

Granger School District



2025-2026 SCHOOL YEAR



Granger School District #204 • 701 E Ave., Granger, WA 98932 • (509) 854-1515

www.gsd.wednet.edu

SUCCESS THROUGH PEOPLE

A message from the Superintendent



Dear Staff Members,

Welcome to the 2025-26 school year! As we reconnect with our students this fall, we are united in our belief that all students can learn, deserve a safe and nurturing environment, and that our community plays a crucial role in their growth. By embracing these guiding principles, we ensure that our students' well-being is always our top priority.

This staff handbook is designed to be a valuable resource, providing clear information on our expectations, policies, procedures, and the general operations of our district. With this information readily available, we can collaborate effectively to achieve our shared goals.

I am excited about the year ahead, filled with learning, opportunities, and success for our district and community. Let us commit to fostering an environment where our students can excel, where excellence is encouraged, and where each of us contributes to the success of every student.

Sincerely,

Dr. Brian Hart
Superintendent

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ABOUT THIS HANDBOOK

This handbook serves as a general reference during your employment with Granger School District (also referred to as GSD or The District). It is not intended to be a definitive source of information on all the terms and conditions of your employment.

The information contained in this handbook is subject to revision based on changes in the law, collective bargaining agreements, school district policies and procedures or regulations. The contents of this handbook are meant to serve as guidance and do not constitute the terms of a contract of employment or a guarantee of continued employment. There are no promises in this handbook regarding your work assignment, work schedule, specific working conditions or length of employment.

GSD reserves the right to review, revise, delete, and interpret the policies and procedures described in this handbook at its discretion, subject to any legal restrictions. Of course, we believe in open communication, and will keep you apprised of changes about which you need to be aware in order to perform your job.

Many district policies and regulations have been referenced and paraphrased for the sake of brevity. Employees are responsible for making sure they are fully aware of the obligations and prohibitions contained in those policies.

In addition, this handbook is not meant to change or conflict in any way with any terms and conditions of employment contained in any collective bargaining agreement. If you are in a position that is covered by the terms of a collective bargaining agreement, this handbook supplements those agreements, but does not replace them.

NON-DISCRIMINATION

The Granger School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status or sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX & Civil Rights Coordinator	Section 504 / ADA Coordinator
Cristobal Santoyo	Rachel Mejia
701 E Ave., Granger, WA 98932	501 Bailey Ave., Granger, WA 98932
(509) 854-1515	(509) 854-1003
Santoyoc@gsd.wednet.edu	mejia@gsd.wednet.edu

DISTRICT VISION

All students will be successful responsible citizens who value themselves and support their community.

MISSION STATEMENT

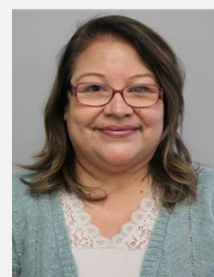
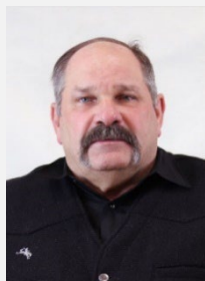
Educate all Granger School District students to meet high academic standards by engaging them in rigorous and relevant learning, and fostering well-rounded life- long capabilities including self-confidence, communication and leadership.

OUR DISTRICT – GSD FAST FACTS



- 1403 PK-12 Students (2024-25)
- Supportive Community
- Innovative programs and partnerships
- State Recognized teachers & administrators

BOARD OF DIRECTORS



The Granger School District Board of Directors (The Board) consists of five citizens of the school district. Each is elected for a four-year term from the specific direct district in which he or she resides. Any adult may run for election to the Board if he or she can meet certain legal qualifications.

School Board members attend meetings, keep communication open with members of the community and make policy decisions that have a direct impact on what and how Granger children learn. School Board members are responsible for maintaining buildings and grounds, balancing the budget, protecting the district's legal interests, and planning for the future.

Regular meetings of the School Board are normally held on the last Monday of each month. A schedule of all regular meetings is available on the district website and are also listed in the multi-page calendar. Meetings begin at 6:00 p.m. and are held in the Granger Middle School library.

OUR GOALS

1. 100% of our students will graduate from Granger High School.
2. Reduce, by 10% each year, the number of students not meeting standards.
3. Create a safe and supportive learning environment for all students.
4. Adopt a fiscally responsible budget that supports high levels of teaching and learning.
5. Consistently communicate the focus on student learning to all stakeholders.

