

## **Gregory-Portland ISD Board of Trustees**

### **Board Operating Procedure: Quiet Time for Superintendent**

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#### **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.

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#### **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.

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#### **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.

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#### **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.

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#### **Approval and Signatures**

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

**Board Member Name**

**Signature**

**Date Signed**

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