AGENDA TOPICS

- HISD Culture
- Human Resources
- Social and Emotional Learning
- Professional Standards
- Benefits
- Non-Teacher Appraisal
- Retirement
- Information Technology
- Risk Management
- Ethics and Compliance

HISD CULTURE

THE HISTORY OF EDUCATION IN THE CITY OF HOUSTON

<table>
<thead>
<tr>
<th>YEAR</th>
<th>EVENTS AND MILESTONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1837</td>
<td>• Mrs. E. A. Andrews opens the first school in Houston, for young women.</td>
</tr>
<tr>
<td>1876</td>
<td>• Under the control of the mayor and city council, Houston Public Schools was established, merging all private schools into a unified system.</td>
</tr>
<tr>
<td>1923</td>
<td>• Houston Public Schools separates from the city, and Houston ISD is founded</td>
</tr>
<tr>
<td>1920-1940</td>
<td>• Houston’s population triples in size</td>
</tr>
<tr>
<td>1944</td>
<td>• Over 119,000 students enrolled in HISD</td>
</tr>
<tr>
<td>1972</td>
<td>• River Oaks Elementary becomes the first Vanguard Program school, originally named Elementary School for the Gifted</td>
</tr>
<tr>
<td>1976</td>
<td>• Over 80 Magnet Schools implemented under the School Facility Improvement Program</td>
</tr>
</tbody>
</table>
| 1984 | • Volunteers in Public Schools program (VIPS) is developed in HISD.  
• HISD creates a Department of Technology, a first in the nation for a school district |
| 1989 | • $371.2M Bond Program approved  
• Student enrollment now at 210,000 |
| 1998-2002 | • Rebuild 2002 and Rebuild HISD Bond Programs approved, allowing HISD to renovate 100 schools, replace 16 others, and build 24 entirely new facilities ($678M in 1998, $808.6M in 2002) |
| 2002 | • HISD wins the Broad Prize in its inaugural year, earning $1M in college scholarships for students |
| 2010 | • HISD launches Effective Teacher Initiative & develops a new Teacher Appraisal & Development System |
| 2011 | • Texas Education Agency merges North Forest ISD into Houston ISD  
• EMERGE program launches to help low-income, first-generation minority students get into Ivy League and Tier I colleges  
• HISD becomes third U.S. school district to offer free SAT testing to all juniors  
• Every high school in HISD begins offering at least 15 Advanced Placement courses |
| 2012 | • HISD sees a 23% increase in graduation rate, and 43% decrease in dropout rate  
• HISD is a finalist in Broad Prize competition  
• $1.89B bond approved to replace and repair 40 schools across the district, including 29 high schools – largest school construction bond in Texas history |
| 2013 | • HISD wins a second Broad Prize, and becomes the only district in the US to win more than once |
| 2021 | • Two high schools ranked among top 100 Best Public High School rankings done by the U.S. World News & World Report |

Visit the [School Histories Page](#) to learn more about the history of individual campuses within the district.
WHAT SETS US APART?

HISD is the _____ school district in Texas and the ____ largest in the United States.

HISD has over ____ employees, with teachers being the largest employee group.

We have ____ schools: ___ Elementary/ECC, ___ Middle Schools, ___ High Schools, and ___ Combined.

HISD has ____ students enrolled, with a ratio of about 1 teacher to every 16 students.

According to a recent survey, our students speak over ____ different languages at home and at school.

$309 million scholarships were awarded to HISD seniors who graduated in 2021.

The number of students who took the SAT increased by 53% from 4,703 in 2007 to 7,189 in 2021.

HISD has our own police department employing 192 police officers.

Nutrition Services has 1,600 employees who serve almost 198,660 meals to students at no cost each day.

Building Services is responsible for the maintenance of 274 schools and other sites totaling 30 million square feet of building space.

HARD FACTS

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>33%</td>
<td>of our students are ESL or Bilingual</td>
</tr>
<tr>
<td>61.47%</td>
<td>of our students are At Risk</td>
</tr>
<tr>
<td>90.99%</td>
<td>of our students are Title I</td>
</tr>
<tr>
<td>79.17%</td>
<td>of our students are economically disadvantaged</td>
</tr>
</tbody>
</table>

HISD Websites

Navigating the HISD Website...

- The HISD website is located at ______________________. This is the public-facing website.
- Hover over the Board menu option, then select Policy Online to view the most up to date Board Policy.
  - Board Policy encompasses both State and Local policy.
  - Board Policy On Line is also available at HoustonISD.org/BoardPolicy.

Employee Only Websites

- There are two employee-only content websites __________________ and __________________

<table>
<thead>
<tr>
<th></th>
<th>myHISD Portal</th>
<th>OneSource</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT IS IT</td>
<td>An employee only content website that acts as the landing page for __________________</td>
<td>An employee only content website to house all __________________</td>
</tr>
<tr>
<td>HOW TO VISIT</td>
<td>Visit __________________, or click myHISD tab on the HISD website.</td>
<td>Visit __________________, or by selecting OneSource on the myHISD tab on the HISD website.</td>
</tr>
<tr>
<td>LOG IN NEEDED</td>
<td>HISD Credentials</td>
<td>HISD Credentials and last 6 of SSN</td>
</tr>
<tr>
<td>WHAT IT CONTAINS</td>
<td>• Application Links</td>
<td>• Personal Information</td>
</tr>
<tr>
<td></td>
<td>• Employee News Reel</td>
<td>• Time &amp; Leave</td>
</tr>
<tr>
<td></td>
<td>• Employee Quick Links</td>
<td>• Payment</td>
</tr>
<tr>
<td></td>
<td>• Directories, Applications &amp; Forms</td>
<td>• Contract and Forms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OneSourceMe (Learning for all employees and Non-Teacher Appraisal System)</td>
</tr>
</tbody>
</table>
Access to professional learning for employees (both instructor-led and online courses) and employee training history are available through the OneSourceME tab in OneSource. Please contact the ServiceDesk@houstonisd.org for course assistance and/or registration issues.

