



GPISD Human Resources, Communication, and Business Services
14705 Woodforest Boulevard
Houston, Texas 77015

**Welcome Letter to New
Substitute Teachers and
Substitute Clerical/Instructional Aides
District Employees**

Dear New GPISD Substitute Teacher/Clerical/Instructional Aide Employee,

Welcome to the Galena Park Independent School District!

It is with great pleasure that Human Resources, Communication, and Business Services (HRCBS) welcome you as a new substitute teacher/clerical/Instructional aide employee to our District. We are confident that you are embarking on an exciting, personally fulfilling and truly rewarding career in public education. **We believe that you will thoroughly enjoy working in GPISD.**

In an effort to expedite the process, we have placed all required forms and information on line for you to download, complete and return to our HRCBS Department during your scheduled appointment. Be assured, that if you have questions on any form that you must complete, you may leave that area unfilled and can complete it when you meet with our District HRCBS representative.

Hiring Paperwork:

You will find hiring paper work on our home page at www.galenaparkisd.com.

Click under “Human Resources”

Then click under “New Substitute Teacher/Clerical/Instructional Aide Paperwork”

IMPORTANT

In order to reduce the time of your HRCBS appointment will you please:

- **Bring all completed downloaded documents.**
- **Make a copy of all forms so that you have a copy for your file.**

Documents to bring with you.

I. Valid Identification:

- **Social Security Card**
- **Drivers License or state issued ID**
- **Appropriate & valid work authorization documentation as your situation may require.**
- **All completed documents from Part A**
- **Documents from Part B that pertains to your position.**

Substitute Teachers must bring an official transcript showing the mandatory 48 college hours.

Substitute Clerical/Instructional Aides must bring your high school diploma or GED.

Form W-4 (2012)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 expires February 18, 2013. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2012. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. The IRS has created a page on www.irs.gov for information about Form W-4, at www.irs.gov/w4. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted on that page.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u> </u>
B	Enter "1" if: { <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	<u> </u>
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<u> </u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u> </u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u> </u>
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	<u> </u>
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three to seven eligible children or less "2" if you have eight or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child	G	<u> </u>
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	<u> </u>
	For accuracy, complete all worksheets that apply. { <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 		

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; text-align: center;">2012</div>
1 Your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	6 Additional amount, if any, you want withheld from each paycheck	5 <u> </u> 6 \$ <u> </u>
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 <u> </u>
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

1	Enter an estimate of your 2012 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions	1	\$ _____
2	Enter: $\left\{ \begin{array}{l} \$11,900 \text{ if married filing jointly or qualifying widow(er)} \\ \$8,700 \text{ if head of household} \\ \$5,950 \text{ if single or married filing separately} \end{array} \right\}$	2	\$ _____
3	Subtract line 2 from line 1. If zero or less, enter “-0-”	3	\$ _____
4	Enter an estimate of your 2012 adjustments to income and any additional standard deduction (see Pub. 505)	4	\$ _____
5	Add lines 3 and 4 and enter the total. (Include any amount for credits from the <i>Converting Credits to Withholding Allowances for 2012 Form W-4</i> worksheet in Pub. 505.)	5	\$ _____
6	Enter an estimate of your 2012 nonwage income (such as dividends or interest)	6	\$ _____
7	Subtract line 6 from line 5. If zero or less, enter “-0-”	7	\$ _____
8	Divide the amount on line 7 by \$3,800 and enter the result here. Drop any fraction	8	_____
9	Enter the number from the Personal Allowances Worksheet , line H, page 1	9	_____
10	Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet , also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1	10	_____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

1	Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)	1	_____
2	Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However , if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than “3”	2	_____
3	If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter “-0-”) and on Form W-4, line 5, page 1. Do not use the rest of this worksheet	3	_____
Note. If line 1 is less than line 2, enter “-0-” on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.			
4	Enter the number from line 2 of this worksheet	4	_____
5	Enter the number from line 1 of this worksheet	5	_____
6	Subtract line 5 from line 4	6	_____
7	Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here	7	\$ _____
8	Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed	8	\$ _____
9	Divide line 8 by the number of pay periods remaining in 2012. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2011. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck	9	\$ _____