IMPORTANT THINGS TO KNOW

Granger School District Departments are housed in different locations across the district.

- Administrative Offices
701 E Ave., Granger, WA 98932
(509) 854-1515 PH | (509) 854-1126 FX
- Technology Department Director: Alvaro Mendoza
(Next Door to Central Office)
701 E. Ave., Granger, WA 98932
(509) 854-3170 PH|x5126
- Maintenance & Facilities Director: Joel Godina
520 Bailey Ave., Granger, WA 98932
x4040 | (509) 854-3153 or (509) 391-0864
- Transportation Department Director: Steve Delarosa
800 2nd Ave., Granger, WA 98932
x5440 | (509) 854-1440 or (509) 830-5668



SCHOOL DAYS / SCHOOL CLOSURES

The decision to delay or cancel school is determined through efforts by the Transportation Director and the Superintendent. Please read through the districts [INCLEMENT WEATHER](#) message to familiarize yourself with expectations, modes of communication and considerations.

SAFETY & SECURITY

Become familiar with your building's safety procedures. The school district contracts with the city of Granger for one School Resource Officer (SRO). Contact your building office if you need to reach the SRO. If you are experiencing a life threatening situation, do not hesitate to dial 911.

TECHNOLOGY HELP DESK

The IT department is comprised of three people: J. Alvaro Mendoza, Carlos Castro, and Julio Ramirez. If you have any tech-related issues, please submit a ticket via our [website](#). You can also contact us by email at techdept@gsd.wednet.edu or call us at extension 5126. All email communication from our department will always come from one of us and the email will be signed (look for the ribbon next to the email). Please be careful of phishing emails pretending to be us; we will never ask for your password, and always on the side of caution. Please also note that our IT department has a new location and are now in the office next to Central Office.

DIRECTORY

Central Office • 701 E Ave. • (509) 854-1515 PH • (509) 854-1126 FX • 7:30am - 4:00pm

Superintendent x5140 Dr. Brian Hart
Superintendent's Secretary x5101 Raquel Pulido
Director of Business x5135 Amy Coats
Director of Federal Programs x5115 Cristobal Santoyo
Human Resource Specialist x5110 Maribel Mendoza
Payroll Specialist x5120 Jaime Vasquez

Asst. Superintendent x5105 Dr. Sarah Gardiner
Assessment Specialist x5131 Gina Perez
A/P Purchasing Secretary x5130 Gloria Ramirez
PBIS/ELL Coordinator x5200 Vanessa Lemos
Registrar x 5102 Alma Nunez

Support Services

District Nurse x2115 (office at GMS)
Estefania Guerrero, RN (509) 854-1003

Health Assistant x2116 (office at RES)
Crystal Pacheco

Director of Special Education x2125 (office at GMS)
Rachel Mejia (509) 854-3065

Director of Maintenance & Operations x4040
Joel Godina (509) 854-3153 or (509) 391-0864

Director of Transportation x5440
Steve Delarosa (509) 854-1440 or (509) 830-5668

Athletic Director x3710
Dave Pearson (509) 830-7199 (Office at GHS)

IT Department (509) 854-3137 (next door to Central Office)

Director of Technology- Alvaro Mendoza x5126

Technology Assistants- Julio Ramirez x5127

Technology Assistant- Carlos Castro x5128

Early Childhood Center (ECE)
601 E Ave., Granger, WA 98932
(509) 854-2512 PH | (509) 854-3054 FX

• Office Hours: 7:30am-4:00pm

Director x4140 - Graciela Madrigal



Roosevelt Elementary (RES) Grades K-4

405 Bailey Ave., Granger, WA 98932
(509) 854-1420 PH | (509) 854-1281 FX

- Office hours: 7:30am-4:00pm
- Class hours: 7:50am-2:30pm



Principal x1615 – Jaquelin Herrera
Asst. Principal x1620 – Tabitha Chambers
Secretaries – Gracie Aldaco x1600 & Naila Duval x1601

Granger Middle School (GMS) Grades 5-8

501 Bailey Ave., Granger, WA 98932
(509) 854-1003 PH | (509) 854-1083 FX

- Office hours: 7:30am-4:00pm
- Class hours: 7:57am-2:35pm



Principal x2105 – Isidro Caballero
Asst. Principal x2110 – Veronica Guizar
Special Ed. Director – Rachel Mejia x2125
Secretaries – Sylvia Garcia x2101 & Andrea Camacho x2100