All employees are automatically enrolled in several compliance courses annually and should complete them as soon as possible. Courses will appear on an employee’s OneSourceMe Learning Page, in the “My Learning Assignments” list. An employee must successfully complete the quiz for each online course to receive completion credit. After selecting one of the online courses, employees will click “Start Course” or “Continue Course” to select and view online course content. Some roles may have additional training requirements: E-Rate Compliance, CPR/AED, Diabetes Training, HazCom and Incident Command System. Discuss with your supervisor regarding completion of role-specific training.

<table>
<thead>
<tr>
<th>Mandatory Compliance Course</th>
<th>Approx. Hours of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT_Appropriate Workplace Behavior</td>
<td>1.5 HR.</td>
</tr>
<tr>
<td>HM_Blood–borne Pathogens</td>
<td>1 HR.</td>
</tr>
<tr>
<td>HM_Child Abuse Prevention</td>
<td>1 HR.</td>
</tr>
<tr>
<td>HM_Food Allergies</td>
<td>1 HR.</td>
</tr>
<tr>
<td>PS_Suicide Prevention</td>
<td>1 HR.</td>
</tr>
<tr>
<td>ET_Digital Data Safety</td>
<td>1 HR.</td>
</tr>
<tr>
<td>SS_Student Bullying Awareness</td>
<td>1 HR.</td>
</tr>
<tr>
<td>ET_Copyright Laws</td>
<td>0.5 HR.</td>
</tr>
<tr>
<td>ER_Ethics</td>
<td>1 HR.</td>
</tr>
<tr>
<td>ET_Social Media</td>
<td>1 HR.</td>
</tr>
<tr>
<td>HR_Professionalism for District Staff</td>
<td>1 HR.</td>
</tr>
<tr>
<td>PT_Sexual Harassment and Title IX</td>
<td>1 HR.</td>
</tr>
<tr>
<td>RM_Employee Safety</td>
<td>1 HR.</td>
</tr>
</tbody>
</table>
PAYROLL

I will be paid over 26 pay periods.
Payday is every other Wednesday.
I can be paid via money card or direct deposit.
My money card will be mailed to my address on file in OneSource.
I can access my pay stub through OneSourceESS the Monday before payday.

ESCROW

FOR EMPLOYEES WHO ARE FULL-TIME, SALARIED AND THAT WORK LESS THAN 12 MONTHS.

Money will be deducted from your paychecks during the school year, while you are working, and paid to you during months you are not working. You will receive 26 equal paychecks throughout the year.

LEAVE

State
• Full-time salaried employees
• Part-time employees prorated per the FTE
• Transfers to other TRS institutions
• Not paid out on separation except for retirement
• State days rollover: There is no cap
• 10-, 11-, and 12-month employees receive 5 state days

I receive __________ state days as a _________ month employee.

Local
• Days vary, only for full-time salaried employees
• Part-time employees never qualify
• Does not transfer outside of HISD
• Not paid out on separation except for retirement
• Local days rollover: There is no cap
• 10-month employees receive 5 days
• 11-month employees receive 6 days
• 12-month employees receive 7 days

I receive __________ local days as a __________ month employee.

Vacation
• 12-month full-time employees qualify only
• Part-time employees never qualify
• Does not transfer outside of HISD
• Paid out upon separation
• Cap of 400 hours (50 days)

I receive __________ vacation days as a __________ month employee.

WEBSITES

GENERAL HR SITE www.HoustonISD.org/HR
SITE FOR NEW HIRES www.HoustonISD.org/NewHires
SITE FOR ONLINE HR ASSISTANCE www.HoustonISD.org/HRHelp

EMAILS

EMPLOYEE SERVICES HRAnswerLine@HoustonISD.org
ONBOARDING Onboarding@HoustonISD.org

PHONE
GENERAL HR LINE 713-556-7400
OFFICE OF TALENT FREQUENTLY ASKED QUESTIONS

Do hourly employees qualify for leave time/benefits?
Leave time and benefits eligibility is determined by the position status (Full–Time Eligibility or FTE). All positions with standard hours of 20 or more are classified as “benefits eligible.” Confirm your position status with your supervisor.

What is “escrow” and how does it work?
Escrow (also shown on your pay advice as "ENP" or "Earned, Not Paid") is the calculated dollar amount deducted from your pay each paycheck to cover your salary during the summer break. This is available for 10-, 10.5-, 11-, and 11.5-month employees. The escrow deduction is calculated to ensure employees receive the same standard gross amount each paycheck throughout the year.

How and when do I get paid?
• All employees are paid through 26 pay periods via direct deposit or money card, and payday is every–other Wednesday.
• Direct deposit can take up to two pay periods to become effective. So be sure to check the mail for your first few paychecks depending on the banking institution.
• Money cards will be mailed to your address on file.

When do I get paid?
An employee’s first paycheck is paid based upon the pay period during which the employee officially reports to work. A pay period schedule is provided at the Pre–Hire Session and may be viewed on the HISD website by searching for “Pay Calendar.”

Who do I contact with payroll questions?
Contact HR Employee Services via email at HRAnswerLine@HoustonISD.org or call 713–556–7400.

What is the difference between state and local days?
State days are leave days (paid time off) allotted by the state to all eligible public education employees in Texas. Local days are leave days (paid time off) allotted by the Houston Independent School District or the public local (Texas) district for which you work.

Does leave from my previous district transfer to HISD automatically?
Only state leave from another Texas school district may transfer over; the accrued state leave does not automatically transfer to HISD. You must request a service record from your previous school district. If a transferable state leave balance is shown on the service record, when verified, the state leave balance will be added to your HISD leave bank.

What other types of personal leave are there?
Contact your HR Business Partner regarding: Family Medical Leave, Funeral Leave, Jury Duty and Religious Observances.

Does personal leave time carry over from year to year?
Unused accrued Local leave carries over, with no cap on hours. All unused, accrued vacation time over 30 days is surrendered, and vacation leave more than 240 hours does not carry over.

