Drugs 93
Student Conduct and Discipline 93
Student Attendance 94
Bullying 94
Hazing 94
Appendix 95
Appendix A- Absences and Leave 96
Appendix B- Salary Schedule and Benefits 98
Appendix C- Substitute System 105
Appendix D-Child Abuse & Neglect Policies 106
Appendix F- Staff Acceptable Use Policy 107
Appendix G- Bullying 112
Appendix H- Teacher Standards 119
Appendix I- Personnel Policies 126
Index 127

Employee Handbook Receipt/Acknowledgement

Please note that the employee handbook receipt will be completed electronically. Employees will have to click on the Viewed & Acknowledged check box and then digitally sign and date the form. The document will be stored digitally in your electronic personnel file. If you have any questions, please contact Human Resources. ***See example below.***



Employee Handbook Receipt/Acknowledgement

I hereby acknowledge viewing and reading (online) the GISD Employee Handbook and will abide by the standards, policies, and procedures defined or referenced in this document.

- **Employees must access and review the handbook on the Garland ISD Website.**

In addition, a hard copy of the handbook may be accessed either in the supervisors' office or in a school library.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes provided in the online version.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

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

NOTE:

*If you would like a **copy** of your Employee Handbook Receipt, please print, email, or download a copy after you press the submit button below.*

Employee Handbook *

☐ Viewed & Acknowledge

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 Assistant Superintendent of Human Resources, Box 104.

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

District policies can be accessed online at:
POLICY ONLINE (https://pol.tasb.org/Home/Index/364) and are also located in the office of the Chief Leadership & Academic Officer, where they are available for employee review during normal working hours.



ELEMENTARY SCHOOLS

1 Abbett Elementary School
730 W. Muirfield Road, Garland 75044
(972) 675-3000 C-7

2 Armstrong Elementary School
4750 Ben Davis Road, Sachse 75048
(972) 414-7480 D-6

3 Back Elementary School
7300 Bluebonnet Drive, Rowlett 75089
(972) 475-1884 E-5

4 Beaver Technology Center for Math & Science 3232 March Lane, Garland 75042
(972) 494-8301 B-5

5 Bradfield Elementary School
3817 Bucknell Drive, Garland 75042
(972) 494-8303 A-5

6 Bullock Elementary School
3909 Edgewood Drive, Garland 75042
(972) 494-8308 A-4

7 Caldwell Elementary School
3400 Saturn Road, Garland 75041
(972) 926-2500 C-3

8 Carver Elementary School
2200 Wynn Joyce Road, Garland, 75043
(972) 487-4415 D-2

9 Classical Center at Vial Elementary School
126 Creekview Drive, Garland 75043
(972) 240-3710 D-1

10 Club Hill STEM School
1330 Colonel Drive, Garland 75043
(972) 926-2520 D-3

11 Cooper Elementary School
1200 Kingsbridge Drive, Garland 75040
(972) 675-3010 C-5

12 Couch Collegiate Prep
4349 Waterhouse Boulevard, Garland 75043
(972) 240-1801 F-2

13 Daugherty Elementary School
500 W. Miller Road, Garland 75041
(972) 926-2530 C-3

14 Davis Elementary School
1621 McCallum Drive, Garland 75042
(972) 494-8205 B-5

15 Dorsey Elementary School
6200 Dexham Road, Rowlett 75089
(972) 463-5595 E-4

16 Ethridge Elementary School
2301 Sam Houston Drive, Garland 75044
(972) 675-3020 B-5

17 Freeman @Golden Meadows Elementary School
1726 Travis Street, Garland 75042
(972) 494-8373 B-5

18 Handley STEM Elementary
3725 Broadway Boulevard, Garland 75043
(972) 926-2540 D-2

19 Heather Glen Montclair Elementary School
5119 Heather Glen Drive, Garland 75043
(972) 270-2881 C-2

20 Herfurth Elementary School
7500 Miller Road, Rowlett 75088
(972) 475-7994 G-3

21 Hickman Elementary School
3114 Pinewood Drive, Garland 75044
(972) 675-3150 B-6

22 Hillside Academy for Excellence
600 Keen Road, Garland 75041
(972) 926-2510 C-3

23 Keeley Elementary School
8700 Liberty Grove Road, Rowlett 75089
(972) 412-2140 G-5

24 Kimberlin Academy for Excellence
1520 Cumberland Drive, Garland 75040
(972) 926-2560 C-4

25 Liberty Grove Elementary School
10201 Liberty Grove Road, Rowlett 75089
(972) 487-4416 G-6

26 Lister Elementary School
3131 Mars Drive, Garland 75040
(972) 675-3030 D-5

27 Luna Elementary School
1050 Lochness Lane, Garland 75044
(972) 675-3040 D-7

29 Northlake Elementary School
1626 Bosque Drive, Garland 75040
(972) 494-8359 C-5

30 Pearson Elementary School
5201 Nita Pearson Drive, Rowlett 75088
(972) 463-7568 G-4

31 Roach Elementary School
1811 Mayfield Avenue, Garland 75041
(972) 926-2580 B-2

32 Rowlett Elementary School
3315 Carla Road, Rowlett 75088
(972) 475-3380 E-3

33 Sewell Elementary School
4400 Hudson Drive, Sachse 75048
(972) 675-3050 E-6

34 Shorehaven Elementary School
600 Shorehaven Drive, Garland 75040
(972) 494-8346 C-4

35 Shugart Elementary School
4726 Rosehill Road, Garland 75043
(972) 240-3700 E-2

36 Southgate STEM Elementary
1115 Mayfield Avenue, Garland 75041
(972) 926-2590 C-2

37 Spring Creek Elementary School
1510 Spring Creek Drive, Garland 75040
(972) 675-3060 B-6

38 Giddens-Steadham Elementary School
6200 Danridge Road, Rowlett 75089
(972) 463-5887 G-4

39 Stephens Elementary School
3700 Cheyenne Drive, Rowlett 75088
(972) 463-5790 F-3

40 Toler Elementary School
3520 Guthrie Road, Garland 75043
(972) 226-3922 E-1

41 Walnut Glen Academy for Excellence
3101 Edgewood Drive, Garland 75042
(972) 494-8330 B-4

42 Watson Technology Center for Math & Science 2601 Dairy Road, Garland 75041
(972) 926-2600 C-3

43 Weaver Elementary School
805 Pleasant Valley Road, Garland 75040
(972) 494-8311 D-5

44 Williams Elementary School
2232 Parkcrest Drive., Garland, 75041
(972) 926-2571 B-3

MIDDLE SCHOOLS

50 Austin Academy for Excellence
1125 Beverly Drive, Garland 75040
(972) 926-2620 D-4

51 Bussey Middle School
1204 Travis Street, Garland 75040
(972) 494-8391 C-5

52 Classical Center at Brandenburg Middle School
626 Nickens Road, Garland 75043
(972) 926-2630 D-2

53 Coyle Technology Center for Math & Science
4500 Skyline Drive, Rowlett 75088
(972) 475-3711 F-4

54 Houston Middle School
2232 Sussex Drive, Garland 75041
(972) 926-2640 B-3

55 Hudson Middle School
4405 Hudson Drive, Sachse 75048
(972) 675-3070 E-6

56 Jackson Technology Center for Math & Science 1310 Bobbie Lane, Garland 75042
(972) 494-8362 B-5

57 Lyles Collegiate Middle School
4655 S. Country Club Road, Garland 75043
(972) 240-3720 E-2

58 O'Banion Middle School
700 Birchwood Drive, Garland 75043
(972) 279-6103 C-2

59 Schrade Middle School
6201 Danridge Road, Rowlett 75089
(972) 463-8790 G-4

60 Sellers Middle School
1009 Mars Drive, Garland 75040
(972) 494-8337 C-4

61 Webb Middle School
1610 Spring Creek Drive, Garland 75040
(972) 675-3080 B-6

HIGH SCHOOLS

65 Garland High School
310 S. Garland Avenue, Garland 75040
(972) 494-8492 C-4

66 Lakeview Centennial High School
3505 Hayman Drive, Garland 75043
(972) 240-3740 E-2
- GRS-TV

67 Memorial Pathway Academy
2825 S. First Street, Garland 75040
(972) 926-2650 C-3

68 Naaman Forest High School
4843 Naaman Forest Boulevard, Garland 75040
(972) 675-3091 C-6

69 North Garland High School
2109 Buckingham Road, Garland 75042
(972) 675-3120 B-5

70 Rowlett High School
4700 President George Bush Highway, Rowlett 75088
(972) 463-8690 F-4

71 Sachse High School
3901 Miles Road, Sachse 75048
(972) 414-7450 E-6

72 South Garland High School
600 Colonel Drive, Garland 75043
(972) 926-2700 D-2

SPECIAL SERVICE FACILITIES

75 Agriculture Training Center
2210 Pleasant Valley Rd, Sachse 75048 E-6

76 Cisneros Prekindergarten School
2826 Fifth Street, Garland 75041
(972) 271-7160 C-3

77 Gilbreath-ReedCareer and Technical Center
4885 N. President George Bush Highway Garland 75040
- Career & Technology Education
(972) 487-4588 C-6

78 GISD Alternative Education Center
2015 Country Club Drive, Garland 75041
(972) 926-2691 D-3

79 Parsons Prekindergarten School
2202 Richoak Drive, Garland 75044
(972) 675-8065 B-5

80 Pathfinder Achievement Center
221 S. Ninth Street, Garland 75040
(972) 494-8520 C-4

81 Warren School
2625 Anita Drive, Garland 75041
- New Horizons
- Warren Center
(972) 926-2671 C-3

ADMINISTRATIVE FACILITIES

85 GISD Bond Office
409 N. First Street, Garland 75040
(972) 487-6859 C-4

86 GISD Employee Clinic
3121 N. President George Bush Highway, Suite B3, Garland 75040
(972) 487-4567

87 Harris Hill Administration Building
501 S. Jupiter Road, Garland 75042
- Superintendent
- Business Operations
- Communications & Public Relations
- Curriculum & Instruction
- Executive Directors of Leadership
- Federal Programs
- General Counsel
- GISD Education Foundation
- Grants
- Guidance & Counseling
- Health Services
- Human Resources
- Magnet Programs
- Multilingual Programs
- Office of Innovation
- ORACLE Technology Group
- Payroll & Benefits
- Purchasing
- Research, Assessment & Accountability
- Safety and Operations
- Student Support & Specialized Service (MTTS,Dyslexia, Section 504, Special Education)
- Teaching & Learning
- Translation & Interpretation Services
(972) 494-8201 A-4

88 Manuel & Maria Valle Student Services Center
720 Stadium Drive, Garland 75040
- Student Services Department
  - Attendance
  - Enrollment Center
  - Family & Community Engagement
  - GRS Giving Place
- Student Services Clinic
(973) 494-8255 C-5

88 Harris Hill
- Internal Audit
(972) 487-4651 C-5

89 Marvin Padgett Auxiliary Services Center
701 N. First Street, Garland 75040
- Facilities
- Maintenance
- Security
- Student Nutrition Services
- Warehouse
(972) 494-8201 C-4

90 Marvin D. Roden Technology Center
North end of building:
410 Stadium Drive, Garland 75040
- Geographic Information Systems
- Technology
(972) 494-8152 C-5
South end of building:
414 Stadium Drive, Garland 75040
- Printing Services
- Risk Management
(972) 494-8201 C-5
East end of building:
326 Stadium Drive, Garland 75040
- Transportation
(972) 494-8530 C-5

91 Jill Shugart Professional Development Center
870 W. Buckingham, Garland 75040
- Athletics
- Library Media Services (IRC)
- Fine Arts
- Gifted & Talented
- Digital Learning
(972) 487-4450 C-5

92 Tax Office
901 W. State Street, Garland 75040
(972) 494-8570 C-4

STADIUMS & EVENT CENTER

95 Curtis Culwell Center
4999 Naaman Forest Boulevard, Garland 75040
(972) 487-4700 C-6

96 Homer B. Johnson Stadium
1029 Centerville Road, Garland 75041 D-3

97 Williams Stadium
510 Stadium Drive, Garland 75040 C-5

98 Natatorium
2585 Firewheel Pkwy, Garland 75040 D-5

NOTE:
The number on the left corresponds to the building location symbols.

Grid coordinates are to the right of the phone number.

Mission Statement, Goals, and Objectives

Policy AE

Mission Statement:

The Garland Independent School District exists as a diverse community with a shared vision that serves to provide an exceptional education to all its students.

Vision Statement:

Reaching the future by driving excellence, one student at a time.

Values:

- We believe every student can learn.
- We know every student deserves our best.
- We value and celebrate all cultures.
- We respect all students, families, staff and communities.
- We demonstrate ethical behavior.

Goal Statement:

Garland ISD will ensure ALL students graduate prepared for college, careers and life by increasing student performance measures, postsecondary readiness, and graduation rates and decreasing student management incidences.

Goals and Objectives through 2030

https://garlandisd.net/about/strategic-goal

Objective A: Early Literacy (Reading)
Objective B: Early Literacy (Writing)
Objective C: English Language Acquisition
Objective D: Scientific Understanding
Objective E: Mathematical Proficiency
Objective F: Post-Secondary Readiness (SAT Exams)
Objective G: Post-Secondary Readiness (AP Exams)
Objective H: Student Management
Objective I: Graduation Outcomes

BOARD GOAL SUMMARY PAGE	Indicator	2024 Baseline	2025 Target	2030 Target
GOAL 1 Increase the percentage of **ALL third-grade student achieving 'Meets Grade Level' on 3rd STAAR exams.**	3rd Reading	44%	47%	61%
GOAL 2 Increase the percentage of **ALL third-grade students achieving 'Meets Grade Level' on 3rd STAAR exams.**	3rd Math	42%	45%	58%
GOAL 3 Increase the percentage of **ALL sixth-grade students achieving 'Meets Grade Level' on 6th grade STAAR exams.**	6th Reading	51%	52%	55%
GOAL 4 Increase the percentage of **ALL sixth-grade students achieving 'Meets Grade Level' on STAAR exams.**	6th Math	26%	31%	56%
GOAL 5 Increase the percentage of all graduates achieving **Texas Success Initiative (TSI) standards in Math and Reading by exam only.**	TSI by Exam	34%	39%	60%
GOAL 6 **Eliminate D and F campuses.**	Campus Ratings	12 D/F	22%	0

Board of Trustees

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, facilities, and employment of the superintendent and other professional staff. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected at large and serve three-year terms. Trustees serve without compensation, must be qualified voters, and must reside in the district. Current Board Members include:



The board usually meets at the Harris Hill Administration Building Annex at 6:00 p.m. every 2nd (Committee meeting) and 4th (Regular meeting) Tuesday. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Harris Hill Administration Building three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice. Link where notices can be found online: Notices of Scheduled Meetings (https://garlandisd.net/about/board- trustees/board-meetings)

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

Administration

The district is organized into three major divisions which report to the superintendent.

Superintendent of Schools – **Dr. Ricardo Lopez**

1. **Division of Finance**:
    - Darrell Dodds, Deputy Superintendent
2. **Division of Leadership**
    - Dr. Ida Perales, Deputy Superintendent
3. **Division of Academics**
    - TBD Deputy Superintendent

A school directory that includes names, positions, phone numbers, and school mailbox numbers of all personnel in these divisions is available on the Garland ISD Intranet at **GISD INTRANET** (http://home.garlandisd.net/Directories). A new directory is published each fall.