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$5,000	0	\$0 - \$8,000	0	\$0 - \$70,000	\$570	\$0 - \$35,000	\$570
5,001 - 12,000	1	8,001 - 15,000	1	70,001 - 125,000	950	35,001 - 90,000	950
12,001 - 22,000	2	15,001 - 25,000	2	125,001 - 190,000	1,060	90,001 - 170,000	1,060
22,001 - 25,000	3	25,001 - 30,000	3	190,001 - 340,000	1,250	170,001 - 375,000	1,250
25,001 - 30,000	4	30,001 - 40,000	4	340,001 and over	1,330	375,001 and over	1,330
30,001 - 40,000	5	40,001 - 50,000	5				
40,001 - 48,000	6	50,001 - 65,000	6				
48,001 - 55,000	7	65,001 - 80,000	7				
55,001 - 65,000	8	80,001 - 95,000	8				
65,001 - 72,000	9	95,001 - 120,000	9				
72,001 - 85,000	10	120,001 and over	10				
85,001 - 97,000	11						
97,001 - 110,000	12						
110,001 - 120,000	13						
120,001 - 135,000	14						
135,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

FICA
ALTERNATIVE

PST

DEFERRED COMPENSATION PLAN PARTICIPATION AGREEMENT
GALENA PARK INDEPENDENT SCHOOL DISTRICT

NEW ENROLLMENT ADDRESS CHANGE BENEFICIARY CHANGE NAME CHANGE

PARTICIPANT INFORMATION

Completion of this section is required for all new enrollments or changes. **PLEASE PRINT**

NAME _____
(Last) (First) (Middle)

ADDRESS _____
(Street/P.O. Box) (Apt. #) (City) (State) (Zip)

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

HOME PHONE () _____ WORK PHONE () _____ FEMALE _____ MALE _____

NEW ENROLLMENT

Beginning _____, I will participate in the **Galena Park ISD**
(Date) (Employer)

Deferred Compensation Plan, I.R.C. Section 457, and hereby forego my rights to receive compensation to the extent of 7.5 % of my eligible gross annual compensation in return for the benefits provided thereunder. I wish this contribution to be invested in an annuity contract with First Financial. I understand that my total amount of deferred compensation may not exceed the lesser of 100% of includable annual compensation, or \$12,000 (\$14,000 if I am at age 50 or older). I understand that my participation in this Plan is a condition of employment required by I.R.C. Section 3121 (b) (7) OBRA 1990. I further understand that payment(s) will be based on the value of the individual account(s). I acknowledge that a copy of the Deferred Compensation Plan Document has been made available to me for my review and understanding. The terms, conditions, and provisions of the Plan Document are hereby incorporated into this agreement.

***NEW EMPLOYEES MUST COMPLETE THE FOLLOWING BENEFICIARY DESIGNATIONS.**

BENEFICIARY DESIGNATIONS

PRIMARY: NAME _____ DATE OF BIRTH _____
RELATIONSHIP _____ SOCIAL SECURITY # _____
ADDRESS _____

CONTINGENT: NAME _____ DATE OF BIRTH _____
RELATIONSHIP _____ SOCIAL SECURITY # _____
ADDRESS _____

NAME CHANGE

FROM: _____ TO: _____

REASON FOR CHANGE MARRIAGE DIVORCE OTHER _____

WITNESS DATE PARTICIPANT SIGNATURE DATE
RECEIVED AND APPROVED THIS _____ DAY OF _____, 20_____.