As a new employee, when can I use my personal leave?
All employees are advanced leave time annually each September for the following school year. For those who start after leave is advanced, a prorated amount of leave time is provided at the beginning of employment. Leave may be requested immediately, however approval of leave time is at the discretion of your manager. If you do not complete your assigned duty schedule, unearned leave will be deducted from your final paycheck.

Who do I contact regarding compensation or contracts?
Contact your HR Associate (HRA) or HR Business Partner (HRBP) directly via email. Note: You received your specific HRA’s business card at an HR Pre–Hire session or via email (i.e.: Welcome Letter).

How do I update my certification or education status?
For certification, contact your HRA or HRBP. For education, submit original, official transcripts to your HRA.
How do I receive credit for my previous years of experience?
For teaching experience, an original service record from your previous school district(s) must be presented to HR for review and consideration. HR will not accept faxed or emailed service record copies. The service record must be presented on the standard service record template, which can be found on myHISD. For non-teaching experience from a previous employer, a letter of verification on company letterhead must document the dates of employment, job title, and employment status (full time/part time). Employees have 90 calendar days from the date of hire to document prior experience.

What is the HRBP Team?
The HRBP team will serve as your primary point of contact from the start of your hire process throughout your employment in the district. The team consists of your HRBP, Human Resource Business Partner, and HRBP Associate, Human Resource Business Partner Associate.

How do I obtain Proof of Employee or an Income Letter?
Contact your HRBP or your HRBP Associate to request a letter.

I was told I needed to submit paperwork to HR, how do I do that?
Please contact your HRBP team to submit any documents per your hire in the district.

How do I obtain my employee ID badge?
Fill out provided ID Badge Request Form and submit it electronically via HR Help website. Once badge is ready the department will email you directly for pick up.
SOCIAL AND EMOTIONAL LEARNING

What supports does HISD Crisis Intervention provide?
• Direct individual and group intervention for students in crisis
• Consultation with parents and school staff members for serious or challenging situations that require behavioral and psychological intervention and/or referral
• 1 out of every 6 students nationwide (grades 9-12) seriously considered suicide in the past year.
  o 16% of students reported seriously considering suicide
  o 13% reported creating a plan
  o 8% reported trying to take their own life in the 12 months preceding the survey

What are potential warning signs?
• Talking about suicide or homicide
• Increased substance abuse
• Withdrawal from friends, family, or society
• Rage/anger/revenge/leakage
• Reckless or risky activities
• Unable to sleep or sleeping all the time
• Thoughts of hopelessness or purposelessness
• Giving away possessions or avoiding making sure plans
• Focused on violence or death; has plans to harm self or others
• Unusual thinking patterns (seeing or hearing things, paranoia, delusions)
• Chronic feelings of isolation or rejection
• Significant change in dietary consumption

24-hour Mental Health Crisis Line:
713-556-1340
HISDSEL@HoustonISD.org

Social and Emotional Learning
Rodneeka Polk, Senior Manager
Kevin Jackson, Program Manager

Rodneeka.Polk@HoustonISD.org
Kevin.Jackson@HoustonISD.org
PROFESSIONAL STANDARDS

HISD NON-DISCRIMINATION POLICY & ADMINISTRATIVE REGULATIONS

Employment Objectives: Equal Employment Opportunity
Policy: DAA (Legal) & DAA (Local)
Administrative Regulations: DAA1 (Regulation) & DAA2 (Regulation)

Employee Standards of Conduct
Policy: DH (Local)
Administrative Regulations: DH2 (Regulation) & DH (Exhibit)

Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation
Policy: DIA (Legal) & DIA (Local)
Administrative Regulations: DIA1 (Regulation), DIA2 (Regulation) & DIA3 (Regulation)

EmployeeRelations@HoustonISD.org
Title IX Concerns: TitleIX@HoustonISD.org
HMW 1st Floor West
713-556-7333

Tonnis Hilliard, Executive Officer – Employee Experience

Kaneetra Bass, Executive Director – Professional Standards

KBASS2@HoustonISD.org
BENEFITS

FREQUENTLY ASKED QUESTIONS

You have 30 days after your hire date to enroll

Enrolling in your benefits is one of the most important first steps you can take as a new employee. The FAQs in this guide provides a brief overview of your benefits. For comprehensive information about plans and premiums, visit the Benefits website (HISDBenefits.org).

You must enroll and select your benefits before your benefits effective date

If you are a new enrollee, your coverage begins on your benefits effective date, which is the first day of the month following 30 days after your hire date. For example, if you hire date is August 10, 2021, you must enroll by September 30, 2021. Your benefits begin on October 1, 2021.

For benefits selected during the annual benefits enrollment period, coverage begins January 1 of the following year. For benefits requiring evidence of insurability, coverage begins the first of the month following carrier approval of your application.

Who is eligible for district benefits?

You can participate in the benefits plans if you are a regular employee (active or on a paid leave approved by the district) and you are an active, contributing member of Teacher Retirement System (TRS). You may also participate if you are retired from TRS and rehired by the district into a benefits-eligible position. If you qualify as a full-time employee as defined under Section 4980H(c)(4) of the Internal Revenue Code, you will be treated as being in an eligible class for purposes of the benefits plan under the Affordable Care Act.

Eligible dependents can participate in some of the benefits plans. Eligible dependents include:

- Your legal spouse, as determined by the laws of the State of Texas
- Your dependent children

Eligible dependent children under 26 years of age include:

- Your biological children
- Your stepchildren
- Your legally adopted children
- Your foster children, including any children placed with you for adoption
- Your child who qualifies as your dependent under the terms of a qualified medical child support order (QMSCO)

Your child (age 26 or over) that otherwise meets the requirements above may be eligible for dependent coverage, provided the child is either mentally or physically incapacitated to such an extent to be dependent on you on a regular basis as determined by HISD’s Medical Provider, and meets other requirements as determined by HISD’s Medical provider. The employee (and the dependent’s attending physician) must complete a Request for Continuation of Coverage for Handicapped Child form and Attending Physician’s Statement to provide satisfactory proof of the disability and dependency. Forms are available by contacting HISD Benefits Office. The forms must be submitted no later than 31 days after the date the child turns 26. To avoid any gap in coverage, the forms must be submitted and approved prior the end of the month the child turns 26.