2026-27 Garland ISD Academic Calendar

JULY

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

July 1-3: GISD administrative facilities closed

July 4: Independence Day

July 30-31: Staff development

AUGUST

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

Aug. 3-7: Staff development

Aug. 10: First day of class
First grading period begins

SEPTEMBER

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

Sept. 7: Labor Day

OCTOBER

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

Oct. 9: First grading period ends

Oct. 12-16: Fall Break

Oct. 19: Staff development/ Student holiday

Oct. 20: Second grading period begins

NOVEMBER

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

Nov. 3: Staff development/ Student holiday

Nov. 23-27: Thanksgiving Break

DECEMBER

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

Dec. 18: Early dismissal
Second grading period ends

Dec. 21-31: Winter Break

JANUARY

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

JAN. 1: Winter Break

Jan. 4: Staff development/ Student holiday

Jan. 5: Third grading period begins

Jan. 18: Martin Luther King Jr. Day

FEBRUARY

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

Feb. 15: Staff/Student holiday

Feb. 16: Staff development/ Student holiday

MARCH

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

March 12: Third grading period ends

March 15-19: Spring Break

March 22: Fourth grading period begins

March 26: Staff/Student holiday

APRIL

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

April 16: Staff/Student holiday

MAY

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

May 27: Last day of class
Early dismissal
Fourth grading period ends

May 28: Staff development/ Student holiday

May 31: Memorial Day

JUNE

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

June 17: Juneteenth Observed

June 19: Juneteenth

School hours

Full-day prekindergarten ..... 8:10 a.m.-3:30 p.m.
Elementary school ..... 8:10 a.m.-3:30 p.m.
Middle school ..... 8:50 a.m.-4:10 p.m.
High school ..... 7:30 a.m.-2:52 p.m.

Early dismissal times

Full-day prekindergarten ..... 8:10 a.m.-1:25 p.m.
Elementary school ..... 8:10 a.m.-1:25 p.m.
Middle school ..... 8:50 a.m.-2:05 p.m.
High school ..... 7:30 a.m.-12:40 p.m.

First semester: 82 days
[ ] *Grading periods*
Aug. 10-Oct. 9 (44 days)
Oct. 20-Dec. 18 (38 days)

Second semester: 98 days
[ ] *Grading periods*
Jan. 5-Mar. 12 (46 days)
Mar. 22-May. 27 (47 days)

Stay informed

www.garlandisd.net

Facebook: **@ChooseGarlandISD**
Instagram: **@ChooseGarlandISD**
X: **@gisdnews**
YouTube: **garlandisdnews**

Updated: 12/03/25; subject to change

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. Please use the following link to access district department contacts via the employee intranet:
EMPLOYEE AND LOCATION DIRECTORY. http://home.garlandisd.net/Directories

Helpful Websites

GISD (Garland Independent School District)
Garland ISD Home Page http://www.garlandisd.net/

Garland ISD Intranet Garland ISD Intranet http://home.garlandisd.net/

Board Policy Manual GISD Board Policy Online http://pol.tasb.org/Home/Index/364

State Board for Educator Certification **SBEC Online**
https://tea.texas.gov/About_TEA/Leadership/State_Board_for_Educator_Certification/

Employee Assistance Program (EAP) GISD Employee Assistance Program
https://www.guidanceresources.com/groWeb/login/login.xhtml

Texas Examinations of Educator Standards Texas Educator Certification Examination Program tx.nesinc.com

Social Security Administration Social Security Administration Website
http://www.ssa.gov/

TEA (Texas Education Agency) Texas Education Agency Website http://tea.texas.gov/

TRS (Texas Retirement System of Texas) Texas Retirement System Website
http://www.trs.texas.gov

Employment

Equal Employment Opportunity

Policy DIA

The Garland ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex (including pregnancy), national origin, age, disability, military status, genetic information or on any other basis prohibited by law with respect to the terms, conditions, or privileges of employment or in providing education services, activities, and programs. 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.

SEX DISCRIMINATION AND SEXUAL HARASSMENT PROHIBITED

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

Garland ISD has designated and authorized the employee to serve as the Title IX Coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment. Reports can be made at any time and by any person, including during non-business hours, by mail email, or phone. During district business hours, reports may also be made in person.

Cindy Rodriguez
Assistant Director of Student Services & Title IX Coordinator
3200 Broadway Blvd, 4th Floor
Garland, TX 75043
972-494-8255
CARodr02@garlandisd.net

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis and on the district's website. Current district employees may apply for any vacancy for which they have appropriate qualifications.

Employment After Retirement

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.texas.gov/).

Contract and Noncontract Employment

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. Non-Chapter 21 contracts may/will be issued to employees not requiring SBEC certification.

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. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may exceed one school year with DOI amendment.

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 should be given.

Term contracts

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

Noncertified professional and administrative employees

Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a non-chapter 21 contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and auxiliary employees

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking action 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 Certification Officer in a timely manner. Employees must contact Anel Gonzalez (ahgonzalez@garlandisd.net) within 3 calendar days if they are licensed by the Texas Department of Licensing and Regulations (TDLR), TEA, SBEC, and/or any other licensing/certification authority when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policies DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Annaluz Hill (AHill2@garlandisd.net) in the Human Resources Department if you have any questions regarding re-verification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

For information on Prohibited Substances, see policy DH (Local)

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 Prohibited Substance testing if the suspected violation relates to Prohibited Substance use. The district may search the employee, the employee's personal items, work areas, district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees not subject to the Federal Department of Transportation rules applicable to commercial vehicle operators

The District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of Prohibited Substances in violation of District policy. Any employee who is asked to submit to Prohibited Substance testing shall be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination of employment.

A District employee confirmed to have violated the District's policy pertaining to alcohol or drugs may be subject to disciplinary action, up to and including termination.

Employees required to have a commercial driver's license
Any employee who is required to have a commercial driver's license (CDL) is subject to Prohibited Substance 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. Prohibited Substance tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow- up measure. Testing may be conducted following motor vehicle 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 Prohibited Substance is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to Prohibited Substance 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 testing policies and related educational material should contact Risk Management at 972-494-8382.

Health Safety Training

Policies DBA, DMA
District employees who are head directors of a marching band or head coaches or chief sponsors or an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district our UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification.
Employees subject to this requirement must submit their certification to their campus principal by September 30.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation

(CPR) and the use of the automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their campus principal by September 30.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid. See Policy DMA (Legal) for required training related to students with seizure disorders.

Reassignments and Transfers

Policy DK

All personnel are employed subject to assignment and reassignment by the superintendent or designee when the superintendent determines it is in the best interest of an individual school or the district at large.

Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

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 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. Teachers requesting a transfer to another campus before the school year begins must submit a request during the transfer window by using the online application system. 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 Human Resources and must be approved by the receiving supervisor. The transfer request process is for campus lateral moves only: teacher to teacher, grade level counselor to grade level counselor, grade level librarian to grade level librarian (elementary, middle, or high school). It is **NOT** for staff seeking a promotion.

Transfer Eligibility Requirements:

- Employee must complete the online transfer request during the application submission window.
- Employee's most recent evaluation is as least proficient or better.

- Employee must have appropriate certification (or certification plan) for the position. Transfers will not be approved without correct certification appearing on TEA Virtual Certificate or plan confirmed by the HR Certification team.
- Employees on an intervention (growth) plan are ineligible

Recommending Relatives for Employment

Policy DC

A district employee with responsibilities with the district's hiring process shall be prohibited from recommending for hire any person related to that employee within the third degree by blood or marriage.

Supervising Relatives

Policy DK

A District employee with supervisory responsibilities shall not supervise persons who are related to the supervisor within the third degree by blood or marriage.

Assignment of Relatives

Policies DK

No employee shall be assigned to a position in which he or she would supervise or would otherwise be directly responsible for the evaluation of a member of his or her immediate family. Employees of the district who are related to one another shall be assigned to different campuses or departments. If two employees marry while serving on the same campus or department, the superintendent or designee shall transfer one of the employees to another campus or department. The superintendent may make an exception to this requirement after consulting with the board.

For purposes of this policy, immediate family shall be considered those individuals related within the third degree of consanguinity or within second degree of affinity.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional employees

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar (http://www.garlandisd.net/calendars/) is adopted each year, designating the work schedule for teachers and all school holidays. Notice of work schedules, will be distributed each school year.

Work Schedules

All district employees will follow regular work schedules as outlined. If needed, principals may assign an aide to arrive early and leave early to supervise students before school begins. Principals should schedule the working hours of secretaries and aides on their campus to fit the particular needs of that campus. Paraprofessionals' workday is 8 hours, 7.5 paid hours per day of work and 30 unpaid minutes for lunch.

Guidelines of the Fair Labor Standards Act (FLSA) shall apply to paraprofessional and auxiliary employees who are non-exempt and subject to overtime/compensatory time rules. Teachers and other professionals are exempt from the overtime/compensatory time rules of the FLSA.

There are occasions when professional employees are expected to work beyond the normal work schedule for activities such as parent conferences, meet-the-teacher night, staff development, staff meetings, report card pickup, etc. These times are scheduled by the principal and should be kept within reasonable limits. Direct any questions regarding these issues to your direct supervisor and/or Human Resources.

Planning and Preparation Time

Each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation, including parent-teacher conferences, evaluating students' work, and planning.

A planning and preparation period under this section may not be less than 45 minutes within the instructional day. Everyone is entitled to a duty-free lunch.

**** ACTUAL REPORTING HOURS ARE SET BY CAMPUS PRINCIPAL**

Breakfast in the Classroom Schedule for Pre-K, Elementary Schools & the AEC

Alternative Education Center	Abbett Elementary	Back Elementary	Beaver Elementary	Bradfield Elementary
Bullock Elementary	Caldwell Elementary	Carver Elementary	Cisneros Pre-K	Club Hill STEM Elementary
Cooper Elementary	Couch Collegiate Prep Elementary	Daugherty Elementary	Davis Elementary	Dorsey Elementary
Ethridge Elementary	B.H. Freeman at Golden Meadows Elementary	Handley STEM Elementary	Heather Glen Elementary	Hickman Elementary
Liberty Grove Elementary	Lister Elementary	Montclair Elementary	Northlake Elementary	Parsons Pre-K

Pearson Elementary	Roach Elementary	Rowlett Elementary	Shorehaven Elementary	Shugart Elementary
Southgate STEM Elementary	Spring Creek Elementary	Steadham Elementary	Stephens Elementary	Toler Elementary
Vial Classical Center	Walnut Glen Academy	Weaver Elementary	M.D. Williams Elementary	

Elementary Staff Hours: 7:45 a.m. - 3:45 p.m.

Harris Hill Administration Building and Non-School Buildings

- All Staff: 8:00 a.m. - 4:30 p.m. M-TH; 8:00 a.m. - 4:00 p.m. Fri. with 60-minute lunch.
- Summer Work Schedules will be governed by guidelines issued yearly.

Non-Exempt and Auxiliary Employees
Support employees are employed at will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Non-exempt and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisors. See *Overtime Compensation* on page 31 for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A private, accessible area, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided each time such employee needs to express breast milk.

A reasonable amount of break time will be provided each time the employee has a need to express breast milk for her nursing child, for one year after the child's birth. For non-exempt employees, these breaks are unpaid and are not counted as hours worked. Employees shall contact their supervisor or Human Resources Director for accommodations.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the appropriate HR Director-972-487-3057

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the appropriate HR Director-972-487-3057 to begin the interactive process.

Texas Mother Friendly Worksite

Garland ISD is designated as a basic level Texas Mother Friendly Worksite. Our DG (REGULATION) discusses GISD's lactation support program in accordance with Texas Health and Safety Code Section 165.003 and House Bill 786.

The program:
1. Provides a work environment that is supportive of lactating mothers; and
2. Encourages breastfeeding of their children for up to one year following their birth.

Access to a safe water source and a sink within reasonable distance from the lactation space will be provided. The women's restroom and/or teachers' lounge/kitchen area has soap and water for cleaning pump equipment.

Employees may store their expressed milk in their own personal coolers with ice packs or in the shared break room refrigerator space, if available. As with any personal food item, handling and supervision of the expressed milk is the sole responsibility of the employee.

Information about breastfeeding support after returning to work will be provided to employees prior to the employee's period of leave for the reason of childbirth by Garland ISD Human Resources. Informational materials about breastfeeding are available to employees on the intranet.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified

teacher, or an uncertified teacher. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call Human Resources at 972-487-3057 and ask to speak with a member of the Certification Team.

Outside Employment and Tutoring

Policy DBD

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. 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 or interfere with primary work duties at the district.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact the appropriate Human Resources Director for more information.

Lesson Plans & Lesson Internalization

Policy DL

Lesson plans are the teacher's road map of what students need to learn and how the teacher will use class time to ensure student learning. Lesson internalization is the process of deeply understanding the delivery of instruction to ensure student mastery of concepts. Lesson planning and lesson internalization are essential components of the teaching and learning process.

Lesson plans are required of all teachers; per HB1605, use of lesson plans provided by our adopted curriculum resources satisfies the requirement to prepare writing lesson plans.

Lesson internalization is required of all teachers in order to ensure the teacher is intellectually prepared to deliver effective instructional delivery.
Lesson internalization can occur within a Professional Learning Community (PLC) and/or independently.

Performance Evaluation

Policy DN, DPB series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed using the designated form, system, or platform approved by the district. Reports, correspondence, and memoranda can also be used to document performance information and must be uploaded to designated platform or system.

All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and the quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Garland 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 the District Educational Improvement Council or the Campus Improvement Team advisory committees.

Plans and detailed information about the shared decision-making process are available in each campus office or from the Division of Academics.

Staff Development

Policy DMA

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

Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Staff development requirements and opportunities are addressed in DMA (Legal).

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

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training include, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law.
Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a work week.

Classroom teachers 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 Payroll Department (https://home.garlandisd.net/payrollhttps://home.garlandisd.net/payroll-and-benefitsand-benefits) for more information about the district's pay schedules or their own pay. The district may deduct any overpayment to an employee from one or more of the employee's paychecks.

Federally Funded Positions

All employees, including teachers, paraprofessionals, and other staff paid with federal funds must document the time and effort they spend within that program. The portion of the federally paid salary should reflect the time and effort the individual has put forth for that federal program.

Semi-annual certifications are required for personnel whose compensation is funded solely by a federal grant. These certifications document that these personnel have been working solely in activities supported by the identified grant. The certification must (1) be completed once every six-months and cover a semi-annual period (e.g., July- December and January-June) (2) identify the name of the federal program, (3) include a statement that the employee worked solely on the identified program for the period covered by the certification, and (4) be signed and dated by the employee and supervisor after the work is performed.
In addition, a description of job responsibilities must be signed by the Federally funded employee and supervisor annually.

Monthly certifications are required for personnel whose time is charged in part to a Federal grant and in part to other revenue sources (split-funded staff). These reports document the portions of time and effort dedicated to the identified grant fund and to other revenue sources.
Such records must (1) be completed after-the-fact, (2) account for the total time for which the employee is compensated, (3) be prepared at least monthly, (4) coincide with one or more pay periods, and (5) be signed by the employee and supervisor.

Paychecks

All employees are paid monthly. For all monthly paid employees, pay day is the 27th of each month. When the 27th falls on Saturday or Sunday, payday will be the preceding Friday. In December, payday will be the next to last workday before winter break. For biweekly paid employees (Food Service, Maintenance, Transportation, Warehouse, and Substitute), payday is every other Friday.

Paychecks will not be released to anyone other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statements.

Enrollment in TRS-ActiveCare satisfies the requirement to have health insurance. The TRS-ActiveCare Enrollment Guide explains who is eligible to enroll in ActiveCare.

Enrollment in another plan, such as through a spouse, parent, or association, also satisfies the requirement to have health insurance if the plan provides minimum essential coverage.

As an alternative to ActiveCare or another health insurance program, you may enroll in insurance through the Health Insurance Marketplace. In Texas, the Marketplace is a federal government program that will offer "one-stop shopping" to find and compare private health insurance options. Most individuals are eligible to enroll in insurance through the Marketplace.

You may be eligible for a premium tax credit or other assistance toward insurance obtained through the Marketplace, depending on your household income. More information on the premium tax credit and other cost sharing provisions is available at Healthcare.gov Website (http://www.healthcare.gov/). Please note that the district will not contribute to premium costs if you enroll in insurance through the Marketplace. Also, you will lose the benefit of paying the premium with pre-tax income if you purchase insurance through the Marketplace.

Additional information. If you have questions or concerns about the health insurance offered through the district, please contact: Garland ISD Benefits Department at 972- 487-3047 or benefits@garlandisd.net Questions about the Marketplace and how the Affordable Care Act impacts you as an individual should be addressed to Healthcare.gov Website (http://www.healthcare.gov/) or to your personal attorney.