Granger High School (GHS) Grades 9-12

315 East Mentzer Ave., Granger, WA 98932
(509) 854-1115 PH | (509) 854-2757 FX

- Office hours: 7:30am-4:00pm www.gsd.we
- Class hours: 8:00am-2:40pm



Principal x3105 – Josh Simmons
Asst. Principal x3115 – Maria Maldonado
Athletic Director x3710 – Dave Pearson
Secretaries – Blanca Martinez-Asher x3100
ASB Secretary- Monica Jimenez x 3101

PURCHASING PROCEDURES & TRAVEL

Building principals or authorized supervisors must approve all purchasing decisions. Purchase Orders must have all proper signatures **before** they will be processed by the Business Office. Purchase requests must be fully approved and a physical purchase order printed **before** an order may be placed. Talk to your supervisor, or call Amy Coats at 854-1515 extension 5135 for more information. You can find Accounts Payable forms on our website and via this [link](#).

The district will reimburse approved travel costs based on the IRS publishing per diem rates. Mileage reimbursement as of August 2025 is \$0.70 per mile and is subject to change every year. The building principal or authorized supervisor must sign all "Claim for Expense" forms before they are sent to the Business Office. Please remember to complete the Travel Request form **before** travel arrangements are made. You can find Travel forms on our website and via this [link](#).

PAYROLL

Contact Jaime Vasquez Payroll Specialist in the Central Office for questions related to payroll at extension 5120 or 509-854-1515.

PAYDAYS

Paydays are the last business day of each month. The pay period is the first day of the month through the last day of the month. All pay forms are due to your school office by the 5th of each month. Garnishments will incur a \$20 fee for first writ and \$10 per second writ as allowed by RCW 6.27.095

ADDITIONAL PAY

Additional pay is paid following the month worked (for example, extra hours worked in September would be paid on October 31). Additional pay must be documented on a meeting sign-in sheet or on an Additional Time Worked form that is signed by both the employee and supervisor. All additional pay must have prior approval.

HUMAN RESOURCES

Contact Maribel Mendoza, Human Resource Specialist, in the Central Office for questions related to Human Resources at extension 5110 or 509-854-1515.

JOB POSTINGS

Postings for open positions can be found on the GSD website under the button labeled *Employment* on the district homepage. Employees can apply for open positions by using the Internal Candidate option. Background checks will be performed on employees every three (3) years for insurance purposes.

BARGAINING AGREEMENT INFORMATION

For those employees represented by a bargaining unit, work activities are subject to a Collective Bargaining Agreement (CBA). CBAs can be found on the District website under the Staff heading and then selecting *District Forms*. These documents should be reviewed carefully. District Administration establishes the work guidelines for those employees not represented by a bargaining unit.

CHANGE OF PERSONAL INFORMATION

Please notify your supervisor and the Human Resources Office if any of the following information changes: name, address, telephone number, marital status, number of dependents, or person to be contacted in an emergency.

HUMAN RESOURCES (CON'T)

PERSONNEL FILES

Personnel files may be reviewed by setting an appointment with the HR Specialist, Maribel Mendoza, at extension 5110 or 509-854-1515. Refer to your bargaining unit's CBA for additional information regarding your personnel file.

REPORTING WORK RELATED INJURIES

Any employee who suffers an injury at work should report the incident to his/her supervisor as soon as possible. Each school office has employee accident report forms that will need to be completed. If you need to seek medical attention, please complete a Worker's Compensation claim form at the HR/Payroll Office. For more information, please see the Worker's Compensation Filing Information on the next page.

ABSENCES

All absences must be entered into the Frontline online attendance system. Most absences require supervisor approval. Refer to your CBA for paid leave allocations and options for roll over and/or cash out of paid leave balances at the end of the school year.

Medical certification is required for absences of more than 5 days. Medical certification may also be required to return to work to verify that you are fit for duty.

FAMILY & MEDICAL LEAVE ACT (FMLA)

See the Employee Rights Under the Family and Medical Leave Act notice on the next page. Also refer to Board Policy 5404 of the [5000 series](#).

Please contact the Human Resources Office with any requests for, or questions about, FMLA leave.

WORKERS' COMPENSATION FILING INFORMATION

(to be provided to employees within 30 days of hire: WAC 296-15-400)

IF A JOB INJURY OR DISEASE OCCURS

Granger School District is subject to Washington industrial insurance laws and has been approved by the state to cover its own workers' compensation benefits. Self-insured employers must provide all benefits required by the laws. The Department of Labor and Industries regulates your employer's compliance with these laws. If you become injured on the job or develop an occupational disease, you will be entitled to industrial insurance benefits. Your claim will be handled and your benefits paid by your employer.