Eligible dependent grandchildren under the age of 25 may also qualify.

How do I verify my dependents’ eligibility?

Documentation is required to support the eligibility status of each of your dependents. If not provided, your dependents. If not provided, your dependents will be removed from your coverage, regardless of their eligibility, and cannot be added back until the next enrollment period of in the case of a life event.

For children, one of those documents verifies eligibility:

- Adoption certificate
- Adoption placement agreement
- Birth certificate with parent’s name listed
- Documentation of legal custody
- Documentation of legal guardianship
• Hospital birth record (within 90 days of birth)
• Qualified medical child support order
For a spouse, one of these documents verifies eligibility:
• Declaration of informal marriage
• Marriage certificate

For complete details, call the HISD Benefits Service Center at 1-877-780-HISD (4473).

**How do I enroll in Benefits?**

Review your options and enroll through the Benefits website. Log into the HISD network to access the website and enroll online (see screenshots below). No registration required if logged into the HISD network. Be sure the use Google Chrome.

Access the enrollment website directly by entering the URL (https://mybenefits.adp.com) into a web browser. Click Register Now. Enter registration code – HISCHD – 123456 and follow the prompts. Again, be sure to use Google Chrome.

Click the **ENROLLMENT** button at the top then **ENROLL NOW** and follow the prompts.
Your enrollment deadline and other information will be sent to your HISD email account.

You must submit your benefits elections before the enrollment deadline or benefits effective date (whichever comes first) or you will not be eligible to enroll or make changes to your benefits until the next annual benefits enrollment period unless you experience a qualified life event.

TROUBLE ACCESSING YOUR HISD EMAIL OR BENEFITS WEBSITE?

If you have trouble accessing your HISD email account or logging into myHISD (HISD Employee Portal), contact the HISD IT Service Desk at 713-892-7378.

If you have trouble accessing the Benefits Enrollment website, call the Benefits Service Center to enroll over the phone at 1-877-780-HISD (4473).

BENEFITS PREMIUMS ARE DEDUCTED FROM YOUR PAYCHECK ON THE FIRST 2 PAY PERIODS OF EACH MONTH, 24 TIMES A YEAR.
RETIREMENT STOREFRONT

TEACHER RETIREMENT SYSTEM OF TEXAS (TRS)

TRS is a governmental, tax-exempt benefit retirement plan. This pension trust fund provides service and disability retirement, as well as death and survivor benefits, to eligible Texas public education employees and their beneficiaries.

Eligible HISD Employees are automatically enrolled

Mandatory Contribution: 8.65% from each paycheck
✓ Before Tax: 8.0% is applied to your membership account (tax deferred; refundable upon resignation)
✓ After Tax: 0.65% is applied to a general insurance fund (non-refundable)

YOUR RESPONSIBILITIES AS A TRS MEMBER

1. Keep your mailing address current: Annual statement of account, newsletters, election ballots, information brochures, and other important communications are mailed.
2. Notify TRS of name changes: Written notification is required.
3. Keep your Beneficiary Designation current: Your beneficiary designation instructs TRS on how to distribute your benefits upon your death. Review your beneficiary designation when significant life events occur such as a marriage, divorce, birth of a child, death of a spouse or designated beneficiary, or if the beneficiary becomes eligible for Medicaid or other “needs-based” assistance programs.

REQUIREMENTS TO RETIRE

- Members can retire when they have at least five years of service and have reached age 55. Members who have earned 30 years of service can retire regardless of their age. Retiring at the earliest opportunity may result in a reduced (early age) service retirement.
- You will need to meet the rule of 80 to retire, with no age restrictions. Your age at retirement added to your years of service must equal 80 to qualify for full benefits.

HISD 403(b) AND 457 RETIREMENT PLANS

What is a 403(b) or 457 retirement plan?
- A 403(b) and 457 are very similar to a 401(k). The IRS allows savings for retirement taken directly from your paycheck before paying taxes, called pre–tax savings.
- Money grows without paying taxes on the year–to–year growth, called ‘tax deferred savings.
- Tax deferral allows more money to compound for retirement.

What should I know about the providers before investing?
- Each provider and each product are different; know the costs to get ‘in and out’ of the contract.
- Ask questions and understand multiple options (not just the one sold by the representative).
- It’s important to understand how the 403(b)/457 contract works. You should receive clear answers to your questions and know what’s happening with your money.

How do I open a new HISD 403(b) or 457 plan account (contract)?
- Contact the provider of your choice. Enrollment forms may be printed from the provider’s website, and some providers have paperless online enrollment.
- Login to the Retirement Manager (RM) website at: www.omni403B.com. This website allows you to select a retirement provider and indicate your contribution amount.
- Contribution changes are entered into RM to start, increase, decrease, and stop contributions, and to select or change your provider.

Manage your TRS account online at TRS.Texas.gov
How do I access my 403(b) or 457 retirement money?

- Active employees under age 59 ½ have limited access to 403(b)/457 plan money. Taking a retirement plan loan is usually the first option to access the funds. Many providers offer loans, some do not.
- Separated employees may access their 403(b) and 457 money anytime.

May I borrow from my 403(b) or 457 contract?

- Maybe. Retirement plan loans are allowed from 403(b) and 457 contracts for any reason at any age, regardless of employment status. Contact your provider to confirm loan availability.

What are the hardship withdrawal procedures (employees under 59 ½)?

- If employed at HISD and under 59 ½, withdrawals are called “hardship distributions”
- Contact your provider for withdrawal forms, rules and procedures.
- A loan must be taken before a hardship withdrawal is allowed (except if for home purchase).

Can I use my 403(b) or 457 assets to purchase years of service from TRS?

- Yes. Eligibility to purchase TRS years of service is determined by TRS. You may transfer the money to TRS while employed, regardless of age. Transfers to TRS are also acceptable from your IRA and former employer’s 403b, 401k, etc.