GARLAND INDEPENDENT SCHOOL DISTRICT MONTHLY PAYROLL SCHEDULE

(For Professionals and Para-Professionals)

2026 – 2027 SCHOOL YEAR

Pay Period	Paid Through Date	Payroll Cut Off	Check Run Date	Payday
September	08/31/26	09/10/26	09/22/26	09/25/26
October	09/30/26	10/12/26	10/22/26	10/27/26
November	10/31/26	11/10/26	11/17/26	11/20/26
December	11/30/26	12/10/26	12/14/26	12/17/26
January	12/31/26	01/11/27	01/19/27	01/22/27
February	01/31/27	02/10/27	02/23/27	02/26/27
March	02/28/27	03/10/27	03/23/27	03/26/27
April	03/31/27	04/12/27	04/22/27	04/27/27
May	04/30/27	05/10/27	05/24/27	05/27/27
June	05/31/27	06/10/27	06/22/27	06/25/27
July	06/30/27	07/14/27	07/22/27	07/27/27
August	07/31/27	08/10/27	08/24/27	08/27/27

Note: **All Payroll items must be submitted by 12:00 Noon on the cut-off date. The scheduled monthly payday for the district is the 27th with the following exceptions:**

When the 27th falls on Saturday or Sunday, Payday moves to the Friday before

HOLIDAY SCHEDULE

PAYROLL CHECKS ARE MAILED
DIRECT DEPOSIT RECEIPTS ARE AVAILABLE ON ORACLE SELF SERVE

GARLAND INDEPENDENT SCHOOL DISTRICT
BI-WEEKLY PAYROLL CALENDAR
2026-2027 SCHOOL YEAR

PAY PERIOD	PAID THROUGH	CUT-OFF	CHECK RUN	PAY DAY
JULY	06/20 – 07/03	07/06/26	07/06/26	07/10/26
	07/04 – 07/17	07/20/26	07/20/26	07/24/26
AUGUST	07/18 – 07/31	08/03/26	08/03/26	08/07/26
	08/01 – 08/14	08/17/26	08/17/26	08/21/26
SEPTEMBER	08/15 - 08/28	08/31/26	08/31/26	09/04/26
	08/29 – 09/11	09/14/26	09/14/26	09/18/26
OCTOBER	09/12 – 09/25	09/28/26	09/28/26	10/02/26
	09/26 – 10/09	10/08/26*	10/08/26*	10/16/26
	10/10 – 10/23	10/26/26	10/26/26	10/30/26
NOVEMBER	10/24 – 11/06	11/09/26	11/09/26	11/14/25
	11/07 – 11/20	11/19/26*	11/19/26*	11/27/26
DECEMBER	11/21 – 12/04	12/07/26	12/07/26	12/11/26
	12/05 – 12/18	12/17/26*	12/17/26*	12/24/26*
JANUARY	12/19 – 01/01	01/04/27	01/04/27	01/08/27
	01/02 – 01/15	01/19/27*	01/19/27*	01/22/27
FEBRUARY	01/16 – 01/29	02/01/27	02/01/27	02/05/27
	01/30 – 02/12	02/16/27	02/16/27	02/19/27
MARCH	02/13– 02/26	03/01/27	03/01/27	03/05/27
	02/27– 03/12	03/11/27*	03/11/27*	03/19/27
APRIL	03/13 – 03/26	03/29/27	03/29/27	04/02/27

	03/27 – 04/09	04/12/27	04/12/27	04/16/27
	04/10-04/23	04/26/27	04/26/27	04/30/27
MAY	04/24 – 05/07	05/10/27	05/10/27	05/14/27
	05/08 – 05/21	05/24/27	05/24/27	05/28/27
JUNE	05/22 – 06/04	06/07/27	06/07/27	06/11/27
	06/05 – 06/18	06/21/27	06/21/27	06/25/27

NOTE: ALL PAYROLL ITEMS MUST BE SUBMITTED BY 12:00 NOON ON THE CUT-OFF DATE *CUTOFF DATES

The number of contract days (months) determines when the first check and last check for the upcoming school year are received. This information is included in the table below.

NUMBER OF MONTHS WORKED	PAY SCHEDULE
10 Month Employee	September – August
11 Month Employee	August – July
12 Month Employee	July – June

When an employee changes contract length, there will be consequences regarding payroll that need further explanation by Human Resources and/or Payroll.

Direct Deposit

Direct deposit is **preferred** to ensure the safest and most efficient method of receiving pay. With regular direct deposit, pay is sent electronically to your personal bank account.

With the direct deposit option, the employee pay slip is distributed on payday through Oracle Employee Self-Service. You must have an Oracle login and password. For assistance with obtaining a login and password, please email Oracle Technology Group at oracletechnologygroup@garlandisd.net .

NOTE: Once the Direct Deposit Authorization form is completed both initially and for any account changes, the Payroll department will process and update your profile. Your deposit will go into that account if the Payroll has not been finalized. If the information is received after the deadline, you will receive a paper check in the US mail. If the check is delayed by the US mail for any reason, be aware that a replacement check will not be re-issued until after the fifth (5th) business day.

Payroll Deductions

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 required for all full-time employees
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)

- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, vision, life and other supplemental benefits; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations, assignments, deferred compensation programs, and cafeteria plans. Salary deductions are automatically made for unauthorized or unpaid leave.

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

An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay. If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees are entitled to overtime compensation. Nonexempt employees are **not** authorized to work beyond their normal work schedule without **advance approval** from their supervisor. This includes work from home. Failure to follow administrative directives may result in disciplinary actions. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday. Nonexempt employees that are paid on a salary basis are paid up to and including a 40-hour workweek, and do not earn additional pay unless they work more than 40 hours.

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

- Employees can accumulate up to 40 hours of straight time.
- Employees can accumulate up to 60 hours of compensatory (comp) time.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid state and local leave.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

When an employee ends his or her employment with the district, the employee will be paid for any unused compensation at the final regular rate received by the employee.

Travel expense reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, 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. Employees must submit receipts to the extent possible to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

Garland ISD is proud to offer a competitive benefits package that includes the following district provided benefits:

- $15,000 Group Life Insurance
- $15,000 Group Accidental Death & Dismemberment Insurance
- Employee Assistance Program
- Employee Health & Wellness Programs
- FinPath Financial Wellness Program

It also includes the following voluntary benefits, which can be paid through payroll deduction that employees can purchase at their discretion:

- Health Plan (medical and pharmacy)
- Dental Plan
- Vision Plan
- Group Life Insurance
- Individual Life Insurance
- Disability Plan
- Accident Plan
- Critical Illness Plan
- Hospital Indemnity Plan
- Flexible Spending Accounts (Health Plan and Daycare)
- Health Savings Account
- Retirement Savings Plans (403b and 457b)

Group health insurance is provided through TRS-ActiveCare, the statewide publicschool employee health insurance program. The district's contribution to the employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week.

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth).

Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees online at the Employee Benefits Center (EBC). (https://ffbenefits.ffga.com/garlandisd)

Other Benefits

Employee Assistance Program

The Garland ISD Employee Assistance Program (EAP) is available 24 hours a day, every day, to help employees and their families find support, resources and professional assistance with a variety of life issues to balance work and home. The EAP offer resources and services for emotional support, estate guidance, finances, legal guidance, online support and work life solutions. This program is available for free to all insurance eligible GISD employees and their household members. You can call for confidential assistance from a trained professional and have access to five free in-person or virtual counseling sessions with a certified professional. Find more information on the Garland ISD EAP webpage (https://garlandisd.net/staff/health-benefits/employee-assistance-program). Contact the EAP directly at 1-877-595-5284.

FinPath Financial Wellness Program

FinPath is a free, confidential financial wellness program available to all insurance eligible Garland ISD employees. FinPath offers virtual financial courses taught by professional investment advisors, unbiased and confidential financial advice from coaches, monthly workshops, Wellness Score Tracker for personal financial wellness, and budgeting tools and calculators. Visit the Garland ISD FinPath webpage for details.

Programs offered by Independent Health Care Professionals

Other health and wellness programs are offered as a courtesy to GISD employees by community health care providers throughout the year. These programs include blood drives, community health and wellness events, health screenings, mammograms, and vaccinations. These are additional opportunities for employees to take advantage of health and wellness opportunities offered to the community by various health care providers in convenient locations, but they are not associated with GISD's Employee Wellness Program.

TRS ActiveCare Wellness

For employees who elect TRS ActiveCare medical coverage, health and wellness resources are available from BlueCross and BlueShield and Scott & White Health Plan. Offerings include nurse lines, maternity programs, and other health and wellness programs. Please visit their respective websites for more information. Please visit the Wellness intranet or internet pages for more information on wellness resources available.

Employee Discounts

Discounts are offered at the discretion of the individual vendor and are subject to change without notice.

Leaves and Absences

Policies CRD, DBB, DEC, DECA, DECB , DED, DG

Reporting Absences and Securing a Substitute

Each school will give campus staff directions on what procedures the employee is to follow in reporting an absence. All teachers should leave some type of lesson plan along with seating charts and instructions for substitutes in the event of an absence. The district has a computerized system to request a substitute and record an absence. To access the Absence Management System, go to (app.frontlineeducation.com). (See Appendix C)

For those employees who report absences using the Absence Management System, absences will be reported as either half-day or full-day absences. Employees may not place into the system absences for less than a half or a full day for a singular absence.

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 for an extended period of more than **five days** should call **Human Resources** for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district. (See Appendix A)

Paid leave must be used in one-half (0.5) day increments. Earned comp time must be used before any available paid local and state leave. Available paid local and state leave will be used in the following order:

- Local leave
- State sick leave accumulated prior to 1995-1996
- State personal 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 or certification.

Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

Immediate Family

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

- Spouse

- Son or daughter, including a biological, adopted, or foster child, a son-or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis
- Parent, stepparent, parent-in-law, or another individual who stands in loco parentis to the employee

Medical Certification

Any employee who is absent more than five consecutive work days because of a personal illness or more than five consecutive work days because of 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.

Note: One workday equals 7.5 hours for professional and paraprofessional staff. For other auxiliary staff, 8.0 hours constitutes a normal workday.

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

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of individuals or their family members.

To comply with this law, we are asking you not to provide any genetic information when responding to this request for medical information. "Genetic information," that should not be disclosed pursuant to 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, genetic information of a fetus carried by an individual or an individual's family member, and genetic information of 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 FMLA 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.
Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid

leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

State Personal Leave

State law entitles all employees to five days of paid state personal leave per year. State personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave is transferable to other Texas school districts and generally transfers to education service centers. State personal leave may be used for two general purposes: nondiscretionary and discretionary.

Non-discretionary. Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little if any advance planning. Non-discretionary leave may be used in the same manner as old state sick leave. (See Policy DEC Legal)

Discretionary. Leave taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary leave shall submit a written request to his or her principal or supervisor, within guidelines established by the principal or supervisor. No employee shall be granted discretionary use of state personal leave on days scheduled for state-mandated assessments at his or her campus. Individual supervisors may also restrict the use of state personal for discretionary purpose on other days. 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.

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

Old State Sick Leave

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

Note: One workday equals 7.5 hours for professional and paraprofessional staff. For other auxiliary staff, 8.0 hours constitutes a normal workday.

If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck. 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)
- Baby bonding
- Death in the immediate family
- Active military service

Local Leave

All employees shall receive five paid days of local leave per school year, at a rate of one-half workday for each 45 workdays of employment. Local leave shall accumulate to a maximum of 60 days and shall be taken with no loss of pay. Local leave shall be used under the terms and conditions applicable to state personal leave.

Vacation and Holidays

Policy DED

A full-time manual trades employee in a position normally requiring 12 months of service shall receive paid vacation days and holidays each year. Use of vacation days shall require advance approval of the employee's direct supervisor, and the employee's supervisor shall designate the holidays based on the District-approved school calendar.

Extended Leave

After all available paid leave days and any applicable compensatory time have been exhausted, an eligible employee with 12 continuous months of service in the district shall be granted for the duration of his or her employment with the District a maximum of 30 leave days of extended leave.

Eligibility:

Twelve (12) continuous months of service in the District.

Appropriate documentation to support one of the following:

Catastrophic Illness of the employee.

Catastrophic Illness of a member of the employee's immediate family.

Death in the employee's immediate family.

During military leave [see Use During Military Leave, below].

Absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

An official extended leave request form must be submitted to Human Resources prior to or within 30 days of returning to work from eligible event.

The employee is paid the normal daily rate minus $100.00 per day for professional employees, or $50 or one-half of the daily rate of pay for auxiliary and paraprofessional employees, whichever calculation gives the employee the greater amount.

The medical leave form to request extended leave can be found on the GISD website.

Go to the Garland ISD Website (http://www.garlandisd.net/). Select Staff, then Policies. Scroll down to Family Medical Leave/FMLA and click on Medical Leave. Contact the Human Resources Department if you have questions. (See Appendix A).

Americans with Disabilities Act (ADA) Requests

Policy DAA, DBB, DIA

The GISD Accommodation Review Committee (ARC) reviews all workplace accommodation requests submitted by GISD employees who seek workplace accommodations under The Americans with Disabilities Act (ADA).
Any ADA requests must be submitted to the following dedicated email address:
adarequests@garlandisd.net
Relevant paperwork for ADA requests can be found here:
https://home.garlandisd.net/leaves-and-absences

Members of the ARC include representatives from the GISD Human Resources Department, the Office of the General Counsel, the GISD Health Services Department, and the Risk Management Department.

The ARC Committee will review the request for accommodations submitted by the employee to determine the following:
"Can the employee perform the essential functions of his or her job with a reasonable accommodation?"

What are "Essential Functions"?
In order to be qualified for a position, an employee must be able to perform essential job functions. Essential functions are job duties that are fundamental to the position, they are the reason the job exists.
Some of the factors for determining essential functions of a job include:

- Whether the position exists specifically to perform these essential functions.
- The number of other employees who are available to perform the same job duties.
- The expertise or skills required to perform the essential functions.

What is a "Reasonable Accommodation"?
Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a job or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodations may include:

- Acquiring or modifying equipment or devices
- Job restructuring
- Modified work schedules
- Reassignment

- Adjusting or modifying examinations, training materials or policies
- Providing readers and interpreters
- Making the workplace readily accessible to and usable by people with disabilities It is a violation of ADA to fail to provide reasonable accommodations to the known physical or mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of a GISD Campus or Department. Undue hardship means that the accommodation would require significant difficulty or expense.

Criteria for Consideration
When the ARC is determining if an accommodation request is reasonable or creates an undue hardship on GISD:

- The cost and nature of the accommodation
- The overall financial resources of the campus/facility/district
- The type of operation of the campus/facility/district
- The impact of the accommodation upon the operation of the campus/facility/district

U.S. Equal Employment Opportunity Commission Website:
https://www.eeoc.gov/publications/ada-your-responsibilities-employer

Family and Medical Leave Act (FMLA)- General Provisions

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

What is FMLA Leave?
The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

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

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

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

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

Am I eligible to take FMLA leave?
You are an eligible employee if *all* of the following apply:

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

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

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

How do I request FMLA leave?

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

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

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

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

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

What does my employer need to do?
If you are eligible for FMLA leave, your employer ***must:***

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

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

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

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

Where can I find more information?

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

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Family and Medical Leave (FML) Local Provisions

Eligible employees can take up to 12 weeks (60 calendar days) of unpaid leave in the 12-month period from July 1-June 30. To be eligible for FML, an employee must have worked for the district for at least 12 months and have worked for at least 1,250 hours during the 12 months prior to the start of the FML leave.

Combined Leave for Spouses. Spouses who are 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 also permits the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

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

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in the policy (see DECA (LEGAL)).

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

Concurrent Use of Leave. When an absent employee is eligible for FML leave, the District shall designate the absence as FML leave. The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FML leave. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

District Contact. Employees who require FML or have questions should contact Human Resources for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee 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. 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 the need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.
If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, Human Resources 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

Workers' compensation is a state-regulated insurance program that:

- Pays reasonable medical costs if you are injured on the job
- May pay income benefits to replace part of the wages you lose because of an on- the-job injury

All medical treatment for workers' compensation injuries or illnesses must be with an approved Alliance Provider. If it is an emergency, employees may seek treatment at the nearest emergency room. You can locate a medical provider at the Political Subdivision Workers' Compensation Alliance (http://www.pswca.org/).