BY _____ TITLE _____

FORM MUST BE SIGNED, DATED AND APPROVED BY THE PLAN SPONSOR



GALENA PARK

INDEPENDENT SCHOOL DISTRICT

2012-13 School Calendar

July 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
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				

August 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			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	

September 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						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						

October 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	(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			

November 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				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	

December 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						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					

* New Teacher Inservice

✓ August 15-17

☐ Staff Days/Student Holiday

✓ August 20-24 ✓ October 8
 ✓ January 7 ✓ February 18
 ✓ April 20 ✓ June 7

■ Holidays - Campuses & Administration Building

✓ September 3 (Labor Day)
 ✓ November 19-23 (Thanksgiving)
 ✓ December 24-January 4 (Winter Break)
 ✓ January 21 (Martin Luther King Day)
 ✓ March 29 (Good Friday)
 ✓ May 27 (Memorial Day)

■ Additional Holidays - Campuses Only

✓ March 11-15 (Spring Break)

() Six Weeks

First Semester

1. August 27 - September 28 (24 days)
2. October 1 - November 2 (24 days)
3. November 5 - December 21 (30 days)

Second Semester

4. January 8 - February 15 (33 days)
5. February 19 - April 12 (32 days)
6. April 15 - June 6 (34 days)

{ } Nine Weeks

First Semester

1. August 27 - October 19 (38 days)
2. October 22 - December 21 (40 days)

Second Semester

3. January 8 - March 8 (42 days)
4. March 18 - June 6 (57 days)

☐ Early Dismissal Days (All students)

✓ October 26 ✓ June 6
 ✓ December 21

Bad Weather Makeup Days

✓ February 18 ✓ June 7

State Testing Days (Subject to change if required by TEA)

✓ October 22-25 (TAKS Exit Level Retest)
 ✓ November 13-14 (English End of Course Retest)
 ✓ December 3-14 (End of Course Retest)
 ✓ March 4-7 (TAKS Exit Level Retest)
 ✓ April 1-4 (STAAR/End of Course Testing)
 ✓ April 22-25 (STAAR/End of Course Testing)
 ✓ April 22-25 (TAKS Exit Level Retest)
 ✓ May 6-17 (End of Course Testing)

January 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		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		

February 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					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		

March 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					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						

April 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	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				

May 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			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	

June 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						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						

Campuses

Administration Building 14705 Woodforest • Houston 77015	832-386-1000
Cimarron Elementary 816 Cimarron • Houston 77015	832-386-3240
Cloverleaf Elementary 1035 Frankie • Houston 77015	832-386-3200
Galena Park Elementary 401 N. Main • Galena Park 77547	832-386-1670
Green Valley Elementary 13350 Woodforest • Houston 77015	832-386-4390
Harvard Elementary 15150 Wallisville • Houston 77049	832-386-3710
Jacinto City Elementary 10910 Wiggins • Houston 77029	832-386-4600
MacArthur Elementary 1801 N. Main • Galena Park 77547	832-386-4630
Normandy Crossing Elementary 12500 Normandy Crossing • Houston 77015	832-386-1600
North Shore Elementary 14310 Duncannon • Houston 77015	832-386-4660
Purple Sage Elementary 6500 Purple Sage • Houston 77049	832-386-3100
Pyburn Elementary 12302 Coulson • Houston 77015	832-386-3150
Sam Houston Elementary 4101 E. Sam Houston Pkwy N • Houston 77015	832-386-4430
Tice Elementary 14120 Wallisville • Houston 77049	832-386-4050
Williamson Elementary 6720 New Forest Parkway • Houston 77049	832-386-4000
Woodland Acres Elementary 12936 Sarahs Lane • Houston 77015	832-386-2220
Cobb Sixth Grade Campus 6722 Uvalde • Houston 77049	832-386-2100
Cunningham Middle School 14110 Wallisville • Houston 77049	832-386-4470
Galena Park Middle School 400 Keene • Galena Park 77547	832-386-1700
North Shore Middle School 120 Castlegory • Houston 77015	832-386-2600
Woodland Acres Middle School 12947 Myrtle Lane • Houston 77015	832-386-4700
Galena Park High School 1000 Keene • Galena Park 77547	832-386-2800
North Shore Senior High 9th Grade Center 13501 Holly Park • Houston 77015	832-386-3400
North Shore Senior High School 353 Castlegory • Houston 77049	832-386-4100
Becker Early Childhood Center 1906 2nd Street • Galena Park 77547	832-386-2000
Zotz Education Center 13801 Holly Park • Houston 77015	
Accelerated Center for Education Center for Success	832-386-3670 832-386-3630

