

## PROPOSED POLICY

In a [previous](#) [workshop](#) with stakeholders the District's [Compliance](#) requirements for [Title IX](#) has adopted an [interim](#)

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<sup>1</sup> [Interim Policy](#)  
<http://www.galena.org/105705>



**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.

**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 may be to another position, department, or facility that does not necessitate a change in the employment contract of a permanent 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, department, or facility.

**CAMPUS  
ASSIGNMENTS**

The principal's criteria for approval of on-campus assignments and reassignments shall be consistent with District policy dealing with equal opportunity employment and with staffing patterns approved in the District and campus plans. [See Board policy DC] 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 a teacher or individual with specialized experience or qualifications in a particular field or area to teach in accordance with the District's innovation plan.

**SUPPLEMENTAL  
DUTIES**

No 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. If the supplemental duties are not part of the District's contractual obligation to the employee, and a employee shall hold no obligation of continuing assignment to any unpaid supplemental duty.

**WORK SCHEDULES  
AND SCHEDULES**

Subject to the Board's compensation and compensation plan and in harmony with employment contracts, the Superintendent shall determine the work schedule for all employees. [See DC, DC-EB]

Daily time schedules for all employees shall be determined by the Superintendent.

### PROPOSED REVISIONS

Note: This Jan policy has been  
District approved.

#### LOCAL APPRAISAL PROCESS

and evaluation criteria developed in accordance with  
administrative regulations.

#### TESS

The District will provide a performance evaluation system (TESS) in accordance with law and  
administrative regulations.

The Board of Education will not praise a teacher in place.

#### ANNUAL APPRAISAL

District teachers shall

#### EXCEPTION

Teachers in accordance with law (see DNA/LOCAL) in this policy shall be appraised in accordance with the following.

#### LESS-THAN- ANNUAL ELIGIBILITY

To be eligible for less than annual appraisal under the local appraisal system, in addition to meeting the eligibility requirements in state rules, to be eligible for less than annual appraisal under the T-TESS, the following shall:

1. Be employed on an educator term contract;
2. Hold T-TESS certification;
3. Be assigned in his or her certification area;
4. Have been employed by the District for at least six years;
5. Have served in the current teaching assignment for at least one year; and
6. Have received a satisfactory rating.

#### FREQUENCY

Eligible teachers shall be appraised during any school year when a complete appraisal is not scheduled for an eligible teacher, tenure teacher or the principal require that an appraisal be conducted by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies as defined in the administrative regulations.

ANNUAL REVIEW  
PROCESS

teacher, he or she shall follow the procedures outlined in the district's local appraisal system.

In the years in which a TTEES 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 presented to the teacher, not signed by the supervisor, and maintained in the personnel file.

Innovation Plan:

<https://www.galena-parkisd.net/Portals/0/Innovation%20Plan.pdf>

### PROPOSED REVISIONS

Note: This is District's Innovation plan.

**SCHOOL START DATE** The District shall determine the start date of the school year based on needs of the local community and shall not start before the third Monday in August.

**SCHOOL CALENDAR** The District shall determine the school calendar based on the Board-adopted school calendar.

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

Innovation Plan  
<https://www.districts.org/2015-16/20LOCAL%20INNOVATION%20PLAN.pdf>

### PROPOSED REVISIONS

Note: The Local Education Agency has reviewed and approved this District's innovation plan.

#### LOSS OF CLASS TIME

The District shall not require any teacher to be required to provide class for tutoring or test preparation for more than ten percent of the school days on which the class is in attendance. This shall be in writing.

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 contract with the academic process and shall enforce the following restrictions:

1. Announcements shall be made during the school day.
2. Selling or solicitation shall not be permitted during class time. [For fund-raising activities, see \_\_\_\_\_]

Innovation Plan:  
<https://www.galenaparkisd.com/innovation/document/K%20ISD%20INNOVATION%20PLAN>

## PROPOSED POLICY

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**Note:** This local policy has been revised in accordance with the District's innovation plan

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### CLASS SIZE RATIO

The District in exemption provides for a state law requiring a district not to enroll more than 22 students in a kindergarten through grade 4 class in a classroom. When a class in a kindergarten through grade 4 class has an enrollment of 22 students the Superintendent shall report enrollment information to the Board.

When the enrollment ratio in a kindergarten through grade 4 class reaches 25:1, the principal shall notify the Superintendent of the particular class and an instructional aide shall be assigned to that class to bring the enrollment ratio back to 22:1.

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Innovation Plan:

<http://www.glenaparkisd.com/InnovationPlan.pdf>



### PROPOSED REVISIONS

Note: This insubordination has been removed in accordance with the District's insubordination ban.

#### 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 as necessary, the Student Code of Conduct shall:

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 as a hard copy to students, parents, teachers, administrators, and other personnel.

#### REVISIONS

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

#### CAMPUS BEHAVIOR COORDINATOR

In accordance with the District's interpretation of the District's exemption from the state law, the District shall designate a campus behavior coordinator (CBC). The Superintendent or designee shall designate appropriate campus administrators to serve as CBCs, who 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, coach and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards.

Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may include non-discrimination conduct that occurs during 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

Galena Park ISD  
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STUDENT DISCIPLINE

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STUDENT DISCIPLINE

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(LOCAL)

PHYSICAL RESTRAINT

Within the scope of a student's physical restraint, an employee may physically restrain a student if the employee reasonably believes that the student's behavior poses a risk of physical injury to the student or others. Physical restraint is necessary in order to:

1. Protect a person, including the person being physically restrained, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student from a classroom or other school property, in order to restore order or to take disciplinary measures.
4. Control an irrational student.
5. Protect property.

A District employee may restrain a student who receives special education services. [See FL (LEGAL) 1]

VIDEO AND AUDIO MONITORING

Video and audio recordings may be used for the purpose of monitoring student behavior. The District shall post signs regarding 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 be responsible for the use of recordings. A student who is 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 stored as required by law. A parent or student who wishes to view a recording of a disciplinary action taken against the student may request such access under the procedures set out by law. [See FL (LEGAL) 1]

Innovation Plan:  
<https://www.gardenparkisd.com/innovation>