An employee becomes eligible for Temporary Income Benefits (TIB) on the eighth day that a work-related injury or illness causes the employee to lose all of his/her usual pay.

Workers' compensation will replace 70% or 75% of an employee's lost wages, depending on hourly rate not to exceed the maximum income benefits rate as determined by law, if the injury or illness causes the employee to lose all of his/her income for more than seven calendar days.

Garland ISD has a Return to Work Program designed to return an injured employee to the workplace as soon as medically possible.
Employees who are injured on the job must keep Risk Management and supervisors updated on their medical status after every doctor appointment.

Employees injured in the scope of his/her employment must complete the Employee's Choice to Use Paid Leave as soon as they begin losing time from work.

An employee can elect to use his/her accumulated sick leave, vacation days or local leave days in lieu of his/her workers' compensation Temporary Income Benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or injury wage. An employee shall report an on-the-job injury to his/her supervisor by the conclusion of the workday or immediately upon determining the injury or illness is work related. The affected school or department must report all on-the-job injuries and/or work-related illnesses to Risk Management at 972-494-4382 within 24 hours.

Assault Leave

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

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or not prosecuted due to 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 from the date of assault) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation, the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Assault leave works in conjunction with workers' compensation and therefore, doctor certification is required. Employees seeking assault leave need to complete an Employee First Report of Injury RM 0202 (Risk Management) and the Request for Medical Leave of Absence form PRS-172 (Human Resources).

Bereavement Leave

The district does not give any additional leave for bereavement.

Employees can use local, state personal, or extended leave for bereavement if available.

Jury Duty

Policy DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district with a copy of the summons to document the need for leave.

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

Compliance with a Subpoena

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. Employees may be required to submit documentation of their need for leave for court appearances.

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

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

Reemployment after military leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources at 972-487-3057. In most cases, the length of federal military service cannot exceed five years.

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

Payment for Accumulated Leave Upon Separation

Policy DEC

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

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or non-renewed.
2. The employee provides documentation of retirement through the Texas Teacher Retirement System (TRS).
3. The employee has at least ten years of service with the District.

The employee shall receive payment for each day of accumulated state and local leave, to a maximum of 20 days, at the employee's daily rate of pay immediately preceding retirement. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or 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 their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard by the highest level of management if they are dissatisfied with an administrative response. To request a grievance form, please contact Human Resources or General Counsel. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is online at: Board Policy DGBA (http://pol.tasb.org/Policy/Code/364?filter=DGBA)

Fraud, Ethics, Compliance Hotline & Online Reporting

Garland ISD students, parents, and employees may file concerns anonymously through the Anonymous Alert web form or mobile app. system.

https://www.anonymousalerts.com/garlandisd/default.aspx

To place a report from a mobile device, first download the free Anonymous Alerts app from the Apple Store or Google Play Store. Then open the app and enter activation code ***garlandisd.***

The anonymous alert app allows for students, parents, and employees to submit anonymous tips and conduct anonymous two-way communications with appropriate personnel.



Employee Conduct and Welfare

Standards of Conduct

Policy DH, DHA

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making false claims, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See *Reports to Texas Education Agency* page 85 for additional information.

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

Code of Ethics and Standard Practices for Texas Educators

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 the realization of his or her potential as an effective citizen.

The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Professional Ethical Conduct, Practices, and Performance

Enforceable Standards

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
Standard 1.2 The educator shall not intentionally, knowingly or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.
Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

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 provides information for a disciplinary investigation or proceeding under this chapter.

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:

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

Dress Code Policy

Local policy states, "District employees shall dress in a clean, neat, professional manner, appropriate to their assignments in the District." Although this policy does not have a specifically prescribed dress code, it is essential that all employees give due consideration to the way they dress, since we are often viewed as role models by the students we serve. Each campus administrator/supervisor may define what is considered professional and appropriate for that campus/workplace.

Garland ISD Social Media Guidelines

A. Introduction/Purpose

Social media serves as a powerful communication tool to engage audiences, gain insight, and share news or information. But the use of social media also presents risks and carries with it certain responsibilities—especially within education. To help employees operate professional and personal accounts appropriately, Garland ISD established these guidelines:

All employees are responsible for knowing and understanding these guidelines in addition to GISD's Acceptable Use Policy and Electronic Media Policy.

B. Definition of Social Media

While the forms of social media continue to change, it is commonly defined as electronic communication where users share information, ideas, personal messages and other content.

Social media may include, but is not limited to:

- Social networking sites (Twitter, Facebook, LinkedIn, Reddit)
- Video and photo sharing sites (Instagram, Flickr, Tiktok, YouTube, Vimeo, Snapchat)
- Blogs (Blogger, WordPress, Tumblr, Weebly)
- Wikis (Google apps, Wikispaces, Wikipedia)

- Forums and editorial comments
- Podcasting and vodcasting
- Social bookmarking (Pinterest, Delicious)
- Geospatial tagging (Foursquare)
- Personal websites
- Classroom communication (ClassDojo, Remind 101)

Professional social media includes work-related accounts established for campuses, departments, classrooms, individuals, etc. Personal social media includes activity by GISD employees that is not related to the district. Be aware that personal and professional lines are often blurred in a digital world. And because GISD staff members are state employees, legal regulations also factor into the personal-professional blend. Once someone is identified as a district employee, actions are a reflection of GISD and can potentially affect their employment.

With open access to all social media, employees must accept the associated liability and commit to its appropriate use.

C. Professional Social Media Use

Professional social media accounts should be kept separate from personal ones. They should also identify their affiliation with GISD either in title or description. Campus, department and school-based accounts are encouraged to only retweet work-related individual accounts, not personal ones.

1. Campus and Department Accounts

Social media accounts for GISD campuses and departments must be created by Communications. This ensures a uniform naming structure and allows passwords to be kept on file in case access is needed. Campus and department leadership should email Communications Director Jason Wheeler (jwheeler2@garlandisd.net) with the account request or if passwords are changed.

Failure to contact Communications will result in corrective action before the account is recognized as official. Because all campus and department accounts are added to GISD's social media directory, it may also lead to missed promotion opportunities.

2. School-based (activity) Accounts

Social media accounts for classrooms, clubs, sports, etc., can be created by campus staff, but must have principal approval. Schools are responsible for keeping a current list along with accompanying passwords.

3. Individual Accounts

Social media accounts created by individuals to speak in an official capacity as an employee of GISD do not require prior approval.

4. Rules

a) Do not violate the Family Educational Rights Privacy Act.
Any student named or pictured must have on file their consent for publication.

b) Do not compromise district or student safety. The public does not need to know that an internet firewall or building access control system is not working. General safety information can be shared via campus and department accounts.

c) Do not communicate with students unless permitted by the superintendent, principal or supervisor. Exceptions can be made for relatives and family friends.

d) Limit permitted communication with students to matters within the scope of professional responsibilities.

e) Do not communicate with, mention or tag media outlets, reporters or public figures on social media. All media requests must be referred to Communications and Public Relations.

f) Ensure parents and administrators have access to all communication with students.

g) Respect copyright, fair use and other laws. Give credit to sources of content, images and ideas referenced.

h) Personal information about students or staff should not be shared.

i) Campus and department accounts are set up with the A-location email and should not be changed.

j) Campus and department accounts must post at minimum twice a week; Once a day is preferred. Dormant accounts reflect negatively on campuses, departments and the district.

5. Best Practices

a) Professional social media accounts are an extension of Garland ISD. Use sound judgement and maintain a positive image.

b) Create public accounts—not friend-based—that do not require approval to see posts. Think fan pages versus profiles in Facebook.

c) Use district email addresses for all professional social media accounts.

d) When possible, adhere to the district's Branding Guide

(http://home.garlandisd.net/files/gisd_styleguide-full.pdf). Do not abbreviate words that are not supposed to be abbreviated, use numbers in place of words or deliberately leave out letters.

e) Triple check for spelling and grammar errors before posting.

f) Exercise extreme caution if electing to follow other accounts. Only follow professional ones. Do not follow students. Do not follow friends.

g) Understand that sharing someone's post can be seen as approval of both the person and information.

h) Refrain from sharing political views, including those related to GISD or opinions on public issues not pertaining to GISD.

i) If a mistake is made, admit it, and be quick with a correction.

j) If using a social media management application such as Hootsuite or TweetDeck for both professional and personal accounts, ensure posts are made to the proper account.

k) Be courteous of your followers, especially those who receive tweets as texts. Refrain from posting late at night an early in the morning.

6. Monitoring Professional Social Media

Professional social media accounts that allow public comments, such as Facebook, must display the district's Participation Agreement. Account-holders are responsible for daily monitoring to ensure cooperation. Be timely with responses, if necessary, and remain positive when answering criticism. Direct any concerns or press inquiries to Communications at 972-487-3256.

7. Addressing Sensitive or Crisis Situations

Social media has become an important tool when out-of-the-ordinary events occur. It is imperative that we speak with one voice, especially during sensitive situations and/or crises. There are times when minor issues can become more involved.

What defines a crisis? Some examples may include the following:

- Hold
- Lockout
- Lockdown
- Bomb threat
- Extended power or phone outage
- Credible or substantiated threat or rumors of threat

- Extended evacuation from building
- Gas leak or natural gas smell
- Weapon found on campus
- Visible police activity near the campus
- Suspicious stranger/stalker in the area

During these types of situations, campuses should only post/share information that is provided by Communications. The campus principal or administrator on duty will collaborate with Communications prior to creating draft messages for families, staff, and social media posts, scripts for calls, as needed.

Individual professional staff accounts should only post/share campus or district posts. In a crisis situation, it is expected that staff attention is focused on students. It is important that staff, who often have limited access to current information, understand the “one voice” approach to crisis communications.

In the event that campuses cannot post their own information, Communications will access accounts and post. Principals are responsible for requesting new campus-level social media accounts and informing Communications of changed passwords/access to those accounts. It is vital that Communications has access to post, in the event that campus staff who monitor these accounts are unable to do so.

Campus principals are responsible for approving and having access to school-based activity social media accounts.

Generally speaking, campus accounts should not respond to public individual questions or private direct messages. To address these inquiries, Communications will provide follow-up posts as needed. That way, all who have a similar question have access to the information.

Communications will also work with the campus principal or administrator in charge on any follow-up message once the crisis/situation is over.

Please keep in mind that every situation is different and that communication between the campus principal, Security and Communications is crucial to sharing professional, accurate and timely information via social media and other district platforms.

D. Personal Social Media Use While the First Amendment protects an employee’s right to engage in social media, courts have also ruled that school districts can discipline employees if their speech disrupts school operations. Personal social media accounts should not be affiliated with GISD.

1. Rules

a) Do not use GISD logos or imply that personal social media accounts speak in an official capacity for the district.

b) Interaction with students via personal social media accounts is prohibited. Exceptions can be made for relatives and family friends.

c) Never share student information or pictures on personal social media sites.

d) Information and photos of coworkers should not be shared without consent.

e) Respect copyright, fair use and other laws. Give credit to sources of content, images and ideas referenced.

2. Best Practices

a. Use personal email addresses for all personal social media accounts.

b. Refrain from interacting with parents of students on personal social media accounts. It blurs the personal/professional line.

c. Customize privacy settings to control what is shared and with whom. But know that private communication can easily become public. Social media accounts can also change default privacy settings unannounced.

d. Ensure online behavior reflects the same standards of honesty, respect and consideration as face-to-face communication.

e. Consider impact of photos. Would it be appropriate to post on a classroom or office wall? If not, don't post it.

E. Legal Considerations

GISD employees are personally responsible for the content they publish online. Defamatory, threatening or harassing posts, as well as copyright infringement, may result in legal action. If an employee's capacity to maintain the respect of students and parents or their ability to serve as a role model for children is impaired, the district may take disciplinary action up to and including termination. Employees should remain mindful that they may be disciplined for any activity, work-related or otherwise, that, because of publicity given it, or knowledge of it among students, staff and community members, impairs or diminishes their effectiveness in the district.

When accessing social media via GISD's Internet, employees should do so in a manner that does not interfere with their work and is not inappropriate or excessive.

F. Updates
This document provides general guidance. It does not cover every potential social media situation. As these guidelines address rapidly changing technology, they will be regularly revisited and updated as needed. Please contact Communications at 972-487-3256 with any questions.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or supervisor or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Sexual Harassment Response and Prevention

Prohibited Conduct

Garland ISD prohibits discrimination, including harassment, against any employee on the basis of sex and gender. Prohibited employment discrimination includes sex-based harassment as defined by GISD Board policy. [See DIA (LOCAL)]. GISD Board policy defines prohibited sexual harassment of an employee as unwelcome sexual advances; request for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

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

Garland ISD prohibits discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as defined below, against any student, even if the behavior does not rise to the level of unlawful conduct. Prohibited conduct also includes sex-based discrimination and harassment against a student as defined by Title IX and Garland ISD Board policy. [See FFH (LOCAL)/(LEGAL).] Sexual harassment and

gender-based harassment by an employee, volunteer, or another student are prohibited.

Sexual harassment, as defined by Title IX, is conduct on the basis of sex that satisfies one or more of the following:

1. An employee of Garland ISD conditioning the provision of an aid, benefit, or service of Garland ISD on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(1), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts, or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical conduct not reasonably construed as sexual in nature. Gender-based harassment of a student includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Under Garland ISD Board policy, gender-based harassment against a student is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.
   Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating violence is defined in 34 U.S.C. § 12291(a)(10) as violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature

with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship. Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. Examples of dating violence against a student may include physical or sexual assaults or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

Domestic violence as defined in 34 U.S.C. § 12291(a)(8) includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking is defined in 34 U.S.C. § 12291(a)(30) as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Reporting Sexual Harassment

Any person may report sex discrimination including sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking, regardless of whether the person is the alleged victim of the conduct.

Reports of sex discrimination, including sexual harassment, may be made at any time, including during non-business hours by mail, by telephone, or by email, including by contacting the Title IX Coordinator using the contact information provided below or at the general address, email, or phone number identified below. Reports can also be made in person.

Title IX Coordinator
Cindy Rodriguez
Assistant Director of Student Services & Title IX Coordinator
3200 Broadway Blvd, 4th Floor
Garland, TX 75043

972-494-8255
CARodr02@garlandisd.net

If any Garland ISD employee becomes aware or has any reason to believe that a Garland ISD student or employee has been sexually harassed by another student or by a Garland ISD employee, contractor, vendor, or volunteer, the employee must immediately report this to the Title IX Coordinator and his or her direct supervisor. An employee's failure to report sexual harassment to the Title IX Coordinator and his or her direct supervisor is grounds for disciplinary action up to and including termination of employment.

Garland ISD's Response to Sexual Harassment

Upon Garland ISD receiving notice or an allegation of sexual harassment against a student, the Title IX Coordinator will promptly respond in accordance with the process described in FFH (LOCAL)/FFH (REGULATION). The Title IX Coordinator will promptly contact the complainant—the individual who was the alleged victim of sexual harassment—to discuss the availability of supportive measures and inform the complainant of the process for filing a formal complaint. If a formal complaint is filed, the matter will proceed through Garland ISD's Title IX grievance process, including the investigation and decision process, which is set forth in FFH (LOCAL)/FFH (REGULATION).

Upon Garland ISD receiving a report of sexual harassment against an employee, a Garland ISD official will determine whether the allegations, if proven, would constitute prohibited conduct as defined in Garland ISD Board policy DIA (Local). If so, Garland ISD will immediately undertake an investigation as outlined in DIA (Local).

Retaliation

Retaliation against a person because the person has made a report or complaint of sexual harassment, sexual assault, dating violence, domestic violence, or stalking or because a person has testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing regarding purported sexual harassment, sexual assault, dating violence, domestic violence, or stalking is prohibited. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitute retaliation. An individual's exercise of rights protected by the First Amendment of the United States Constitution does not constitute prohibited retaliation.