**GALENA PARK
Independent School District**

Board of Trustees

Joe Stephens, President

Jeff Miller, Vice President

Wanda Heath Johnson, Secretary

Dawn Fisher, Member

June Harris, Member

Wilfred J. Broussard, Jr., Member

Ramon Garza, Member

Dr. Angi M. Williams

Superintendent

Orphalinda Bazan

Assistant Superintendent for Special Programs

Vikas Chaphekar

Chief Financial Officer and Assistant
Superintendent for Finance and Compliance

John Moore

Assistant Superintendent for Operations

Crystal Murray

Assistant Superintendent for Curriculum and
Instruction and School Administration

Arnold Ramirez

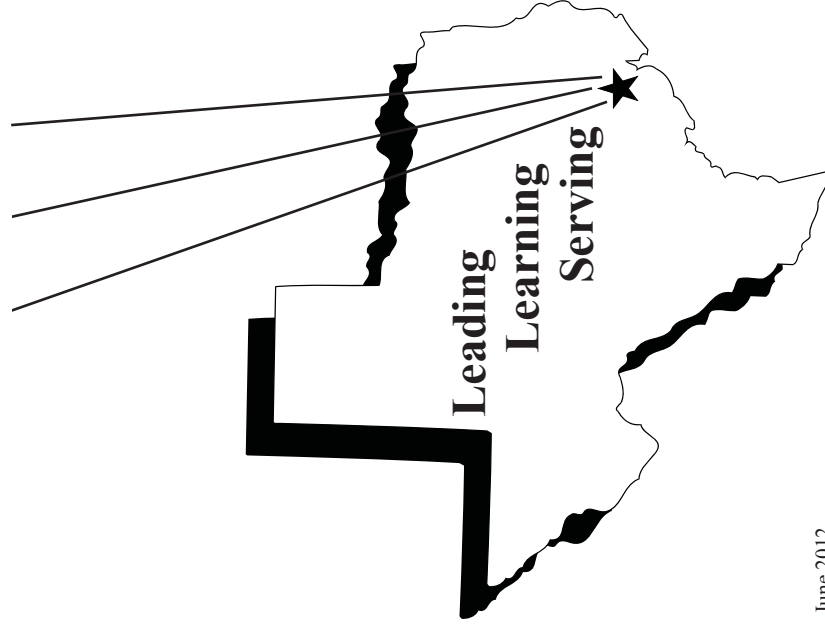
Assistant Superintendent for Human Resource
and Communication Services

