

Gregory-Portland ISD Board of Trustees Board Operating Procedure: Quiet Time for Superintendent

Purpose:

To support the Superintendent's ability to rest, recharge, and maintain a healthy work-life balance, the Gregory-Portland ISD Board of Trustees establishes defined "Quiet Time" hours during which board members will refrain from initiating communications with the Superintendent, except in cases of verified emergency.

1. Quiet Time Schedule

Weekdays:

- Quiet Time begins at 9:00 PM each night and ends at 8:00 AM the following morning, Monday through Friday.

Weekends:

- Quiet Time begins at 5:00 PM on Friday and ends at 8:00 AM on Monday morning.
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2. Definition of Emergency

Communications during Quiet Time are appropriate only in the event of a true emergency — defined as any situation that presents an immediate threat to the safety, security, or operational integrity of the district. Examples include, but are not limited to:

- Fire or explosion on school property
- Flooding or significant water intrusion
- Natural disasters (e.g., tornado, hurricane, earthquake) affecting district functions
- Serious injury or death of a student, staff member, or individual while on district property
- Active security threats (e.g., violence, intruder, lockdown situations)
- Critical infrastructure failure impacting school operations (e.g., major power outage or building issue)
- Any urgent matter that requires immediate Superintendent action to prevent or respond to a crisis

If a board member is uncertain whether a situation qualifies as an emergency, they must first contact the Board President for guidance before reaching out to the Superintendent.

3. Communication Protocol

- All non-emergency communications should be held until after the designated Quiet Time period has ended.
- Board members are encouraged to use email scheduling tools or reminders to delay non-urgent messages.

- In emergencies, board members may contact the Superintendent directly using the appropriate emergency communication method.
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4. Review and Revisions

This procedure will be reviewed annually or at the discretion of the Board to ensure its continued effectiveness and alignment with district leadership needs.

5. Vacations and National Holidays

In addition to daily and weekend Quiet Time hours, the Superintendent shall also be granted uninterrupted time off during scheduled vacations and recognized national holidays, as outlined below:

A. Vacation Periods

- The Superintendent will notify the Board in advance of any scheduled vacation leave, including dates of unavailability.
- During these periods, board members will refrain from initiating any communications unless there is a verified emergency, as defined in Section 2.
- Any necessary communication during these periods should be directed to the Board President or designated acting administrator, if applicable.

B. Recognized National Holidays

The following national holidays are designated as Quiet Time, during which the Superintendent shall not be contacted except in cases of verified emergency:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve and Christmas Day
- New Year's Eve

C. Holiday Weekends

When a national holiday falls on a Friday or Monday, Quiet Time will extend through the full weekend, beginning at 5:00 PM the last workday before the holiday and ending at 8:00 AM on the next workday following the holiday.

Approval and Signatures

This Board Operating Procedure is adopted by the Gregory-Portland ISD Board of Trustees and is effective immediately upon approval.