Complaints alleging Title IX retaliation may be addressed using Garland ISD's employee grievance process as outlined in DGBA (LOCAL).

False Claim

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX investigation or grievance proceeding also does not constitute retaliation.

Confidentiality

To the greatest extent possible, Garland ISD respects the privacy of the complainant, persons against whom a report is filed, and witnesses. Garland ISD keeps the identity of complainants, respondents, and witnesses confidential, unless disclosure is required by law or necessary to carry out a Title IX or other proceeding. Limited disclosures may be necessary for Garland ISD to conduct a thorough investigation and to preserve the rights of complainants, respondents, and witnesses.

Harassment of Students

Policies, DF, DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment 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 has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 65 and *Bullying*, page 89 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students may be found online at:

Policy Code: FFH- Student Welfare: Freedom from Discrimination, Harassment, and Retaliation and
Policy Code FFG- Student Welfare: Child Abuse and Neglect

The solicitation of romantic relationship is defined in Policy DHB.
Policy Code: DHB Legal- Employee Standards of Conduct: Reports to State Board for Educator Certification.

Reasons for termination of employment for certain offenses against students: Policy Code: DF Legal
https://pol.tasb.org/PolicyOnline/PolicyDetails?key=364&code=DF#legalTabContent

Board Policy Online (http://pol.tasb.org/Home/Index/364)

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

In Texas, anyone who has reasonable cause to believe that a child is being abused or neglected, including trafficking of a child, has a legal obligation to report it. Reasonable cause' does not require directly witnessing the abuse or neglect. Professional reporters are required to report within 24 hours of becoming aware of the concern. A Professional Reporter is anyone licensed or certified by the state or working for an agency or facility licensed or certified by the state that has contact with children as result of their normal duties. It is the responsibility of professionals to report alleged abuse or neglect to DFPS even if a report is made to law enforcement, and it is the responsibility of the Texas Department of Family and Protective Services (DFPS) to investigate allegations or suspicions of abuse or neglect. Staff should not interrogate the student. If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

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

Report online (https://www.txabusehotline.org) if the victim is not in immediate danger. Call the Texas Abuse Hotline when the situation is urgent (someone faces immediate risk of abuse or neglect that could result in death or serious harm).

Call the Texas Abuse Hotline at 1-800-252-5400 for situations including but not limited to:

- Serious injuries
- Any injury to a child 5 years or younger
- Immediate need for medical treatment (including suicidal thoughts)
- Sexual abuse where the abuser has or will have access to the victim within the next 24 hours

- Children aged five and under are alone or are likely to be left alone within the next 24 hours
- Anytime you believe your situation requires action in less than 24 hours

Employees must Call 911, or the School Resource Officer in an emergency or life-threatening situation that must be dealt with immediately.

Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony. Reporting child abuse to the principal, school counselor, or superintendent will not satisfy your obligation under the law (Texas Family Code 261.101(b).

Garland ISD staff should report the incident to the Guidance and Counseling Department using the CPS Reporting form within five days of the report. Please consult with a counselor(s) or visit the GISD Intranet under Departments, Guidance and Counseling for reporting form information.

Child Abuse Indicators

Physical - When you see...

- Frequent injuries as bruises, cuts, black eyes or burns, especially when the child cannot adequately explain the causes
- Burns or bruises in an unusual pattern that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Frequent complaints of pain without obvious injury
- Aggressive, disruptive and destructive behavior
- Lack of reaction to pain
- Passive, withdrawn, emotional behavior
- Fear of going home or seeing parents

Neglect - When you see...

- Obvious malnutrition
- Lack of personal cleanliness, torn/or dirty clothes
- Obvious fatigue
- Child unattended for a long period of time
- Need for glasses, dental care or other medical attention
- Stealing and begging for food

Sexual - When you see...

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Difficulty in sitting or walking
- Frequent expressions of sexual activity between adults and children
- Pregnancy in young girls
- Extreme fear of being alone with adults, especially if of a particular gender
- Sexually suggestive, age inappropriate or promiscuous behavior
- Knowledge about sexual relations beyond what is appropriate for the child's age
- Sexual victimization of other children

- Complaints of painful urination

Human Trafficking - If a person. . .

- Acts as if instructed by another, as though they are forced or coerced to carry-out specific activities
- Demonstrates signs of physical or psychological abuse, such as lacking self-esteem, seeming anxious, bruising or untreated medical conditions
- Seems to be bonded by debt or has money deducted from their salary
- Has little or no contact with family or loved ones
- Is distrustful of authorities
- Has threats made against themselves or family members
- Is not in possession of their own legal documents

Reporting your suspicion to a School Counselor, Responsive Services Counselor, Principal, or other school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect is kept confidential. (See Appendix D).

All staff members must complete the required Child Abuse and Human Trafficking training every year. Additional training throughout each school year, including resources and updates will be provided by the Responsive Services counselors and school counselors. If you have any questions about these policies, please contact Dr. Tiffany Gilmore, Executive Director of Guidance and Counseling at (972) 487-3195. (See Appendix D)

Sexual Abuse & Maltreatment of Children

Policy FFG

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, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who 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 following the procedures described above in *Reporting Suspected Child Abuse*.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

- 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).
- Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

To whom do I make a report?

Reports must be made to the Child Protective Services (CPS) division of the Texas Department of Protective and Regulatory Services (1-800-252-5400) within 48 hours; and

Report may also be made to the following:

- A School Resource Officer;
- A local or state law enforcement agency; Garland PD (972) 205-2059, Rowlett PD (972) 412-6200, Sachse PD (972) 495-2005;
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.
- A written report must also be submitted to the Guidance and Counseling Department.

Reporting your suspicion to a school counselor, a principal, or to another school staff member **does NOT** fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect is kept confidential.
(See Appendix D).

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

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

Campus principals must notify the superintendent within 48 hours of becoming aware of evidence of the conduct described above.

Certified Employees

For a certified employee the conduct below must **also** be reported not later than the seventh business day after termination or resignation or notice from the principal:

- A reported criminal history
- The possession, transfer, sale, or distribution of a controlled substance

- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit 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 or an applicant for certification has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Application Clearinghouse of Texas (FACT).

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ, CQD

The district's technology resources, including its networks, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use. Any district-issued technology devices should be returned to the employee's supervisor upon leaving the district.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension or access or termination of privileges and may lead to disciplinary and legal action. **Employees with questions about computer use and data management can contact the Technology Help Desk at 972-494-8566.**

A copy of the district's Acceptable Use Policy is provided in Appendix F.

Personal Use of Electronic Media

Policy CQ, DH, CY, DHA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications. Garland ISD strongly discourages texting while driving and performing work-related duties, including grant-funded related job tasks.

An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic

communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

- The employee shall not use the district's logo, trademarks, or other copyrighted material of the district without express written consent from communications.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

    - Confidentiality of student records. [See FL]
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DHA (LEGAL)]
    - Confidentiality of district records, including educator evaluations and private email addresses. [See DGBA]
    - Copyright law [See CY]
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DHA (LEGAL)]

See *Personal Use of Electronic Media between Employees, Students, and Parents* below, for regulations on employee communication with students through electronic media.

Personal Use of Electronic Media between Employees, Students, and Parents

Policy DH

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. Employees are not required to provide students with their personal phone number or email address.

All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

The regulations shall address:

1. **Exceptions for family and social relationships:** An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.
   An employee who claims an exception based on a social relationship shall provide written consent from the student's parent.

   - The written consent shall include an acknowledgement by the parent that:
     - The employee has provided the parent with a copy of this protocol ○ The employee and the student have a social relationship outside of school;
     - The parent understands that the employee's communications with the student are excepted from district regulation; and
     - The parent is solely responsible for monitoring electronic communications between the employee and the student.

2. The circumstances under which an employee may use text messaging to communicate with students; and
   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.
   - The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to classwork, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.)
   - The employee is prohibited form knowingly communicating with student 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.

3. Other matters deemed appropriate by the Superintendent or designee. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media.

Transportation of Students in Personal Vehicles

Employees shall not transport students in privately owned vehicles unless:

a The student is the employee's child or a member of the employee's family
b An emergency affecting the safety of the student is present; or
c The employee's principal or direct supervisor has approved such transportation of such student in writing.

Photographs or Video of Students

Employees shall not take or possess photographs or videos of students beyond the employee's professional role in violation of district policy.

Public Information on Private Devices

Policy DH

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved.

The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH, DHB, DHC

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

- Any crime constituting a felony; or
- Any crime constituting a misdemeanor, excluding minor traffic offenses punishable by fine only.
- 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 school-sponsored activities
- Crimes involving moral turpitude

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

After initial notification of an arrest, the employee shall notify his or her employer of any subsequent adjudication of the matter, including conviction, acquittal, entering a plea, probation or dismissal of charges.

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA.

Alcohol and Drug-Abuse Prevention

Policy DH

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convict-ed for a violation of a criminal drug statute occurring in the work-place in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances ("Prohibited Substances") during working hours while on District property 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 sub-stance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "un-der the influence" of a Prohibited Substance. It is prohibited for an employee, while at work or conducting District business, to have the odor of an alcoholic beverage on their breath or on their person from having previously consumed alcoholic beverages.

For information on alcohol/drug testing, see policy DHE (Local)]The District's policy regarding employee drug use can be found online at: Policy Code DH: Employee Standards of Conduct http://pol.tasb.org/Policy/Code/364?filter=DH

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Garland ISD includes any mechanical, electronic, or imitation devices designed to simulate cigarettes or cigars regardless of substance content as a prohibited item. Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment

- Failing to provide financial records required by federal, state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Crowd Funding (On-line Fundraising Sites)

Policy CDC

Online fundraising sites are becoming increasingly popular and easily accessible. When funds are raised for the benefit of the district, those funds must flow through the district accounts. The individual seeking funds completes the Fundraising Application Form. The campus principal or department head reviews and approves the campaign for appropriateness and ensures the campaign meets goals.

Employees are prohibited from collecting funds that flow through a personal account or using funds collected for any purpose other than district approved business. By using the name or image of the District, a campus, or any student, the money or items solicited become property of the District.

Use and Expenditure – Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be extended for the benefits of the students.

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

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

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence. Employees may be required to provide proof of voting (i.e. voting sticker), but are not required to provide information regarding actual voting classifications (i.e. candidate selection).

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to contribute to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly

require or coerce an employee to refrain from contributing to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 79 for additional information.

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

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

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

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

Employees with questions or concerns relating to safety programs and issues can contact Risk Management at 972-494-8382 or security dispatch at 972-494-8911.

ID Badges – All employees will have an ID badge made upon employment with the school district. ***All GISD employees are required to prominently display their badge on their person while at any GISD facility during working hours.***

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees (except those approved through Policy CKC (LOCAL)) (http://pol.tasb.org/Policy/Code/364?filter=CKC), visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs,

or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place.

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 GISD Security at 972-494- 8911 or call 911 immediately.

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKC]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Visitors in the Workplace

Policy GKC

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

Volunteers on Campus

For the safety of all students, the Garland Independent School District requires all potential volunteers who will work at any campus receive a background check. Volunteers are required to complete an online application through the GISD website and must provide a valid photo I.D.

Asbestos Management Plan

Policy CSC

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 administrative office of each building and is available for inspection during normal business hours.
Additional information is available on the district intranet.

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 in a prominent area in each building i.e. lounge, bulletin board in common area and/or the like.
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.

Other Topics

Athletic Events – A district employee's ID card will be used to verify employment and gain admission to any regular season athletic events.
Please note that this does not include district playoff games.

Enrollment Caps - GISD maintains 22:1 class size limit in Pre-Kindergarten through 4th grade. During the last 12 weeks of school the limits are not in effect. Class sizes may occasionally increase due to unexpected growth. As a district of innovation, GISD is able to locally monitor and maintain manageable class sizes in the best interest of students.

General Procedures

Weather Procedures

When severe weather strikes, Garland ISD follows standard procedures to ensure the safety of all students and staff. Find information about shelters in place, lockouts, early release and school cancelations below. For the most reliable updates, check the following district information channels:

- GISD Website (http://www.garlandisd.net)
- X (*formerly known as Twitter)* – @gisdnews
- Facebook & Instagram-@ChooseGarlandISD
- GRS-TV – channels 98 and 99 on Spectrum, and channels 42 and 43 on Frontier
- ParentSquare- text, email and phone notification system

Severe Weather

During thunderstorms, tornadoes and flash flooding, the National Weather Service (NWS) issues a Watch or Warning to notify people about potentially hazardous conditions. A Watch means the potential for severe weather exists, while a Warning means it is imminent or currently occurring. If the NWS issues a Warning for GISD's tri-cities during school hours, the district may choose to lockout campuses and shelter students and staff in place. This means that no one will be allowed to leave or enter the building until the NWS Warning expires. Please note that Warnings may be extended and GISD will release the most up-to-date information through its multiple information channels. Also remember that the district spans three cities and conditions can vary greatly. Decisions are made districtwide in the best interest of all students and staff. During snow and ice, GISD continuously monitors weather reports and road conditions via the National Weather Service, the Texas Department of Transportation and local law enforcement agencies. District personnel also travel throughout Garland, Rowlett and Sachse to determine the safety of bus routes, parking lots, major intersections, etc. And, neighboring school districts are consulted. Decisions to cancel are announced by 6 a.m. through GISD's multiple information channels. Local media outlets are also notified, but the large number of public and private schools in the Metroplex can lead to delays.

The decision to close school is extremely important, made only after thorough consideration. Potential lack of child care, disruption to parents' work schedules or staff members unable to commute are just three of the several factors considered.

Due to the district's triple-staggered bus schedule, delayed openings are not traditionally utilized. Early dismissal is also a last resort as many bus drivers have part-time jobs and child care can pose a problem for working parents.

Emergency School Closing

Policy EB

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities.

When it becomes necessary to open late, to release student early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations:

- District Website - www.garlandisd.net
- X (*formerly known as Twitter)* - @gisdnews, @gisdnoticias
- Facebook - Garland ISD
- GRS TV - channels 98 and 99 on Spectrum Cable, and channels 42 and 43 on Frontier Communications
- Local news stations

Bad Weather Makeup Days

Every year, Garland ISD designates one bad weather day on its school calendar. If the district closes during the winter season, those days are used to make up missed school and work. Please take date into consideration when planning activities.

Skylert

GISD uses the Skylert telephone notification system to alert parents and employees of school closings and other important information. This critical communication tool can notify everyone within a matter of minutes. Contact information must be updated to receive Skylert notifications.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures.

Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings.

Employees should know the location of these devices and procedures for their use. All employees should be familiar with the protocols to follow in the event of a traumatic injury. Each campus is equipped with bleeding control stations. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the iProcurement Module in Oracle. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing Department for additional information on purchasing procedures.

Oracle E-Business Suite (EBS): Employee Self-Service

Employees are responsible for making any changes to personal information. Employees may view and update various personal information from Employee Self-Service. To access Employee Self-Service on the internet, navigate to the Garland ISD Home Page (https://garlandisd.net), in the site search type keywords "*Oracle Employee Self-Service*". Alternatively, use the following direct access web addresses (URLs):

From Work: https://oraprodap.garlandisd.net:4443

From Outside of Work https://oraproddmz.garlandisd.net:4443 **(Home):**

Tip: If you need assistance with your Oracle EBS account, or any of the information accessible through Employee Self-Service, a representative from one of the following departments will be glad to assist you.

Department	Contact Information
Oracle Technology Group	OracleTechnologyGroup@garlandisd.net
Human Resources	**HR**: (972) 487-3057 **Auxiliary - Food Service**: (972) 494-8322 **Auxiliary - Transportation**: (972) 494-8530
Payroll & Benefits	GISD-Payroll@garlandisd.net Benefits@garlandisd.net **Payroll**: (972) 487-3130 **Benefits**: (972) 487-3047
Purchasing	A750@garlandisd.net (972) 487-3009

Once logged into Oracle EBS, the following employee information and tools are available by navigating to the menu and choosing ***GISD Employee Self-Service***.