Kenneth Wallace

Assistant Superintendent for Educational Support
and School Administration

**GALENA PARK
ISD**

MAP



GALENA PARK

Independent School District

14705 Woodforest Blvd. • Houston, Texas 77015

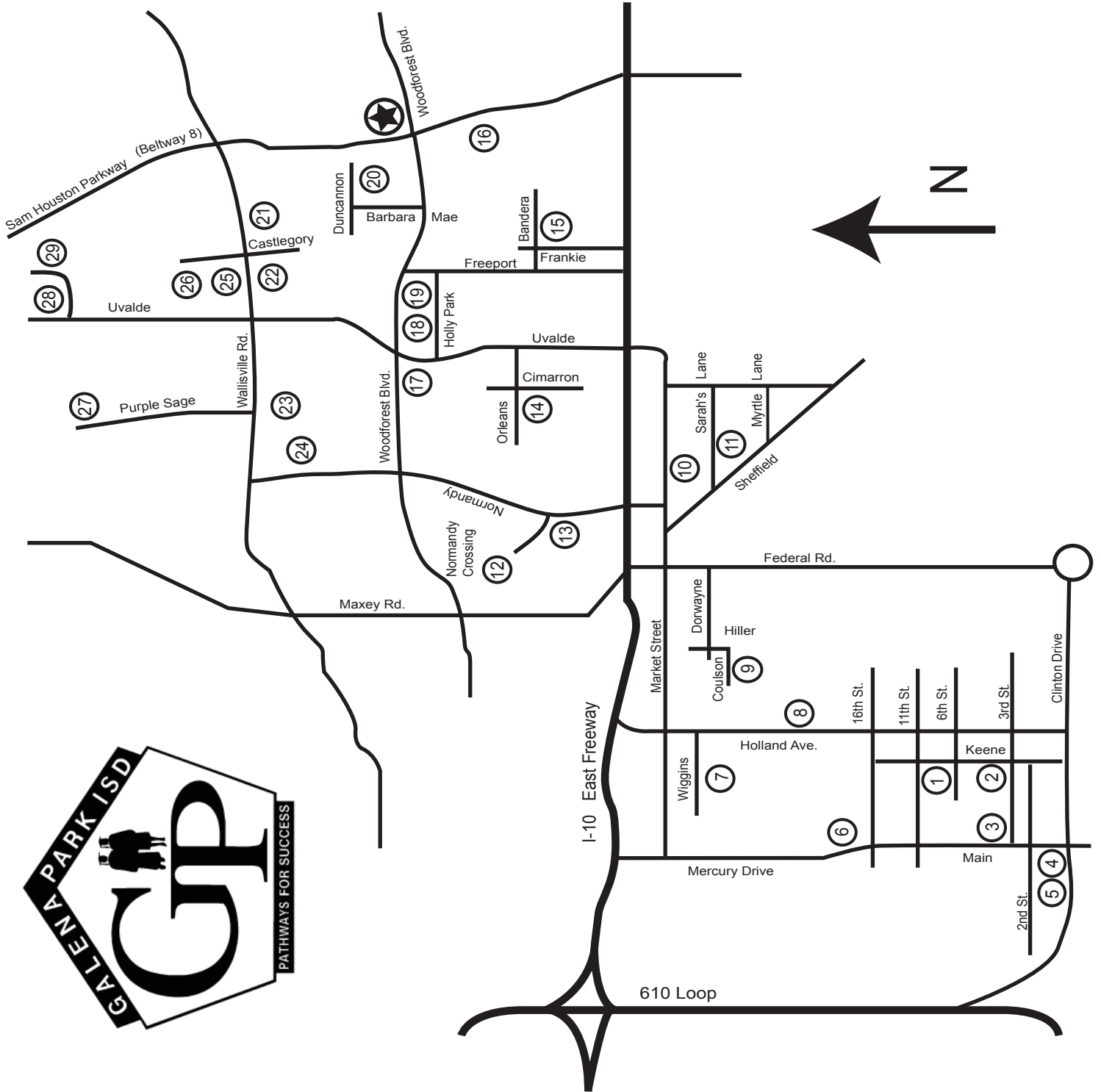
(832) 386-1000 • FAX (832) 386-1100





Key to Galena Park ISD

- ★ Administration Building
- 1. Galena Park High School
- 2. Galena Park Middle School
- 3. Galena Park Elementary
- 4. PEP Center
- 5. Becker Early Childhood Center
- 6. MacArthur Elementary
- 7. Jacinto City Elementary
- 8. Agriculture Facility
- 9. Pyburn Elementary
- 10. Woodland Acres Elementary
- 11. Woodland Acres Middle School
- 12. Normandy Crossing Elementary
- 13. Transportation Facility
- 14. Cimarron Elementary
- 15. Cloverleaf Elementary
- 16. Sam Houston Elementary
- 17. Green Valley Elementary
- 18. North Shore Senior High 9th Grade Center
- 19. Zotz Education Center
- 20. North Shore Elementary
- 21. Havard Elementary
- 22. North Shore Middle School
- 23. Tice Elementary
- 24. Cunningham Middle School
- 25. District Stadium and Natatorium
- 26. North Shore Senior High
- 27. Purple Sage Elementary
- 28. Cobb Sixth Grade Campus
- 29. Williamson Elementary





EMERGENCY OPERATIONS QUICK REFERENCE GUIDE

In the event of an emergency, you will receive an instruction that requires your immediate response. The following outlines basic instructions and responses. **Since campuses differ in location, design, and demographics, please follow the specific directions of the campus administration.**

LOCKDOWN

Quickly check the hallway for students
Usher students into the classroom
If possible, lock the classroom door
Close windows and blinds
Remain in the classroom until the “All Clear”
or other instructions are given