IN CASE OF INJURY OR DISEASE

Report your injury or disease immediately to your supervisor.

Your employer contact person listed below will provide you with a "Self Insured Accident Report" (SIF-2). You must complete this form with your employer if you seek medical treatment.

GET MEDICAL CARE

The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the Labor and Industries medical network. (Find network providers at <https://secure.lni.wa.gov/provdir/>).

Complete a “Physician’s Initial Report” form at your doctor’s office. Have your doctor complete and mail this form to the claims administration address listed below. The claims administrator will evaluate your claim.

WORKERS’ COMPENSATION FILING INFORMATION (CON’T)

for benefits. All medical bills that result from an allowable on-the-job injury or occupational disease will be paid by your employer. You may also be entitled to wage replacement or other benefits. Your employer will explain this to you.

IMPORTANT

Your employer cannot deny you the right to file a claim, and your employer cannot penalize you or discriminate against you for filing a claim. Every worker is entitled to workers’ compensation benefits for any injury or illness which results from his/her job. Any false claim filed by a worker may be prosecuted to the full extent of the law.

If you have any questions or concerns, contact your employer’s representative at the claims administration address or phone number below, or call the Department of Labor and Industries, Self-Insurance Section at (360) 902-6901.

CONTACT INFORMATION

Maribel Mendoza, HR Specialist

Granger School District
701 E Ave
Granger, WA 98932

(509) 854-1515 PH
(509) 854-1126 Fax

Educational Service District #105

Workers’ Compensation
33 South 2nd Ave
Yakima, WA 98902

(509) 454-3100 PH
(509) 757-2018 Fax



Your Employee Rights Under the Family and Medical Leave Act

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 servicemember.

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 less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave 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 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.

Airline flight crew employees have different "hours of service" requirements.

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 your need for 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.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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



DISTRICT POLICIES & PROCEDURES

The policies summarized in this section are brief explanations of selected policies and procedures related to employment with the Granger School District. Every Granger School District employee must familiarize themselves with these policies. The policies are subject to change at any time and the full policy is hyper-linked. Any changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may confer with their supervisor or access the Granger School District Policies web page. Another good resource for employees is the Washington State Code of Professional Conduct for Education Practitioners.

DUTY TO REPORT PHYSICAL ABUSE OR SEXUAL MISCONDUCT

Pursuant to Washington State law, RCW 26.44.030, all staff has a duty to report physical abuse or sexual misconduct.

MANDATORY REPORTING (RCW 26.44.030)

When any professional school personnel have reasonable cause to believe that a child has suffered abuse or neglect, he or she SHALL report such incident or cause a report to be made to the proper enforcement agency or to the Department of Social and Health Services within 48 hours. Please refer to Procedure 3421P “Child Abuse, Neglect, and Exploitation Prevention” of the [Board Policies Series 3000](#) for more information.

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES (Policy 5253 of [Series 5000](#))

The Board expects all district staff to maintain the highest professional standards when they interact with students. Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students. All employees must complete the Safe Schools training annually, which includes more detailed information about the district’s policies and procedures.

SEXUAL HARASSMENT (Policy 5011 of [Series 5000](#) & Policy 3205 of [Series 3000](#))

The District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment.

BULLYING, HAZING, HARASSMENT & INTIMIDATION (Policy 3207 of [Series 3000](#) & Policy 5161 of [Series 5000](#))

Granger School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from bullying, hazing, harassment and intimidation. “Bullying, hazing, harassment and intimidation” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, and sexual orientation or mental or physical disability), or other distinguishing characteristics when the intentional, written, verbal or physical act:

- Physically harms a student, person or employee or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school?

Bullying, hazing, harassment and intimidation can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act.

Depending upon the frequency and severity of the misconduct, an intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying, hazing, harassment and intimidation also constitute violations of this policy.

CONFIDENTIAL COMMUNICATIONS (Policy 4020 of [Series 4000](#))

The Board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. All Granger School District employees must follow established guidelines when dealing with confidential information. Please be sure to familiarize yourself with Policy 4020-Confidential Communications.

DRUG-FREE SCHOOLS, COMMUNITY, AND WORKPLACE (Policy 5201 of [Series 5000](#))

The Board has an obligation to staff, students, and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance to the students and staff.