Content Area	Page	Description
Human Resources	**View/Update My Personal Information**	View and maintain your personal records, such as Name (first, middle, last, preferred, previous), Phone Numbers (home, mobile, work, fax), and Address.

Payroll	**View My Total Compensation Statement**	Highlights your total compensation package for current and prior school years.
	View My Paychecks	View your current and historical paychecks, available online by the posted payday.
	View/Update My W-4 Withholding Certificate	View and maintain your Form W-4 tax information. You can make changes to your filing status, number of allowances, additional amount withheld from paychecks, or Federal exemption status.
	View/Update My Consent for W-2 Electronic Delivery	Change your W-2 delivery preference. By consenting for electronic delivery, you access your W-2 Wage and Tax Statement online and are responsible for printing this form for submission to the IRS when filing your taxes. If you do not consent, GISD is responsible for printing and mailing this form to your address on record.
	View My W-2 Wage and Tax Statements	View and print your current and historical Form W-2 Wage and Tax Statements. These statements are official documents and may be used for submission to the IRS when filing your taxes.
Purchasing		GISD Approved Blanket/Contract Supplier Report – for those responsible for purchasing within their campuses/departments, the approved supplier report provides a listing of all approved suppliers on record and their respective ordering instructions.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

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

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

Facility Use

Policies DGA, GKD

The Department of Energy Management and Facilities Leasing is responsible for scheduling the use of facilities after school hours. Employees who wish to use district facilities after school hours must follow established procedures. Contact the Leasing Assistant to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A digital resignation form (PRS-30) should be submitted through Laserfiche forms to the superintendent or other persons designated by Board action shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action.

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

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

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

The superintendent is required to report such conduct to SBEC.

Non-contract employees. Non-contract employees may resign their positions at any time. A digital resignation form (PRS-30) should be submitted through Laserfiche forms. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

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

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

The superintendent is required to report such conduct to TEA.

Dismissal or Non-renewal of Contract Employees

Policy DF Series, DHB, DPA, DPB

Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary 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 timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

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

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures are available online at: Policy DF Legal (http://pol.tasb.org/Policy/Download/364?filename=DF%28LEGAL%29.pdf).

Dismissal of Noncontract Employees

Policies DCD, DHC, DPA, DPB

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing.

It is unlawful for the district to dismiss any employee for reasons of race, color, religion, 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. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*)

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

Discharge of Convicted Employees

Policy DF

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

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

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

Prohibition on Diversity, Equity, and Inclusion

Policies DF, DH

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

Prohibited Classroom Instruction

Policies DF, DH

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

Exit Interviews and Procedures

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

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

Notice of Non-Discrimination

Policies FB, FFH

The District prohibits discrimination, including harassment, against any student or employee. Discrimination is defined as treating a student, group of students, or employee differently from similarly situated individuals on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law and provides equal access to the Boy Scouts of America and other designated youth groups. Additionally, the District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972 and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education Office of Civil Rights (OCR), or both.

The District has designated the following individuals to coordinate efforts to comply with and carry out its non-discrimination responsibilities, and questions regarding the District's non-discrimination commitments, as well as related laws, regulations, and District policies, may be referred to the designated employee:

Title IX Coordinator
Cindy Rodriguez
Assistant Director of Student Services & Title IX Coordinator
3200 Broadway Blvd, 4th Floor
Garland, TX 75043
972-494-8255
CARodr02@garlandisd.net

Section 504 Coordinator
Name: Dr. Wendy Brower
Position: Section 504 Coordinator
Address: 501 South Jupiter Road, Garland, TX 75042
Telephone: 972-487-3300 wlbrower@garlandisd.net

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or 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 teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for 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

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties.

In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

The superintendent establishes procedures regarding parental consent for a student to leave campus and to document a student's absence. Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. Specific procedures are covered in campus training and in the student handbook. Campus administrators may be contacted for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying to the campus administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students is located in Appendix G and online at: Policy Code: FFI- Student Welfare: Freedom from Bullying (http://pol.tasb.org/Policy/Code/364?filter=FFI)

Hazing

Policy FNCC

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

Appendix

Appendix A- Absences and Leave

GARLAND INDEPENDENT SCHOOL
DISTRICT EMPLOYEE ABSENCES AND LEAVE

Note: ***One workday equals 7.5 hours for professional and paraprofessional staff. For other auxiliary staff, 8.0 hours constitutes a normal workday.***

Employees have several different types of leave available based on state requirements and local policy. At the beginning of the school year, each full-time employee is advanced a total of 10 days of paid leave of which five are required by the state and five are provided by local policy. Less than full-time employees earn leave at a rate based on the percent of time worked. If an employee resigns or retires before completing a full year, the actual leave earned is adjusted based on the actual days worked and the final paycheck may be adjusted if the days exceed the days earned. Documentation may be required on any absence longer than five (5) consecutive days. The following outline explains the different types of leave and their use:

1. **Old State Sick Leave** - accumulated prior to June 30,1995 from prior service in GISD or another Texas district as recorded on the service record. This leave may only be used for the four reasons which were permitted in the law under which this leave was accumulated.

These reasons are:

a) Personal Illness
b) Family Illness
c) Family Emergency/Baby Bonding
d) Death in Family

This leave ceased to accumulate when it was replaced by State Personal Leave in Senate Bill 1 in May 1995, but can be transferred between Texas districts. The employee receives full pay when using this leave.

2. **Local Leave** - currently given at the rate of five days per year and accumulated from past years of service in Garland ISD only. Local leave is not transferred from another district. This leave may be used for reasons as defined in Board Policy DEC (Local). Currently these reasons are:

a) Personal Illness
b) Family Illness
c) Family Emergency/Baby Bonding
d) Death in Family
e) Personal Business
f) Religious Holiday

This leave shall accumulate to a maximum of 60 leave days during continuous service in Garland ISD. The employee receives full pay when using this leave.

3. **State Personal Leave** - as required by Senate Bill 1 passed in May 1995 replaces the old State Sick Leave, and is given to all full-time employees at the rate of five

days per year with no limit on accumulation. It is transferable between Texas districts and may be used for any reason. This leave may not be taken for a discretionary reason on days scheduled for state-mandated assessments. The employee receives full pay when using this leave. [NOTE: Senate Bill 1 eliminated “Personal Business Days.”] This leave can be transferred to other school districts in Texas.

4. **Extended Leave** - A full-time employee is credited with 30 days of extended leave at the beginning of employment to be used for the following reasons after all fully paid leave is exhausted (less than full-time employees will be credited with extended leave based on the percent of time worked):
   a) Catastrophic illness of the employee
   b) Catastrophic illness of an immediate family member
   c) Death in the immediate family
   d) Military leave
   e) Birth or placement of a child (within one year of birth, adoption, or foster placement)

According to DEC Local Policy, an employee, after exhausting all available paid leave days and any applicable compensatory time, may be granted, for the duration of their employment with the District, a maximum of 30 leave days of extended leave. The Extended Leave Request Form must be submitted to Human Resources before or within 30 days after you return to work from the qualifying event. The employee is paid the normal daily rate minus $100.00 per day for professional employees, or $50.00 or one-half of the daily rate of pay for auxiliary and paraprofessional employees, whichever calculation gives the employee the greatest amount. If documentation is not received within 15 calendar days of the first absence date, the remainder of your daily rate will be docked on the next month’s paycheck. The 30 days are available one time only and when exhausted will not be renewed.

5. The **Family Medical Leave Act** passed by the federal congress in 1994 provides an employee leave for up to 12 work weeks (60 working days) for the following reasons:

   a) The employee’s own serious health condition
   b) To care for a spouse, parent, or child with serious health condition
   c) Birth of a child, to care for a healthy newborn, or placement of a child for adoption or foster care

The **Family Medical Leave Act** passed by the federal congress in 1994 provides an employee leave for up to 26 work weeks for the following reasons:

   a) A qualifying exigency resulting from a family member’s covered active military duty **and** deployment to a foreign country
   b) To care for a family member who is a current U.S. service member or veteran (also referred to as military caregiver leave)

To qualify for Family Medical Leave, an employee must: Be employed for at least 12 months has worked at least 1,250 hours in previous 12 months; and has a “qualifying

event" for which he/she needs Family & Medical Leave certain restrictions and rules apply to this leave. Specific arrangements in writing must be made to utilize this leave. Contact Human Resources for details at 972-487-3057.

6. Other leave is available under limited and specific circumstances as outlined in Board Policy DEC such as Jury Duty/Court Appearance, Religious Holiday, Military, and Temporary Disability. Refer to Board Policy DEC for details or contact the Human Resources Department at (972) 487-3057.

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave. The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave. It is in the employee's best interest to retain as much state required leave as possible because:

- the employee can transfer state required leave between Texas districts, and (2) after September 1, 2001, a retiring employee may purchase at full, current actuarial cost one year of Teacher Retirement System service credit for fifty (50) days of unused state leave (including "old" state sick leave plus "new" state personal leave.)
- When all allowable leave is exhausted the employee is "docked" (not paid) for that day's absence.

For questions or additional information, please contact Human Resources (972) 487-3057.

Appendix B- Salary Schedule and Benefits

PROVISIONS AND APPLICATIONS OF GARLAND INDEPENDENT SCHOOL DISTRICT'S SALARY SCHEDULE & BENEFITS

A. STATE SALARY SCHEDULE

The state minimum salary schedule for teachers, librarians, nurses, and counselors approved by the 81st Legislature is on file in the office of the Executive Director of Human Resources. Compensation for all employees other than that of teachers, librarians, nurses, and counselors is not governed by the state minimum salary schedule. The Superintendent and local Board must approve all salaries and/or supplements.

B. HOURLY EMPLOYEES

District personnel employed on an hourly basis are hired and placed on a wage scale commensurate with the position and established by the Board of Trustees and Administration. Under no circumstances is an hourly worker to be placed on a higher hourly rate of pay without prior authorization from Human Resources.

C. HOURLY - GARLAND EVENING SCHOOL AND ALTERNATIVE EDUCATION PROGRAM

1. A teacher teaching five (5) hours per week or team-teaching in one (1) course is eligible for one (1) hour of paid planning-time per week;
2. A teacher teaching ten (10) hours per week or team-teaching in two (2) courses is eligible for two (2) hours of paid planning-time per week; and
3. A teacher teaching fifteen (15) or more hours per week or team-teaching in three (3) courses is eligible for three (3) hours of paid planning-time per week.

D. BENEFITS OF THE GARLAND INDEPENDENT SCHOOL DISTRICT

1. Payroll Deductions (optional)

Each year the Garland Independent School District provides all school employees the opportunity to voluntarily request payroll deductions approved by the Board of Education (Policy CFE).

- Credit Union of Texas (Formerly Dallas Teachers Credit Union)
- Flexible Benefits
- Insurance
- Tax-sheltered Annuities
- Professional Organization dues
- Re-payment to the Teacher Retirement System of withdrawn service amounts or payment of special service credit amounts (e.g. out-of-state service, military service or substitute service, etc.)

2. Tax Deferred Annuities or Mutual Funds - Optional

Section 403(b) of the Internal Revenue Service Code provides public education employees the opportunity to buy a tax-deferred annuity or mutual fund as a supplement to the Teacher Retirement System of Texas (TRS). Garland ISD employees can save additional money for retirement with pre-tax dollars through these programs. Garland ISD uses the services of a third-party administrator, TCG Services (TCG), to assist in administration of district employees' tax-deferred annuities. TCG will provide audit services to verify the accuracy of the exclusion allowances for IRS purposes. Garland ISD urges you to utilize the services of your investment firm representative, your financial or tax advisor, or your accountant to compute your exclusion allowances. You can visit the TRS 403(b) for Active Members web page and/or the TCG Administrators 403(b) web page for more information.

Please note that the District does not sponsor and does not endorse any annuity product, company, representative, or salesperson. Some companies or salespersons may represent themselves as school district "approved" or "sponsored", but they are not. Please report any such actions to Garland ISD Benefits immediately. Refer to GISD's Solicitation Guidelines and Talking Points for Administrators on the Benefits intranet page (https://home.garlandisd.net/EmployeeBenefits) for guidance on onsite vendor solicitations.

E. PAYCHECKS

For professional and paraprofessional employees, payday is the 27th of each month. If the 27th is on Saturday, checks will be issued on the preceding Friday; if the 27th is on Sunday, checks will be issued on the following Monday; during the months of November, December, and January, please refer to the GISD Payday schedule. For Biweekly paid employees (Food Service, Maintenance, Transportation, Warehouse, and Substitute) payday is every other Friday. An employee's payroll statement contains detailed information including deductions, withholding information and the amount of leave accumulated.

F. DIRECT DEPOSIT

Direct deposit is available and **preferred** for the safest and most efficient method for receiving pay. GISD also offers the cash pay card that does not require having a bank account. Each month pay is loaded on a debit type card and monies can be accessed through ATM machines and can also be used at most places of business. If either of these methods of payment is chosen, a non-negotiable pay stub with all payroll information is issued to the employee on the payday of each month.

G. MANDATORY DEDUCTIONS

- **Medicare Tax** - For all employees hired after April 1, 1986, a 1.45-% Medicare Tax is deducted, which is matched by the district and sent to the Social Security Administration. The benefit of this tax to the employee is that at the age of 65 the employee would be eligible for free Medicare coverage, if this tax or a combination of this tax and regular Social Security has been paid for at least 10 years (40 credits or 40 quarters).

- **Teacher Retirement** – 8.25% of the employee's gross salary is sent to the Teacher Retirement System of Texas for deposit in the employee's account once the
  employee is eligible for TRS membership. This money accumulates with interest as a tax-deferred retirement benefit. The state contributes to the retirement system, also. The money that an employee contributes and the interest that money earns may be withdrawn only if the employee ceases to work for a Texas public school. Upon withdrawal, federal income tax is due on the principal and interest that has been treated as tax deferred. For more detailed information on the retirement system contact the Executive Director of Human Resources at (972) 487-3050 or call the Texas Teacher Retirement System at (800) 2238778.

- **TRS-Care** - 0.65% of gross salary is paid by each active school employee to help support the Teacher Retirement System health care plan for retired employees titled TRS-CARE.

- There is NO full Social Security participation for full-time employees. The Teacher Retirement System of Texas is considered a qualified retirement plan under IRS rules and an employee who is a contributing member of the TRS is not required to pay Social Security payroll taxes called FICA. Under current

Social Security laws, benefit payments that a school employee might have earned from
Social Security at the time of retirement may be affected by receipt of a Teacher Retirement System annuity. For a full explanation of these laws and their effects on you and details about exceptions to these laws, contact the Executive Director of Human Resources (972) 487-3050 or the Social Security Administration.

I. FISCAL YEARS FOR TEN-, ELEVEN-, AND TWELVE-MONTH EMPLOYEES

For pay purposes the fiscal year for personnel is listed below:

- **Ten-month** employees will receive their salary during the 12-month period from September through August.

- **Eleven-month** employees will receive their salary during the 12-month period from August through July.

- **Twelve-month** will receive their salary during the 12-month period from July through June. When an employee changes contract length, there will be consequences regarding payroll that need further explanation by Payroll and/or Human Resources.

J. NORMAL WORK SCHEDULES

All district employees will follow regular work schedules as outlined. If needed, principals may assign an aide to come in early and leave early to supervise students before school begins. Principals should schedule the working hours of secretaries and aides in their building to fit that building's individual needs. Paraprofessionals' workday is 8 hours, 7.5 hours per day of paid work and 30 unpaid minutes for duty-free lunch. If work is assigned to a non-exempt employee (paraprofessional) during lunch, then the time is considered work time and is compensable.

Custodians work hours are to be arranged with the Assistant Director of Building Services. Guidelines of the Fair Labor Standards Act (FLSA) shall apply to paraprofessional and auxiliary employees who are non-exempt and therefore subject to overtime/compensatory time rules. Teachers and other professionals are exempt from overtime/compensatory time rules of the FLSA and as such these rules do not apply.

K. SUPPLEMENTAL SALARY FOR ADVANCED HOURS/DEGREES

1. Supplemental salary amounts are paid for degrees conferred and reported to the Human Resources Department by submission of official transcripts.
2. All teachers, and nurses who have a master's degree are eligible to receive $1,300 annually. This supplement is not paid to employees who are on a higher Pay Grade because the administrative and professional support positions require a master's degree as a minimum qualification for the certification.

