

PROPOSED POLICY

In accordance with state law, the District has completed all requirements for designation as an innovation district, and the Board has adopted an [innovation plan](#).¹

¹ Innovation Plan:
[<https://www.galenaparkisd.com/documents/GPISD%20Local%20Innovation%20Plan.pdf>]

PROPOSED REVISIONS

Note: The District's innovation plan may be found on the District's website. This local policy has been revised in accordance with the District's innovation plan.

UPDATING CREDENTIALS

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

CONTRACT PERSONNEL

The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

STATE CERTIFICATION

To adequately supply programs with qualified candidates, the District will make decisions regarding certification for hard to fill and high demand courses. State certification may not be required for professionals, with approval from the Superintendent or the Superintendent's designee in regard to hard to fill and high demand courses. The District will ensure professional development plans are in place to train professionals and experts hired to teach such courses in pedagogy and provide needed support.

SOCIAL SECURITY NUMBER

The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

PROPOSED REVISIONS

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SUPERINTENDENT'S
AUTHORITY

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. 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.

Any employee may request reassignment within the District to another position for which he or she is qualified.

CAMPUS
ASSIGNMENTS

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

[The Superintendent shall have the authority to approve a request by the principal for an individual with specialized experience or qualifications in a particular field or area to teach a course in accordance with the District's innovation plan. \[See DBA and EHDD\]](#)

SUPPLEMENTAL
DUTIES

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

WORK CALENDARS
AND SCHEDULES

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

PROPOSED REVISIONS

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LOCAL APPRAISAL PROCESS

[The District shall appraise teachers using a local appraisal process and evaluation criteria developed in accordance with law and administrative regulations.](#)

~~T-TESS~~

~~The District shall appraise teachers using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.~~

The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.

ANNUAL APPRAISAL

District teachers shall be appraised annually.

EXCEPTION

Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.

LESS-THAN- ANNUAL

ELIGIBILITY

[To be eligible for less-than-annual evaluations under the District's local appraisal system,](#) ~~In addition to meeting the eligibility requirements in state rules, to be eligible for less than annual evaluations under the T-TESS,~~ a teacher shall:

1. Be employed on an educator term contract;
2. Hold SBEC certification;
3. Be assigned in his or her certification area;
4. Have been employed by the District for at least two years;
5. Have served in the current teaching assignment for at least one year; and
6. Have received a rating of at least "proficient" for each dimension.

FREQUENCY

Eligible teachers shall be appraised every three years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

ANNUAL REVIEW
PROCESS

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule [and administrative regulations](#).

[In the years in which an appraisal is not scheduled for an eligible teacher, he or she shall follow the procedures outlined in the District's local appraisal system.](#)

~~In the years in which a T-TESS appraisal is not scheduled for an eligible teacher, the teacher shall participate in an annual review process that includes the elements listed in state rule.~~

The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

ⁱ Innovation Plan:

<https://www.galenaparkisd.com/innovation/documents/GALENA%20PARK%20ISD%20LOCAL%20INNOVATION%20PLAN.pdf>

PROPOSED REVISIONS

Note: [This local policy has been revised in accordance with the District's innovation plan.ⁱ](#)

SCHOOL START DATE

[The District shall annually determine the start date for the school year based on needs of the local community. The school year shall not start before the third Monday in August.](#)

SCHOOL CALENDAR

The Superintendent shall be authorized to approve variations from the Board-adopted school calendar, as necessary.

SCHOOL CLOSURE

The Board delegates to the Superintendent the authority to close schools for reasons of public health and safety.

ⁱ [Innovation Plan:](#)

<https://www.galenaparkisd.com/innovation/documents/GALENA%20PARK%20ISD%20LOCAL%20INNOVATION%20PLAN.pdf>

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LOSS OF CLASS TIME

The District shall not remove a student from a regularly scheduled class for tutoring or test preparation for more than ten percent of the school days on which the class is offered without a parent's written consent.

[The Superintendent shall be authorized to amend the length of the school day and determine whether to make-up lost instructional time.](#)

INTERRUPTIONS

The District shall limit nonacademic activities that interrupt and distract from the academic process and shall enforce the following restrictions:

1. Announcements, other than emergency announcements, shall be made over the public address system only once during the school day.
2. Selling or solicitation shall not be permitted during class time. [For fund-raising activities, see FJ]

¹ [Innovation Plan:](#)

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CLASS SIZE RATIO

The District is exempting provisions in state law requiring a district not to enroll more than 22 students in a class, kindergarten through grade 4. When a class in grades kindergarten through 4 exceeds enrollment of 22 students the Superintendent shall report this information to the Board.

When the enrollment ratio in a kindergarten through grade 4 class reaches 25:1 the principal shall notify the parents of the students in the particular class and an instructional aide shall be assigned to that class as long as the enrollment remains at or above the 25:1 ratio.

ⁱ Innovation Plan:

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STUDENT CODE OF CONDUCT

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

REVISIONS

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

CAMPUS BEHAVIOR COORDINATOR

In accordance with the District's innovation plan, the District is exempt from the state law requiring that a single person at each campus be designated to serve as the campus behavior coordinator (CBC). The Superintendent or designee shall designate appropriate campus administrators to serve as CBCs. Each CBC shall comply with the duties and responsibilities of a CBC defined in state law and District policy.

EXTRACURRICULAR STANDARDS OF BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they

STUDENT DISCIPLINE

FO
(LOCAL)

have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

'PARENT' DEFINED

Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

GENERAL DISCIPLINE
GUIDELINES

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age;
 - c. The frequency of misconduct;
 - d. The student's attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

CORPORAL
PUNISHMENT

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

STUDENT DISCIPLINE

FO
(LOCAL)

PHYSICAL RESTRAINT Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

VIDEO AND AUDIO MONITORING

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

USE OF RECORDINGS

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

ACCESS TO RECORDINGS

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

¹ [Innovation Plan:](#)

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