How do I choose a financial advisor or insurance agent?

- Gather a sense of what is important to you and think about your personal financial needs and goals.
- Interview advisors to learn your options, gauging your comfort level and their ability to help you.
- Choose the professional that’s right for you, your spouse and loved ones who may need this advisor’s help and guidance after your death.

The common wisdom of saving consistently holds true:

- Some retirement savings is better than no retirement savings.

WHAT IS THE DIFFERENCE BETWEEN 403(b) AND 457 RETIREMENT PLANS?

The HISD 403(b) and 457 voluntary retirement plans have similarities and differences (see comparison table on the next page). Employees are encouraged to speak with an agent or representative of their chosen 403(b) or 457 contract providers for details on which plan might be better for their personal financial goals and circumstances. Plan features discussed below may not be offered by all provider contracts. Ask provider for available contract features and costs.

403(b) and 457 Plan Similarities:

1. All employees are eligible to voluntarily contribute to either plan, or both, with no minimum contribution requirements.
2. Both accept pre–tax contributions up to the maximum IRS limits of $18,500 if under age 50, and up to $24,500 at age 50 and over.
3. Both allow tax deferred growth providing more money to accumulate without paying taxes on the interest or growth each year.
4. Both plans offer loan and hardship distributions based on IRS rules.
5. Employees may withdraw all funds from both plans upon separation from employment and the distributions are subject to regular income taxes.

403(b) and 457 Plan Differences:

1. Employees may choose from thirty-three (33) 403(b) providers and three (3) 457 plan providers.
2. Active HISD employees may withdraw money from the 403(b) upon attaining age 59½, but withdrawals from the 457 plan are not allowed for active employees until age 70½.
3. Withdrawals from the 403(b) by separated employees under age 59½ may be subject to an IRS 10% early withdrawal penalty*.
4. Regardless of age at distribution, separated employees may take 457 plan withdrawals without a 10% early withdrawal penalty.
5. The after–tax Roth feature is offered in the HISD 403(b) but not in the 457. Contributions to a Roth 403(b) are after–tax, and the interest and investment returns are tax-free upon withdrawal when two conditions are met:
   a. Participant is at least age 59½
   b. Roth 403(b) has been open at least 5 years.

*Participants separating from service in the year they turn age 55 or older may not be subject to a 10% early withdrawal penalty on 403(b) distributions. Ask your tax or financial advisor for details.
### What’s the difference between the HISD 403(b) and 457 plans?

<table>
<thead>
<tr>
<th></th>
<th>403(b)</th>
<th>457</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan Eligibility</strong></td>
<td>All employees</td>
<td>All employees</td>
</tr>
<tr>
<td><strong>Number of Providers</strong></td>
<td>33</td>
<td>3</td>
</tr>
<tr>
<td><strong>Pre-Tax Contributions</strong></td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td><strong>Tax Deferred Interest and Earnings</strong></td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td><strong>After-Tax Roth contributions</strong></td>
<td>$19,000</td>
<td>$19,000</td>
</tr>
<tr>
<td><em><em>Contribution limit</em> - under age 50</em>*</td>
<td>$25,000</td>
<td>$25,000 (Special 3-year Catch-Up $38,000)</td>
</tr>
<tr>
<td><em><em>Contribution limit</em> - Age 50 and over</em>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Loan Availability</strong></td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td><strong>In-service Distribution availability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IRS 10% Excise Tax</strong></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>Unrestricted In-Service Distribution Age</strong></td>
<td>59 ½</td>
<td>70 ½</td>
</tr>
</tbody>
</table>

*2021 Annual Limits

### Who may I contact for additional questions?

<table>
<thead>
<tr>
<th></th>
<th>HISD Retirement Storefront</th>
<th>713-695-5561 (See Providers List Handout)</th>
</tr>
</thead>
<tbody>
<tr>
<td>403(b)/457 plans</td>
<td><a href="mailto:BenefitsESS@HoustonISD.org">BenefitsESS@HoustonISD.org</a></td>
<td></td>
</tr>
<tr>
<td>Social Security &amp; Medicare</td>
<td>Social Security Administration</td>
<td>800-772-1213</td>
</tr>
<tr>
<td>Texas TRS Pension</td>
<td>HISD Retirement Storefront</td>
<td>713-695-5561</td>
</tr>
<tr>
<td></td>
<td>Teacher Retirement System of Texas (TRS)</td>
<td>800-223-8778</td>
</tr>
</tbody>
</table>

**Social Security Administration**

www.ssa.gov

**Texas TRS Pension**

www.trs.state.tx.us
INFORMATION TECHNOLOGY

ABOUT THE IT DEPARTMENT

The Information Technology Department at Houston Independent School District is committed to providing a high-quality education for every child in the district, regardless of where they live or the school they choose to attend. HISD has 274 schools, 27,000 staff, and more than 196,000 students, making it the largest district in Texas and the eighth largest in the United States. Serving the needs of our growing community of students, teachers, administration, and staff requires a secure, robust infrastructure, state of the art equipment, and innovative software. These tools support both learning in the schools, and the rigorous assessment and analysis necessary to meet the district’s educational and operational goals.

The IT environment consists of 310 locations that include call centers, professional development sites, schools, and a centralized data center. They are all supported by a dedicated team that shares a passion for technology as a tool for unlocking the potential of every child in our district.

GETTING YOUR EQUIPMENT

- Contact your campus or facility – Supervisor, Principal, etc.
- If not able to connect with your campus or facility, contact the IT Service Desk at 713-892-SERV (7378)

FIRST TIME LOGGING IN

For security reasons, all employees are required to log in for the first time on an HISD desktop or laptop while at an HISD facility. Please reference the email from HR for your HISD username and password. If you have not received this information, please call the IT Service Desk at 713-892-SERV (7378).