3. All teachers, professional support employees, and administrators with earned doctorate will receive $2,000 annually. This supplement replaces the master's supplement and is not in addition to it.
4. It is the responsibility of the employee to notify Human Resources of advanced degrees and to provide OFFICIAL TRANSCRIPTS with the university's seal and degree conferred status.

L. SALARY SUPPLEMENT SCHEDULES FOR EXTRA DUTIES

The Salary Supplement Schedules are intended as pay for additional service in specified positions. Personnel beginning a position that qualifies for additional remuneration under the Salary Supplement Schedules shall begin at Step 1 unless otherwise approved by the Superintendent or designee. Adjustments in increments are reviewed annually by the program administrator and Human Resources.

M. VOE, ICT, COLLEGE STUDENTS - PART-TIME EMPLOYMENT

All administrative personnel anticipating the use of part-time student help should plan for this type of employment by notifying Human Resources in advance of budget preparation. Student employment must be coordinated for budget planning and these part-time positions must be included in the budget documents. The Auxiliary Personnel Department will determine part-time employment pay rates.

All student applications must be filed with Human Resources and each administrator should contact Human Resources for application reviews and interviews. A signed memorandum from the administrator recommending student employment will be filed with Human Resources.
All forms and records should also be on file in the Division of Personnel.

N. MILEAGE REIMBURSEMENT

Approved miles in a vehicle not owned or substantially supported by the district will be reimbursed at the rate not to exceed the Internal Revenue Service annual allowable for mileage.

O. REGULATIONS GOVERNING TRAVEL AND EXPENSES (Policy DEE – Local)

- TRAVEL EXPENSES - Reimbursement for authorized travel shall be in accordance with legal requirements and in accordance with the current schedule adopted by the Board. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
- DOCUMENTATION REQUIRED - For any authorized expense incurred, the employee shall submit a statement in accordance with the current schedule adopted by the Board.
- AIR TRAVEL - Coach fare only. All receipts and ticket stubs should be attached to the Travel Expense Report.
- AUTOMOBILE - The total amount of the mileage claimed should not exceed the cost of coach airfare. Additional mileage expense claimed must be explained. Mileage is paid at the rate listed in the Comptroller travel guide (currently .58

cents per mile). To be reimbursed, employees with an in-district travel allowance must travel outside of the following counties: Dallas, Rockwall, Collin, Hunt, Kaufman, and Ellis.

- HOTEL – When traveling within the state of Texas, cost limitations will be based on gsa.gov per diem rates per night, per person, excluding city hotel occupancy taxes will not be allowed. The assistant superintendent's approval must be attached to the travel report. All receipts for lodging should be attached to the Travel Expense Report.
- MEALS - If overnight stay is required, the maximum in-state reimbursement per day/per individual will be $36 including tips, broken down as follows: breakfast $13, lunch $14, and dinner $23. On travel days, meals will be prorated when travel extends the day outside of the normal business hours. If no overnight stay is required, meals will only be reimbursed when outside of the following counties: Dallas, Rockwall, Collin, Hunt, Kaufman, and Ellis.
- TAXIS, LIMOUSINES, BUSES, BAGGAGE, TIPS, PARKING, AND BUSINESS TELEPHONE CALLS - Usual charges for these services will be reimbursed; however, any unusual expenses should be explained. All expenses in excess of $20 must be accompanied by a receipt. For employees with an in-district travel allowance, there will be no reimbursement for shuttle to DFW unless shuttle cost is less than overnight parking. Tips in excess of 20% will not be reimbursed.
- PERSONAL COSTS - Employees will be expected to pay for all personal costs, such as lodging and meal expense for spouse, movies, personal phone calls, etc.
- FEDERAL FUNDS – Travel must be directly related to the grant award. Cost comparison (driving vs. flying) is required. Individual, itemized receipts are required for reimbursements. Tips, gratuities and incidentals will not be reimbursed. Lodging and meal expenses in excess of the current state approved rates and/or Comptroller's guidelines must be paid from personal funds or locally generated funds, with prior written approval from program manager.
- TRAVEL REPORTS - All out-of-district travel reimbursement requests must be received within 30 days of the completion of the trip for reimbursement.
- CHAPERONES AND SPONSORS - Actual lodging expense will be reimbursed for sponsors and chaperones of student trips, receipts required. Meals will be reimbursed at the applicable prorated per diem rate.
- OUT-OF-STATE TRAVEL – All out of state travel requires advance approval of the division supervisor. Lodging, mileage, and meal expenses out of state will be based on General Services Administration. These guidelines can be found at: GSA- General Services Administration (http://gsa.gov/portal/category/100000)
- TRAVEL EXPENSE REPORT GUIDELINES – The use of Travelocity, Orbitz, Expedia, Hotels.com and any other similar online travel website is not allowed. A printed confirmation from these types of online companies does not specify whether there is a charge for state tax or not. Garland ISD is exempt from paying any kind of state tax in Texas (except for the state occupancy tax in lodging); therefore, the employee will be required to obtain a printed receipt from the hotel when at check out. This printed receipt must be attached to the expense report. If

that receipt is not turned in with the expense report, the District will only reimburse the amount charged per night plus city/county taxes.

The employee will be responsible for the remainder of charges and/or fees as calculated by the Business Office. Please refer to the Campus/Department Accounting Procedures (CDAP) Manual.

P. RESIGNATION AND RELEASE FROM CONTRACT

State law provides that a teacher may resign no later than 45 days before the first day of instruction of the new school year without receiving the approval of the district. No employee will be released from a contract after this date (45 days before the first day of instruction) without specific approval by the Board or Board's designee and then only when a suitable replacement is found. After this date, the best interests of the students of Garland ISD will be the sole determining factor in releasing a teacher from a contract, when a resignation has been submitted. The Board may exercise its option of filing a complaint with the State Board of Educator Certification and the Commissioner of Education that a teacher, after entering into a written contract with the Board, has abandoned the contract. Such a complaint may result in a reprimand or in the suspension or cancellation of the teacher's certification.

Q. RAISES IN NON-EXEMPT POSITIONS

When the School Board grants a raise, it is calculated using the midpoint hourly /daily pay rate in which the position of the employee is classified. The increase is then added to the employee's previous year's hourly/daily rate.

R. PROMOTIONS IN NON-EXEMPT POSITIONS

For compensation purposes, a promotion occurs when an employee is placed on a higher pay grade except general pay structure changes or position reclassification. The superintendent or designee determines the effective date of the promotion. The new salary rate shall be equal to or greater than the minimum rate for the new grade, but in no case shall it exceed the maximum rate for the new grade.

Promotion increases are determined based on the salary pay ranges of incumbents in the new pay grade of the position into which the employee is being promoted and considering the years of Increases are calculated upon daily or hourly rates of pay. When an employee moves to a position on a lower pay grade, there will be a reduction in the daily rate or hourly rates of pay. The new daily rate will be determined based on the salary ranges of incumbents with same or similar years of experience in the new pay grade of the position.

The 2026-2027 Salary Schedule was approved by the school board. You may visit https://garlandisd.net/connect/careers/salary-andcompensation-information for the most up to date information.

Appendix C- Substitute System

To: New Employees

From: Substitute Office Lisa Clark, Manager

Re: Entering Absences and Requesting Substitutes (School Campus Employees Only)

Welcome to Garland ISD! We know you will be given many papers to read and complete this week, and being absent is probably the last thing on your mind right now. However, please keep this memo and refer to the links below:

Employee Quick Start Guide
(https://login.frontlineeducation.com/login?signin=fec29d5114f6315eb194231c803d8539&productId=AbsMgmt&clientId=zendeskTokenAdapterSvc#/login)

Absence Management Login
(app.frontlineeducation.com)

Garland ISD uses a computerized Absence Management System of entering absences and calling for substitutes. We call this the Absence Management System. The phone number to access this System is 1-800-942-3767. It is available 24 hours a day, 7 days a week.

New school employees on a campus will be sent a link from Frontline Education to their GISD email to set up an account in the Absence Management system.

It is imperative that all absences be entered in the Absence Management System in a **timely manner**, even when a substitute is not needed. You will receive a copy of your absence report to sign at the end of the month in which you were absent.

For additional questions or concerns, feel free to call the substitute office at (972) 487-3067/3068.

Appendix D-Child Abuse & Neglect Policies

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect, including human trafficking?

The applicable District policies- Board Policy Online (http://pol.tasb.org/Home/Index/364)
DH (LEGAL)- Employee Standards of Conduct
DIA (LEGAL)- Employee Welfare
FFG (LEGAL)- Student Welfare
FFH (LEGAL)- Student Welfare
GRA (LEGAL)- Relations with Governmental Entities, State and Local Governmental Authorities

Required training for all staff, found in the GISD online training modules addresses the signs to look for and the requirements for reporting. More information can be found on the Texas Department of Family and Protective Services website: dfps.texas.gov. If you have any questions about these policies, please contact Dr. Tiffany Gilmore, Director Executive Director of Guidance and Counseling at (972) 487-3195

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

- 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).
- Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

To whom do I make a report?

Reports may be made to any of the following:

- The Child Protective Services (CPS) division of the Texas Department of Protective and Regulatory Services (1-800-252-5400);
- A School Resource Officer;
- A local or state law enforcement agency; Garland PD (972) 205-2059, Rowlett PD (972) 412-6200, Sachse PD (972) 495-2005;
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.
- If human trafficking is suspected, contact the National Human Trafficking Hotline: 888373-7888. For more information on Human Trafficking: dfps.texas.gov.
- If the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or to another school staff member **does NOT** fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect is kept confidential.

Appendix F- Staff Acceptable Use Policy



Garland Independent School District Staff Acceptable Use Policy

Our students and employees use technology to learn. Technology is essential to facilitate the creative problem solving, collaboration and 21st century skills that we see in today's global economy. While we want our students and staff to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Acceptable Use Policy supports our vision of technology use and upholds in our users a strong sense of digital citizenship. This policy applies to all Garland Independent School District (GISD) computer networks (including the resources made available by them), electronic communication systems, and all devices connected to those networks.

ACCEPTABLE USE and DIGITAL CITIZENSHIP

- **Respect Yourself:** Select online names, language/content and posts that are educationally appropriate.
- **Protect Yourself:** Do not publish personal details, contact details, or a schedule of activities. Unless otherwise authorized, account holders are responsible for all activity initiated by and/or performed under these accounts. It is the account holder's responsibility to appropriately secure account credentials and maintain and back up all data. If uncertain whether a specific computer activity is permitted or appropriate, an immediate supervisor /administrator must approve before engaging in that activity.
- **Respect Others:** Do not use technologies to bully or tease other people. Do not make audio or video recordings of students/employees without their prior permission. Posing as someone else is forbidden.
- **Protect Others:** Maintain a safe computing environment by notifying appropriate campus/department officials of inappropriate behavior, vulnerabilities, risks, and breaches involving district technology.
- **Respect Intellectual Property:** Suitably cite any and all use of websites, books, media, etc. and respect all copyrights. Follow all copyright laws.
- **Protect Intellectual Property:** Request to use the software and media that others produce.

GENERAL GUIDELINES

- The purpose of a user account is to access the GISD network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.

- Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.
- **Employees should have no expectation of personal privacy in any matters stored in, created, received, or sent through the GISD computer network.** These are subject to review by the GISD at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian or employee.
- It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyberbullying awareness and response. This may be done in a variety of ways, such as once a year short training session, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.
- A content filtering solution is in place in order to prevent access to sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the GISD. However, GISD staff are expected to actively monitor and guide students in their use of technology and appropriate resources.

GOVERNMENT LAWS

Technology is to be utilized in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to:
    - unauthorized tampering with systems, software, or equipment
    - cyber stalking
    - vandalism
    - harassing email
    - child pornography
    - cyberbullying
2. Libel Laws - You may not publicly defame people through published material.
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

Children's Internet Protection Act (CIPA)

In compliance with the Children's Internet Protection Act (CIPA), all students and faculty must watch the GISD on-line safety video.

This video addresses:

- access by minors to inappropriate matter on the Internet and World Wide Web;
- the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

- unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- unauthorized disclosure, use, and dissemination of personal information regarding minors;
- measures designed to restrict minors’ access to materials harmful to minors; and
- educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Garland ISD uses a content filter on all devices and network. This technology protection measure blocks access to visual depictions that are obscene or harmful to minors, as required by under CIPA. The filter applies to all users-students, staff, and guests—regardless of device ownership when connected to GISD networks. Staff are still expected to exercise professional judgment and report any inappropriate content encountered to their supervisor of the Technology Department.

In compliance with this law, GISD also protects against access by employees, contractors, visitors, and minors to visual depictions that are obscene. GISD will disable login accounts for students or employees, contractors, and visitors who violate any GISD internet security practice. GISD can monitor any and all online activity.

Family Educational Rights and Privacy Act (FERPA) and Student Data Privacy

Staff must comply with the Family Educational Rights and Privacy Act (FERPA) and all applicable student data privacy laws. The following apply to all staff:

- Student educational records and personally identifiable information (PII) may not be shared, transmitted, or stored outside of district-approved systems without appropriate authorization.
- Staff may not photograph, screenshot, export, or duplicate student records or data for personal use or storage outside of GISD systems.

District Issued Devices for Staff

Certain staff are assigned various technology devices for the purposes of their job assignment. Staff are responsible for the care and upkeep of these devices. Devices purchased by a campus or department but assigned to an individual employee should stay with that campus or department if an employee transfers to another campus or department.

District-issued devices, such as laptops, follow the transferring staff to other GISD campuses as long as the transferring staff is moving into a laptop-eligible role. Any district-issued technology devices should be returned to the employee’s supervisor upon leaving the district.

BRING YOUR OWN DEVICE

Students and staff may use a personal device for instruction. **If personal devices are damaged or stolen while on GISD property, GISD will not be liable for the replacement**

or repair of any personal device. Any data and/or SMS/MMS (texting) charges will not be reimbursed by GISD.

ARTIFICIAL INTELLIGENCE (AI) TOOLS

Artificial intelligence tools-including but not limited to generative AI platforms such as large language model chatbots, AI writing assistants, and AI image generators-may be used by staff for educational and work-related purposes, subject to the following guidelines:

- Staff may not enter personally identifiable information (PII), confidential employee data, or non-public district information into any AI tool that has not been approved by GISD.
- AI-generated content is not inherently accurate. Staff are responsible for verifying and AI-generated content before using it in official communications, instructional materials, or district records.
- Use of AI tools is subject to all other provisions of the AUP, including copyright, appropriate content, and data privacy. The use of AI tools does not supersede FERPA obligations or any other student and staff privacy requirements.
- GISD may at some time designate approved AI tools and publish associated guidelines. Use of unapproved AI tools for district work is at the staff member's own discretion and subject to all provisions of this policy.

ACKNOWLEDGEMENT

By signing and returning this document, I acknowledge that I understand and will abide by the district Acceptable Use Policy. If I violate this agreement, the consequences could include suspension of BYOD privileges, district-owned accounts, and network access. In addition, I could face disciplinary and/or legal action including but not limited to criminal prosecution and/or penalty under appropriate state and federal laws.

The following actions are not permitted and could result in the consequences outlined above:

- Users may not attempt to disable or bypass the GISD content filter.
- Users may not illegally access or manipulate the information of a private database/system such as gradebooks and other student information systems.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not use their accounts for non-school related activities including but not limited to:
- Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations;
- Political activity: lobbying for personal political purposes; or
- Solicitation activities for personal or religious purposes.
- Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes or

images that would violate school rules or GISD policies. The GISD policies against harassment and discrimination apply to the use of technology.

The Executive Director of Technology & Information Systems and the campus principal will deem what is considered to be inappropriate use of the GISD computer network. The campus principal may suspend an account or network access at any time. In addition, the administration, faculty, and staff of the GISD may request that a user's account be suspended or denied at any time.

By signing this document online or in writing via the employee handbook acceptance form,

- I have read and **will abide** by the Acceptable Use Policy.