ALCOHOL OR CONTROLLED SUBSTANCE ABUSE ([WAC 181-87-055](#))

Unprofessional conduct includes: (1) Being under the influence of alcohol or of a controlled substance, as defined in chapter 69.50 RCW, on school premises or at a school-sponsored activity involving students, following: (a) Notification to the education practitioner by his or her employer of concern regarding alcohol or substance abuse affecting job performance; (b) A recommendation by the employer that the education practitioner seek counseling or other appropriate and available assistance; and (c) The education practitioner has had a reasonable opportunity to obtain such assistance. (2) The possession, use, or consumption on school premises or at school-sponsored activity of a Schedule 1 controlled substance, as defined by the state board of pharmacy, or a Schedule 2 controlled substance, as defined by the state board of pharmacy, without a prescription authorizing such use. (3) The consumption of an alcoholic beverage on school premises or at a school sponsored activity involving students if such consumption is contrary to written policy of the school district or school building.

USE OF TOBACCO ON SCHOOL PROPERTY (Policy 4215 of [Series 4000](#))

The board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property.

DRESS AND PERSONAL GROOMING

The Board believes that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. Employees shall dress as professionals on a daily basis, in businesslike attire, in order to set a good example for students, co-employees, and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students in their classes, school programs or other school related activities. Please refer to the Granger School District's [Dress Code](#) for more information.

COMMUNICATIONS AND SOCIAL MEDIA GUIDELINES / USE OF TECHNOLOGY (Policy 5253 of [Series 5000](#))

The Board supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable. Please refer to Policy 5253 for more information.

GRANGER SCHOOL DISTRICT | 2025-2026 SCHOOL YEAR CALENDAR

14 New Staff Orientation 18 Certified Staff PD Day #1 (½ day) 19 Certified Staff PD Day #2 20 Certified Staff PD Day #3 21 Certified Staff PD Day #4 22 All-Staff Kick-Off Day (required) 25 1st Day of School 29 5th Day of School	<div>AUGUST '25</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	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							<div>FEBRUARY '26</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>6</td><td>7</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	TH	F	S						6	7	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															06 100th Day of School 13 No School-Mid-Winter Break 16 No School-Presidents Day 27 113th Day of School
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YELLOW-1st & Last Day of School | **PINK**-No School | **ORANGE**-Staff PD Day-No School | **BLUE**-Early Release | **GREEN**-End of Quarter | **RED**-Snow Make-Up Days
End of Quarter Dates: October 29, January 21, March 27, June 11 | End of Semester Dates: January 21 & June 11
GSD Board Approved: 3/24/25

**Electronic Information System (K-20 Network)
Individual User Access Informed Consent Form (Staff)**

This is a summary of Board Policy 2022. For more information, please refer to [Policy 2022](#) of Series 2000 on our district website. In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Granger School District, the K-20 Network, and other intermediary providers, if any, and operations, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the K-20 Network including, without limitation, the type of damages identified in Granger School District's Acceptable Use Guidelines. I agree to abide by the district's policy and procedures for Electronic Information Systems, which I have reviewed and understand, and I acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. I acknowledge and agree that Granger School District has the right to review, edit, or remove any materials installed, used, stored or distributed on or through the network or district's system including e-mail and other electronic messages, images, or other media and I hereby waive any right of privacy which I may otherwise have into such material. I acknowledge and agree that any copyright I may have in material posted on the internet or the school district's network, including all hardware devices, is waived.

Signature of User

Printed Name of User

Date & Building/Dept.

I have read the Granger School District 2025-2026 Staff Handbook which includes digital access to Board Policies. I have also read and understand the Health & Safety requirements.

[Policy 3421P](#) - Duty to Report Physical Abuse or Sexual Misconduct

[Policy 5253](#) - Maintaining Professional Staff/Student Boundaries

[Policy 5011 & Policy 3205](#)- Sexual Harassment

[Policy 3207 & Policy 5161](#) - Bullying, Hazing, Harassment and Intimidation

[Policy 4020](#) - Confidential Communications

[Policy 5201](#) - Drug-free Schools, Community, and Workplace

[Policy 4215](#) - Use of Tobacco on School Property

[Dress Code](#) - Professional Dress

[Policy 5253](#) - Communications and Social Media Guidelines / Use of Technology

Signature of User

Printed Name of User

Date & Building/Dept.

Please complete this form by September 5, 2025