1. Go to the login screen of an HISD computer (while at an HISD facility). If necessary, click Other User
2. Enter your HISD username (P00####)
3. Enter your temporary password (provided in the HP letter).
4. Press ENTER
5. You will see the message "Password must be changed before first login", Click OK
6. Enter the temporary password again in the Current Password field
7. Enter your New password
8. Re-enter your new password
   1. At least 8 characters (letters and numbers)
   2. At least one capital letter
   3. And at least one special character (for example: !@#$)
9. Click OK to confirm your new password

REGISTERING YOUR ACCOUNT

1. Go to the login screen of an HISD computer (while at an HISD facility). If necessary, click Other User
2. Enter your HISD username (P00####)
3. Enter your temporary password (provided in the HP letter).
4. Press ENTER
5. You will see the message "Password must be changed before first login", Click OK
6. Enter the temporary password again in the Current Password field
7. Enter your New password
8. Re-enter your new password
   1. At least 8 characters (letters and numbers)
   2. At least one capital letter
   3. And at least one special character (for example: !@#$)
9. Click OK to confirm your new password
REGISTERING FOR 2FA

1. Using an internet browser (Chrome, Microsoft Edge), visit https://office365.houstonisd.org
2. If prompted on the next screen, type your username@houstonisd.org (P00####@houstonisd.org)
3. Click Next. Enter your network password and click Sign In.
4. When prompted, select “Add Method” to enter the 2FA Setup screen
5. Click + Add Method
6. Select Authenticator app, click Add
7. You will see a screen that says ‘Start by getting the app’
8. STOP at this point
9. Go to your mobile device, Go to the App Store and download the Microsoft Authenticator app. Open the app
10. Return to your desktop/laptop
11. You will see the screen where you stopped after step 1 ‘Start by getting the app’
12. Click Next; you should receive the message ‘Setup Your Account’
13. Click Next
14. You will see a box with a QR code–STOP
15. Go back to your mobile device
16. On your mobile device open with the Microsoft Authenticator app open, please select “Add an Account” and then select “Work or School account”
17. The camera function will appear on the application; use your mobile device to scan the QR code on your desktop/laptop screen (you will be prompted)
18. Click Next on your desktop/laptop
19. On your desktop/laptop, you will see the message "Let’s try it out"
20. Go back to your mobile device, tap approve to activate the sign-in
21. Go back to your desktop/laptop; you will see “Notification approved”

RESETTING PASSWORD USING HISD ACCESS

(While away from campus)

Note - please wait at least 24 hours after initial login to reset the password using this method.

1. Go to: https://hisdadaccess.houstonisd.org
2. Click on the orange button “Click here to reset your password”
3. Enter the username: P00####@houstonisd.org
4. Then enter the characters in the picture as they appear, then click Next
5. Select Approve a notification on the Authenticator App, click Send Notification
6. On your phone, click Approve
7. Return to your computer screen, you can now enter a password (using password requirements)
8. Click Finish

ABOUT PASSWORDS

Network passwords along with your user id provide access into any HISD computer, Employee Portal, OneSource, PowerSchool, PowerTeacher Pro and other network sites.

Network Password Requirements
- Must be at least 8 characters
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one number
- Contain at least one special character!@#$%^&*()-=|<>

Application Passwords are the employee ID number followed by the last four digits of the social security number. Application passwords provide access into Combined Charities, High Frequency Word Evaluation, AS400, Mentor Activity System (MAS) and other Application sites and does not expire.
EMAIL ACCESS

Your email address is typically your firstname.lastname@Houstonisd.org, for example, Mary.Smith@HoustonISD.org. You can confirm your email address by logging into Office 365 and clicking the profile icon at the top right corner of the screen.

When on the HISD network:

1. Open Internet Explorer
2. Go to connect.HoustonISD.org
3. Select Check Email
4. This brings you to Office 365. If necessary, set your time zone *Central US* and Canada
5. Click on Mail

When away from the HISD network (Internet Explorer Recommended)

1. Navigate to https://www.houstonisd.org/office365
2. On the HISD Single Sign-On Service login page that follows
3. Enter your district User ID in the format P#######@HoustonISD.org. This will bring you to the Office365 suite of applications
4. Click Outlook
5. If necessary, set your time zone and language
6. This will bring you to your Inbox

ONESOURCE

To log into OneSource from an HISD location:

1. Go to HoustonISD.org
2. Click OneSource under myHISD menu
3. Login with your Network Credentials (The same username and password you use to open your HISD computer) This takes you to your OneSource Employee Self Service.

To log into OneSource from a Remote Location (Internet Explorer recommended):

1. Go to HoustonISD.org
2. Click on myHISD
3. From the drop-down list click OneSource
4. Select OneSource Remote Login
5. Login with your Network Credentials (The same username and password you use to open your HISD computer) This takes you to your OneSource Dashboard

PAY STATEMENT

1. Log into OneSource
2. Under Payment click on Pay Statements
3. If you are logging on from a remote site, please make sure you allow Pop Ups from this site by selecting “Always Allow”

ONESOURCEME

To access OneSourceMe for training:

1. Log into OneSource
2. Click on OneSourceMe under ‘Employee Quick Links’ or ‘Related Links’ ***DO NOT use the linked at the top of the page while working remote
3. Select the tile Learning
4. In the HISD Learning section type a course number or key word to search for a course.
5. Register by clicking View Course Dates and select the course you want to take.
RESPONSIBLE USE OF TECHNOLOGY

• Cyber Safety is of the utmost priority for HISD, and this includes the digital privacy and security of Students, Parents and Employees.

• We accomplish this by strong password protocol and our individual due diligence (not leaving our laptop unattended, not sharing passwords, not using others’ login information, not compromising digital information, etc.)

• If you expect SPAM emails, forward to spam@houstonisd.org and delete.
  o HISD will never ask for your password in an email
  o HISD has over 1TB of Email storage so the district will never ask you to provide your password for additional email storage.

• Ensure your images and videos are copyright compliant – do not cut and paste images from online into your documents. Always site your sources. Take the Copyright Compliance training in OneSource.

Do your part! Be CyberSmart!
Focus on Student Success - Leave the Printing to Us!