DISCLAIMER

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district uses a variety of vendor-supplied hardware and software. Therefore, the district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the district warrant that the system will be uninterrupted or error- free, nor that defects will be corrected.

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

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's computer systems and networks.

TERM

This policy is binding for the duration of the staff member's employment in GISD until replaced by a subsequently promulgated, signed Staff Acceptable Use Policy.

Employee Name:_____

Campus: _____

Date: _____

Appendix G- Bullying

Garland ISD
057909

STUDENT WELFARE FFI
FREEDOM FROM BULLYING (LEGAL)

DEFINITION

"Bullying" means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in a reasonable fear of harm to the student's person or of damage to the student's property; or

2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

Policy

The Board shall adopt a policy, including any necessary procedures, concerning bulling that:

1. Prohibits the bullying of a student;

2. Prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;

3. Establishes a procedure for providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;

4. Establishes the actions a student should take to obtain assistance and intervention in response to bullying;
5. Sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;

6. Establishes procedures for reporting an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;

7. Prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and

8. Requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

The policy and any necessary procedures must be included annually in the student and employee handbooks and in the District improvement plan under Education Code 11.252 [See BQ]

INTERNET POSTING

The procedure for reporting bullying must be posted on the District's Internet Web site to the extent practicable.

Education Code 37.0832(a)-(e)

DATE ISSUED: 3/15/2012
UPDATE 93
FFI(LEGAL)-P

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

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

DEFINITION

Bullying occurs when a student or group of student engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in a reasonable fear of harm to the student's person or of damage to the student's property; or

2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

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, or ostracism.

RETALIATION The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

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 immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING PROCEDURES

STUDENT REPORT To obtain assistance and intervention, 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.

EMPLOYEE REPORT Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

REPORT FORMAT A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

PROHIBITED CONDUCT The principal or designee shall determine whether the allegations in the report, if proven, would constitute a prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION The principal or designee shall conduct an appropriate investigation based

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

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

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

DISTRICT ACTION If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action

BULLYING in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary actions.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

CORRECTIVE ACTION Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS The principal or designee shall refer to FDB for transfer provisions.

COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, person 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	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

DATE ISSUED: 3/15/2012
UPDATE 93
FFI(LOCAL)-A

Appendix H- Teacher Standards

Chapter 149. Commissioner's Rules Concerning Educator Standards Subchapter AA. Teacher Standards §149.1001. Teacher Standards.

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

(b) Standards.

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

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

(i) Teachers develop lessons that build coherently toward objectives based on course content, curriculum scope and sequence, and expected student outcomes.

(ii) Teachers effectively communicate goals, expectations, and objectives to help all students reach high levels of achievement.

(iii) Teachers connect students' prior understanding and real-world experiences to new content and contexts, maximizing learning opportunities.

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

(i) Teachers plan instruction that is developmentally appropriate, is standards driven, and motivates students to learn.

(ii) Teachers use a range of instructional strategies, appropriate to the content area, to make subject matter accessible to all students.

(C) Teachers use and adapt resources, technologies, and standards- aligned instructional materials to promote student success in meeting learning goals. Teachers design lessons to meet the needs of diverse learners, adapting methods when appropriate.

(i) Teachers differentiate instruction, aligning methods and techniques to diverse student needs, including acceleration, remediation, and implementation of individual education plans.

(ii) Teachers plan student groupings, including pairings and individualized and small-group instruction, to facilitate student learning.

(iii) Teachers integrate the use of oral, written, graphic, kinesthetic, and/or tactile methods to teach key concepts.

(D) Teachers communicate clearly and accurately and engage students in amanner that encourages students' persistence and best efforts.

(i) Teachers ensure that the learning environment features a high degree of student engagement by facilitating discussion and student-centered activities as well as leading direct instruction.

(ii) Teachers validate each student's comments and questions, utilizing them to advance learning for all students.

(iii) Teachers encourage all students to overcome obstacles and remainpersistent in the face of changes, providing them with support in achieving their goals.

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

(i) Teachers set high expectations and create challenging learning experiences for students, encouraging them to apply disciplinary and cross-disciplinary knowledge to real-world problems.

(ii) Teachers provide opportunities for students to engage in individual and collaborative critical thinking and problem solving.

(iii) Teachers incorporate technology that allows students to interact with the curriculum in more significant and effective ways, helping them reach mastery.

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

(i) Teachers monitor and assess student progress to ensure that their lessons meet students' needs.

(ii) Teachers provide immediate feedback to students in order to reinforce their learning and ensure that they understand key concepts.

(iii) Teachers adjust content delivery in response to student progress through the use of developmentally appropriate strategies that maximize student engagement.

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

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

(i) Teachers purposefully utilize learners' individual strengths as a basis for academic and social-emotional growth.

(ii) Teachers create a community of learners in an inclusive environment that views differences in learning and background as educational assets.

(iii) Teachers accept responsibility for the growth of all of their students, persisting in their efforts to ensure high levels of growth on the part of each learner.

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

(i) Teachers connect learning, content, and expectations to students' prior knowledge, life experiences, and interests in meaningful contexts.

(ii) Teachers understand the unique qualities of students with exceptional needs, including disabilities and giftedness, and know how to effectively address these needs through instructional strategies and resources.

(iii) Teachers understand the role of language and culture in learning and know how to modify their practices to support language acquisition so that language is comprehensible and instruction is fully accessible.

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

(i) Teachers understand how learning occurs and how learners develop, construct meaning, and acquire knowledge and skills.

(ii) Teachers identify readiness for learning and understand how development in one area may affect students' performance in other areas.

(iii) Teachers apply evidence-based strategies to address individual student learning needs and differences, adjust their instruction, and support the learning needs of each student.

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

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

(i) Teachers have expertise in how their content vertically and horizontally aligns with the grade-level/subject-area continuum, leading to an integrated curriculum across grade levels and content areas.

(ii) Teachers identify gaps in students' knowledge of subject matter and communicate with their leaders and colleagues to ensure that these gaps are adequately addressed across grade levels and subject areas.

(iii) Teachers keep current with developments, new content, new approaches, and changing methods of instructional delivery within their discipline.

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

(i) Teachers organize curriculum to facilitate student understanding of the subject matter.

(ii) Teachers understand, actively anticipate, and adapt instruction to address common misunderstandings and preconceptions.

(iii) Teachers promote literacy and the academic language within the discipline and make discipline-specific language accessible to all learners.

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

(i) Teachers teach both the key content knowledge and the key skill of the discipline.

(ii) Teachers make appropriate and authentic connections across disciplines, subjects, and students' real-world experiences.

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

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

(i) Teachers embrace students' backgrounds and experiences as an asset in their learning environment.

(ii) Teachers maintain and facilitate respectful, supportive, positive, and productive interactions with and among students.

(iii) Teachers establish and sustain learning environments that are developmentally appropriate and respond to students' needs, strengths, and personal experiences.

(B) Teachers organize their classrooms in a safe and accessible manner that maximizes learning.

(i) Teachers arrange the physical environment to maximize student learning and to ensure that all students have access to resources.

(ii) Teachers create a physical classroom set-up that is flexible and accommodates the different learning needs of students.

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

(iv) Teachers implement behavior management systems to maintain an environment where all students can learn effectively.

(v) Teachers maintain a strong culture of individual and group accountability for class expectations.

(vi) Teachers cultivate student ownership in developing classroom culture and norms.

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

(i) Teachers maintain a culture that is based on high expectations for student performance and encourages students to be self- motivated, taking responsibility for their own learning.
(ii) Teachers maximize instructional time, including managing transitions.
(iii) Teachers manage and facilitate groupings in order to maximize student collaboration, participation, and achievement.
(iv) Teachers communicate regularly, clearly, and appropriately with parents and families about student progress, providing detailed and constructive feedback and partnering with families in furthering their students' achievement goals.

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

(A) Teachers implement both formal and informal methods of measuring student progress.

(i) Teachers gauge student progress and ensure student mastery of content knowledge and skills by providing assessments aligned to instructional objectives and outcomes that are accurate measures of student learning.
(ii) Teachers vary methods of assessing learning to accommodate students' learning needs, linguistic differences, and/or varying levels of background knowledge.

(B) Teachers set individual and group learning goals for students by using preliminary data and communicate these goals with students and families to ensure mutual understanding of expectations.
(i) Teachers develop learning plans and set academic as well as social-emotional learning goals for each student in response to previous outcomes from formal and informal assessments.
(ii) Teachers involve all students in self-assessment, goal setting, and monitoring progress.
(iii) Teachers communicate with students and families regularly about the importance of collecting data and monitoring progress of student outcomes, sharing timely and comprehensible feedback so they understand students' goals and progress.

(C) Teachers regularly collect, review, and analyze data to monitor student progress.

(i) Teachers analyze and review data in a timely, thorough, accurate, and appropriate manner, both individually and with colleagues, to monitor student learning.

(ii) Teachers combine results from different measures to develop a holistic picture of students' strengths and learning needs.

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

(i) Teachers design instruction, change strategies, and differentiate their teaching practices to improve student learning based on assessment outcomes.

(ii) Teachers regularly compare their curriculum scope and sequence with student data to ensure they are on track and make adjustments as needed.

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

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

(i) Teachers reflect on their own strengths and professional learning needs, using this information to develop action plans for improvement.

(ii) Teachers establish and strive to achieve professional goals to strengthen their instructional effectiveness and better meet students' needs.

(iii) Teachers engage in relevant, targeted professional learning opportunities that align with their professional growth goals and their students' academic and social-emotional needs.

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

(i) Teachers seek out feedback from supervisors, coaches, and peers and take advantage of opportunities for job embedded professional development.

(ii) Teachers actively participate in professional learning communities organized to improve instructional practices and student learning.

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

(i) Teachers clearly communicate the mission, vision, and goals of the school to students, colleagues, parents and families, and other community members.

(ii) Teachers seek to lead other adults on campus through professional learning communities, grade- or subject-level team leadership, committee membership, or other opportunities.

(D) Teachers model ethical and respectful behavior and demonstrate integrity in all situations.

(i) Teachers adhere to the educators' code of ethics in §247.2 of this title (relating to Code of Ethics and Standard Practices for Texas Educators), including following policies and procedures at their specific school placement(s).

(ii) Teachers communicate consistently, clearly, and respectfully with all members of the campus community, including students, parents and families, colleagues, administrators, and staff.

(iii) Teachers serve as advocates for their students, focusing attention on students' needs and concerns and maintaining thorough and accurate student records.

Statutory Authority: The provisions of this §149.1001 issued under the Texas Education Code, §21.351.
Source: The provisions of this §149.1001 adopted to be effective June 30, 2014, 39 Tex Reg 4955.

Appendix I- Personnel Policies

GISD Board Policies Online

DEC: COMPENSATION AND BENEFITS - LEAVES AND ABSENCES

- Board Policy - DEC Legal
- Board Policy - DEC Local

DGBA: PERSONNEL - MANAGEMENT RELATIONS - EMPLOYEE COMPLAINT GRIEVANCES

- Board Policy - DGBA Legal
- Board Policy - DGBA Local

DH: EMPLOYEE STANDARDS OF CONDUCT

- Board Policy - DH Legal
- Board Policy - DH Local

DIA: EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

- Board Policy - DIA Legal
- Board Policy - DIA Local

Index

A

ActiveCare · 35
Administering medication · 92
Administration · 12
Alcohol and Drug abuse prevention · 75
searches and testing · 17
Asbestos management plan · 81
Associations and Political Activities · 78
authorization documents · 17

B

Background Checks · 70, 71
Bad Weather severe weather
· 82 **Benefits** ActiveCare · 27
affordable care act · 27
Board of Trustees · 10 information ·
13
members · 10
Board Policy Manual · 10 Breaks ·
22
Breast Milk · 22
Building use · 86
Bullying · 94

C

Certification · 16
Health Safety Training · 18
Parent notification · 23
Certification and Licenses · 16
Charitable Contributions · 78
Child Abuse Reporting · 65
Code of Ethics · 51
Committees · 27 Compensation and Benefits ·
27
Complaints parent and student · 92
Compliance coordinators · 49
Compliance Hotline · 49
Compliance with a Subpoena · 47
Conflict of Interest · 77
Contract nonrenewal · 88
Contract and non-contract employment · 15
Contract employees. · 15
Copyrighted Materials · 78
Court appearance · 48
Court order withholding · 90
Crime reporting · 69
Criminal History Background Checks · 74

D

Dietary supplements · 93
Directories
Helpful contacts · 13
Discipline · 93
Discrimination · 60
Employee · 60
Student · 91
Dismissal
contract employees · 88
noncontract employees · 88
District
map · 8
mission statement · 9
Drug
abuse prevention · 75
psychotropic · 93
testing · 17

E

E-Cigarettes · 76
Emergencies · 83
Employee
conduct and
welfare · 51
discounts · 35
involvement · 25
Employee Arrests and Convictions · 74
Employee Assistance Program · 35
Employment · 14
Employment
after retirement · 15
outside · 24
Equal opportunity
educational · 87
employment 14

Exit Interviews · 89

F

Facility · 86
Family and medical leave · 41
Federal Funded Positions · 27
Firearms · 7
Form I-9 · 17
Fraud · 49, 72

G

Garland ISD Intranet 13
General Procedures
bad weather makeup days · 83
Emergencies · 83
weather · 82

Gifts and Favors · 77
grievance process · 49

H

Harassment · 64
Hazing · 94
Health insurance · 34
Health Safety Training · 18
Helpful Contacts · 13
Helpful websites · 13
Hotline · 65

I

ID Badges ·
Insurance · 35
continuation · 37
health, dental, and life · 35 TRS-ActiveCare · 35 workers' compensation · 46 Introduction · 6, 7

J

Job Vacancy Announcements · 15 Jury duty · 47

L

Leave
Extended · 39
Family and Medical · 41
Local · 38
Medical · 37
personal · 38
Reporting · 36
sick · 38
Lesson Plans · 24

M

Medications · 92
Military leave · 48
Mission Statement · 9

N

Non-renewals · 88
Nursing Mothers · 22

O

Oracle Self-Service ·
personnel records · 85 Outside Employment · 24
Overtime · 33

P

Paraprofessional and auxiliary employees · 16
Parent and student complaints · 92
Parent notification ·
Paychecks · 28
direct deposit · 31
payday · 29
payroll deductions 302
Payment
Accumulated leave · 48
Accumulated Leave · 48
Performance Evaluation · 25
Personal Leave · 38
Personal Use of Electronic Media · 70
Personal Use of Electronic Media with Students · 72
Personnel records · 85
Pest control treatment · 81

Political Activities · 78
Possession of Firearms · 79
Probationary contracts · 15
Professional employees · 16
Psychotropic drugs · 93
Public Information · 74
Purchasing procedures · 83

R

Reassignments and Transfers
19 Religious Observance · 48
Reporting Child Abuse · 65 Reporting
Crime · 69
Resignations · 87
Retaliation · 60
Retirement employment after · 15

S

Safety · 79
School Calendar · 12
School closing · 83
Scope and Sequence · 69
Searches · 17
Sexual harassment · 60 student · 64
Sick leave · 38
Social Security · 32
Staff Development · 26
Standards of Conduct · 51
Student
attendance · 94
bullying · 94
dietary supplements · 93 discipline · 93
equal educational opportunities · 91
harassment · 64
hazing · 94
medication · 92
records · 91

T

TEA (Texas Education Agency) · 16
Technology Resources · 69
electronic media · 70
Term contracts · 16
Termination · 87
Discharge of Convicted Employees 849
dismissal during the contract term · 88
exit interviews · 89
noncontract employees · 88
nonrenewal · 88
resignation · 87
Testing Websites · 13
Tobacco Products and E-Cigarette Use · 76
Training health and safety · 26
staff development · 26
Transfers · 19
Travel · 33
TRS (Texas Retirement System of Texas) ·13
truancy court appearance · 48
Tutoring · 24

V

Vacancy Announcements · 15
Vacation · 39
Visitors · 80
Volunteers · 80

W

Wages · 27
Weapons · 79
Workers' compensation benefits · 46
Workload and Work Schedules · 20
Planning and Preparation Time · 21