*If you cannot lock the door, move your class
to the next classroom, if you can do so safely.*

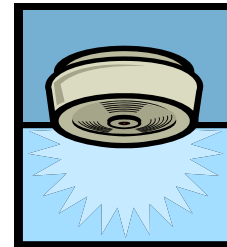
Once doors are locked, do not open for knocks or
any other reason.
Follow all staff instructions

EVACUATION

Secure class roster/ Account for all students
Stand at the door as students file out
Follow the designated evacuation route
Escort students to the designated assembly area
Account for all students/Report any discrepancy
to the designate staff member
Remain in assembly area until further instructed
Follow all staff instructions

SHELTER-IN-PLACE

Close and lock any exterior windows
Do not open exterior doors
Remain in the classroom until the “All Clear”
or other instructions are given
Follow all staff instructions



DROP AND COVER

Direct students to designated area
Instruct students to drop and cover their
heads with their arms.
Remain in the safe area until further
instructed
Follow all staff instructions

EMERGENCY OPERATIONS QUICK REFERENCE GUIDE

THINGS TO DO: Before an Emergency

Introduce yourself to the nearby staff
Familiarize yourself with the campus and the classroom
Determine whether you will be able to lock the classroom door
Review the evacuation map posted in the classroom
Review the Crisis Procedures flip chart and emergency information contained in the sub folder
Seek any needed clarification from regular staff or office staff

THINGS TO DO : During an Emergency

Stay Calm
Keep your students calm and quiet
Supervise your students at all times
Follow **ALL** directions
Refer all questions to campus administration



PLEASE DO NOT:

Use a cellular telephone
Use a regular telephone
Use the email system, unless specifically instructed to do so
Release a student to anyone. Student release procedures will be coordinated by the main office.

GENERAL DEFINITIONS/INFORMATION

Evacuation: The rapid exiting of the building upon hearing the fire alarm or receiving the evacuation command.
Drop and Cover: The movement to the designated safest areas of the building due to hazardous weather conditions. Everyone sits facing the wall, with their head tucked down and covered by their hands.
Lockdown: The immediate locking of doors associated with the risk of an intruder or other risk on campus.
Shelter-in-Place: The response dictated when there is a hazardous materials release. Air systems are discontinued and doors and windows closed.

If your class is in the cafeteria, the cafeteria monitors will direct the students. If possible, find your class or department head.

Dear New GPISD Employee:

During the 2009-2010 school year the United States Department of Education (USDE) issued new guidelines regarding the collection of data on race and ethnicity for public school students and staff. The Federal Government now requires that all state and local education institutions collect and maintain information on ethnicity and race for students and staff. This information shall be used for state and federal accountability reporting, as well as for reporting to the Office of Civil Right (OCR) and the Equality Employment Opportunity Commission (EEOC).

This new standard for collecting and reporting this data has been developed in order to provide a more accurate picture of the nation's ethnic and racial diversity. These reporting categories were used in the 2000 Census. It allows for individuals to be identified in both ethnic and racial classifications and in more than one racial category if applicable. In the past, individuals could only select one category.

As a result of this USDE requirement, you are being asked to complete this federally mandated survey on race and ethnicity. The completion of the survey should only take a couple minutes to complete.

Please understand that background information (race options) are dictated by the Federal Government and are not District choices.

Thank you for giving your attention to this important federally mandated task. Should you have any questions please contact either Elizabeth Rios at 832-386-1207 or Danielle Castro at 832-386-1229.

Respectfully,

A handwritten signature in black ink that reads "Arnold Ramirez". The signature is written in a cursive style with a large initial "A".

Arnold Ramirez
Assistant Superintendent for Human Resource and Communication Services

Exhibit 1

**Texas Education Agency
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire**

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

Part 1. Ethnicity: Is the person Hispanic/Latino? (Choose only one)

- Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic/Latino**

Part 2. Race: What is the person's race? (Choose one or more)

- American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student/Staff Name (please print)

(Parent/Guardian)/(Staff) Signature

Student/Staff Identification Number

Date

Texas Education Agency – March 2009