You can focus on student success while we make the copies for you. Order your printing and copying 24 hours a day, we’ll print it and ship it directly to your campus. Allowing your team to focus.

PRINTING RESOURCES YOU NEED, ALL IN ONE PLACE

Browse through the catalog or upload your own artwork to get nearly anything you need for your students and staff. We will even print and ship it directly to your campus or designated location.

- Here are just a few of the things you’ll be able to order:
  - Planners
  - Student Achievement Certificates
  - Thank You Cards
  - Assessments and Tests
  - Official HISD forms
  - Business Cards
  - Letterhead & Envelopes
  - Customized Posters and Signage
  - District Maps and Academic Calendars
  - Upload your own artwork/projects
  - Window, Wall and Floor Decals
  - And More!

PAY WITH YOUR BUDGET STRING

Orders will be funded with your budget string to make payments fast and easy. All employees have access. See prices before you place your order. Ships directly to you or you can pick them up at the Hattie Mae White or the McCarty Print Center if you prefer.
IT SUPPORT

HISD IT SERVICE AND SUPPORT IS HERE TO HELP!

- Online Assistance is available 24/7 on the HISD Solution Center. You can find answers to FAQs, How-to guides, and videos, etc.
- Need Password Reset? Go to HISD Access to reset your own password or reset your account.
  - The Houston ISD IT Service Desk can be reached by: Phone: 713-892-SERV (7378)
  - Email: ServiceDesk@HoustonISD.org
  - Web Portal: servicedesk.houstonisd.org
- The Service Desk is open Monday through Friday from 6:30am until 5:00pm Central Time excluding Houston Independent School District approved holidays. After-hours support is available for emergencies and to report service outages only. Routine requests for services will be handled during the normal business hours.
RISK MANAGEMENT | PURPOSE AND SUPPORTS

What is HISD Risk Management?

- The Risk Management Department is dedicated to the effective identification, evaluation, monitoring, and management of HISD’s exposures to risk.
- The Risk Management Department consists of three areas – Safety and Emergency Management, Insurance Services, and Environmental Consulting Services.

What are some supports Risk Management Provides?

### Insurance Services
- Negotiates and manages the district’s comprehensive property and casualty insurance
- Actively involved in claims administration
- Manages the district’s Self Insurance Recovery Fund

### Environmental Consulting Services
- Accredited mold and asbestos consulting division that investigates environmental concerns
- Consists on mold/asbestos clean-up and removal
- Monitors indoor air quality

### Safety & Emergency Management Services
- Inspects all sites for fire and safety compliance—Prior to a Fire Marshal (FM)
- Visits/coordinates employee and student safety programs—Your annually required safety training, drills and other safety and emergency management areas within HISD
- Maintain the Multi-Hazard District Emergency Operations Plan
- Monitor Safety for the 2012 Bond Program—Occupational Safety & Health Admin. (OSHA)

Risk Management | Pertinent Safety and Emergency Info

- Senate Bill 11, 86th Texas Legislature
- Texas Education Code (TEC) Chapter 37.108
- City of Jurisdiction (Fire Code)
- Law and Code require that the district report safety inspections and drills to the Board of Education and District Audit Report to the State of Texas every three years.

Risk Management
6351 Pinemont Drive
Houston, Texas 77092

Email: RiskManagement@HoustonISD.org
Phone: 713-556-9225
Follow us on Twitter @HISD_Risk_Mgmt

Donald Broome, Risk Management Trainer
Candice Wilson, Senior Manager, Risk Management
Melissa Lopez, Manager, Safety and Emergency Management

DBroome@HoustonISD.org
Candice.Wilson@HoustonISD.org
MLopez4@HoustonISD.org
The Office of Ethics & Compliance is dedicated to promoting the highest standards of ethical conduct and compliance in all academic and business activities.

The Office of Ethics & Compliance provides oversight through the management of the district’s ethics and compliance program to ensure compliance with laws, regulations, and district policies.

Areas of Responsibility

- Assist the District with policy development, training, and interpretation related to ethical and compliance matters, such as Conflict of Interest, Code of Silence, Financial Ethics, and vendor criminal background check compliance
- Manage the District’s Ethics Hotline – Employees, students, and concerned citizens can report suspected fraud, waste, abuse, or other concerns about HISD practices
- Assist Trustees with monitoring campaign contributions and potential conflicts of interest with District vendors
- Monitor District’s compliance with the Children’s Internet Protection Act (CIPA) and the E-Rate compliance program
  
  *(The program makes it possible to discount telecommunications and internet access for most school and libraries across the US.)*

Ethics & Compliance | HISD Policy

- **Employment Requirements and Restrictions: Conflict of Interest**
  
  *Policy: DBD (Legal) and DBD (Local) | Administrative Regulations: DBD (Regulation)*

- **Fiscal management Goals and Objectives: Financial Ethics**
  
  *Policy: CAA (Local) | Administrative Regulations: CAA (Regulation), CAA1 (Regulation) – Ethics Hotline, CAA2 (Regulation) – E-Rate Program*

**HISD Ethics Hotline 1-800-455-9551 - [Online Ethics Hotline](#)**

**HISD Office of Ethics and Compliance – HMW 2nd Floor East**

Ethics@houstonisd.org | 713-556-6095

Teresa Corrigan, Director – Ethics and Compliance
Michael Flores, Sr. Administrative Assistant – Ethics and Compliance
Antonio Herrador – Sr. Ethics and Compliance Analyst
Victor Ramirez – Ethics and Compliance Analyst
John Espinosa – Ethics and Compliance Investigator
### WHO TO CONTACT FOR …?

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benefits Enrollment/Changes</strong></td>
<td>Benefits Service Center</td>
</tr>
<tr>
<td><strong>Benefits-Related Questions</strong></td>
<td>Benefits Office</td>
</tr>
<tr>
<td><strong>Hardware/Software Technical Issues</strong></td>
<td>IT Service Desk</td>
</tr>
<tr>
<td><strong>Hiring &amp; Transfer Process Related Questions</strong></td>
<td>Human Resources Business Partner Teams</td>
</tr>
<tr>
<td><strong>Optional Retirement Plans &amp; TRS Retirement from HISD</strong></td>
<td>Retirement Storefront</td>
</tr>
<tr>
<td><strong>Payroll &amp; Leave Related Questions</strong></td>
<td>Human Resources Employee Services</td>
</tr>
<tr>
<td><strong>Professional Development for Teachers</strong></td>
<td>New Teacher Support</td>
</tr>
<tr>
<td><strong>HISD Alternative Certification Program</strong></td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Replacement ID BADGES</strong></td>
<td>Badge Desk</td>
</tr>
<tr>
<td><strong>Reporting EEO Violations, Harassment &amp; Discrimination</strong></td>
<td>Employee Relations</td>
</tr>
<tr>
<td><strong>Reporting Suspected Fraud, Waste, Abuse, or Other Impropriety</strong></td>
<td>Alert Line</td>
</tr>
<tr>
<td><strong>Students or Employees in Emotional Crisis</strong></td>
<td>Crisis Intervention &amp; Social and Emotional Learning</td>
</tr>
<tr>
<td><strong>Teacher Retirement System of Texas (TRS)</strong></td>
<td>Teacher Retirement System of Texas</td>
</tr>
<tr>
<td><strong>Worker’s Compensation/Unemployment</strong></td>
<td>Worker’s Compensation</td>
</tr>
<tr>
<td></td>
<td>Unemployment</td>
</tr>
</tbody>
</table>
## USEFUL WEBSITES

<table>
<thead>
<tr>
<th>Service</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houston ISD Main Page</td>
<td><a href="http://www.HoustonISD.org">www.HoustonISD.org</a></td>
</tr>
<tr>
<td>Board Policy On Line</td>
<td><a href="http://www.HoustonISD.org/BoardPolicy">www.HoustonISD.org/BoardPolicy</a></td>
</tr>
<tr>
<td>MyHISD</td>
<td><a href="http://www.HoustonISD.org/myHISD">www.HoustonISD.org/myHISD</a></td>
</tr>
<tr>
<td>OneSource</td>
<td>Through the myHISD portal or <a href="http://www.HoustonISD.org/OneSource">www.HoustonISD.org/OneSource</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td><a href="http://www.HoustonISD.org/HR">www.HoustonISD.org/HR</a></td>
</tr>
<tr>
<td>New Hires</td>
<td>Through HR Main page or <a href="http://www.HoustonISD.org/NewHires">www.HoustonISD.org/NewHires</a></td>
</tr>
<tr>
<td>Crisis Intervention/</td>
<td><a href="http://www.HoustonISD.org/PsychologicalServices">www.HoustonISD.org/PsychologicalServices</a></td>
</tr>
<tr>
<td>Social &amp; Emotional Learning</td>
<td></td>
</tr>
<tr>
<td>Employee Relations</td>
<td>Through HR Main page or <a href="http://www.HoustonISD.org/EmployeeRelations">www.HoustonISD.org/EmployeeRelations</a></td>
</tr>
<tr>
<td>Benefits</td>
<td>Through the myHISD portal or <a href="http://www.HISDbenefits.org">www.HISDbenefits.org</a></td>
</tr>
<tr>
<td>E–mail/Office365</td>
<td>Through the myHISD portal or office365.HoustonISD.org</td>
</tr>
<tr>
<td>IT Service Desk</td>
<td>ServiceDesk.HoustonISD.org</td>
</tr>
<tr>
<td>HISD Connect</td>
<td>Through the myHISD portal or HISDConnect.HoustonISD.org</td>
</tr>
<tr>
<td>Absence Management</td>
<td>Through the myHISD portal or <a href="http://www.aesoponline.com">www.aesoponline.com</a></td>
</tr>
<tr>
<td>(Substitute Management)</td>
<td></td>
</tr>
</tbody>
</table>
# Houston Independent School District

## 2022-2023 Academic Calendar

<table>
<thead>
<tr>
<th>July 2022</th>
<th>August 2022</th>
<th>September 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>29 30 31</td>
<td>29 30 31</td>
<td>29 30 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October 2022</th>
<th>November 2022</th>
<th>December 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>29 30 31</td>
<td>29 30 31</td>
<td>29 30 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January 2023</th>
<th>February 2023</th>
<th>March 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>29 30</td>
<td>29 30</td>
<td>29 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April 2023</th>
<th>May 2023</th>
<th>June 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>29 30</td>
<td>29 30</td>
<td>29 30</td>
</tr>
</tbody>
</table>

### Key
- **Holidays**
- **Teacher Preparation Days (no students)**
- **Teacher Service Days (no students)**

### Holidays
- September 5, 2022
- October 5, 2022
- November 21-25, 2022
- December 22-January 4, 2023
- December 22-January 6, 2023
- Labor Day
- Fall Holiday
- Thanksgiving Break
- Winter Break for Teachers
- Winter Break for Students
- MLK Day
- Spring Break
- Chavez-Huerta Day
- Spring Holiday
- Spring Holiday
- Memorial Day

### School Day Start and End Times
- **7:30-3:00** Elementary School
- **8:30-4:00** K-8 and Middle School
- **8:30-4:10** High School

### Significant Dates
- August 8, 2022: Teachers report to work
- August 22, 2022: First day of school
- December 21, 2022: Last day of first semester
- January 9, 2023: First day of second semester
- May 31, 2023: Last day of school for students
- June 1, 2023: Last day for teachers

### Grading Periods
- **Aug. 22-Sept. 30**
- **Oct. 3-Nov. 4**
- **Nov. 7-Dec. 21**
- **Jan. 9-Feb. 24**
- **Feb. 27-Apr. 14**
- **Apr. 17-May 31**

### Report Card Dates
- **Oct. 7, 2022**
- **Nov. 11, 2022**
- **Jan. 13, 2023**
- **March 3, 2023**
- **April 20, 2023**
- **May 31, 2023 (ES, K-8, MS)**
- **June 7, 2023 (HS)**

Last Updated 02/15/22