

FORT BEND INDEPENDENT SCHOOL DISTRICT



# Employee Handbook

2017-18





Welcome to the 2017-18 school year! I feel very blessed to be working with such dedicated team members who are committed to ensuring each student achieves his or her full potential, and I look forward to working with you as we continue to fulfill our district mission of inspiring and equipping our students to pursue futures beyond what they can imagine.

Each of you will be impacting our students' lives this year - whether your role is in the classroom, in the lunch line, on a bus route or in an office. And you will also be making a difference in the lives of your colleagues as you collaborate and work toward common goals. I encourage you to share best practices, seek out opportunities to grow your skills, and problem-solve with your coworkers. We help our students reach their full potential by ensuring that we reach our own.



Fort Bend ISD is the largest employer in the county, with more than 10,000 dedicated employees who provide services to approximately 74,500 students. We have 78 schools and 15 support sites spanning 170 square miles. Our newest schools – Donald Leonetti Elementary, James C. Neill Elementary and James Patterson Elementary – will open their doors this school year. Both our student and workforce population is extremely diverse, and we are definitely a stronger organization because of it.

If you are new to our FBISD family, I want to welcome you on behalf of the entire District. We are fortunate that you joined our exceptional team, and we look forward to working together for many years to come.

Enjoy your school year!

A handwritten signature in black ink, appearing to read "Charles E. Dupre, Ed.D." It is a cursive script with a large, stylized initial "C".

Charles E. Dupre, Ed.D.  
Superintendent of Schools

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## **INTRODUCTION**

Welcome to the Fort Bend Independent School District. The quality of education in Fort Bend County has long been a driving force to attract families to the area. Families from around the world move here daily, drawn by FBISD's reputation of providing students with a quality education.

As the seventh largest school district in Texas, FBISD serves more than 74,500 students representing various nationalities and ethnicities from around the world. FBISD currently has 78 campuses: 11 high schools, 14 middle schools, 50 elementary campuses and three unique secondary campuses to address the academic and vocational interests of students. The District is also the largest employer in Fort Bend County, with approximately 10,000 full-time employees.

As we welcome you to our FBISD team, we encourage you to look for opportunities to grow and connect with your fellow colleagues. Our team's effectiveness relies heavily on key people like YOU – the Fort Bend ISD employee – who are committed to helping inspire and equip all students to pursue futures beyond what they can imagine.

As you review this handbook, please make note of key areas that will help make your experience with us enjoyable. Please keep in mind that not all District policies and procedures are included. Those that are have been summarized for your convenience. Suggestions for additions and improvements are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official District policy manual. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to, and a brief explanation of, District policies and procedures related to employment. District policies and procedures can change at any time, and these changes shall supersede any handbook provisions that are not compatible with the change. As the District provides updated policy information, it is the employee's responsibility to read and abide by the changes.

For more information, please refer to the policy codes that are associated with handbook topics, confer with your supervisor, or call the appropriate District office. District policies can be accessed online from the District homepage. Copies of this handbook are located in school libraries, the principal's office, Department of Legal Services, the Human Resources Department and the Fort Bend ISD homepage Employment section.

## DISTRICT INFORMATION

### **About Fort Bend ISD**

Fort Bend ISD is the seventh largest school district in Texas, and the largest in county, with approximately 74,500 students. With more than 10,000 full-time employees and substitutes, the District is the largest employer in Fort Bend County.

### **One Family...Many Faces**

In Fort Bend ISD, recognizing and appreciating cultural differences is a way of life. Recognized as one of the most diverse school districts in Texas and in the nation, FBISD currently serves a student population of 27.79% Black/African American, 26.44% Hispanic/Latino, 25.53% Asian, 16.85% White, 2.90% Two or More Races, .35% American Indian/Alaskan Native and .14% Native Hawaiian/Other Pacific Islander. As a multicultural school district, our students represent countries from around the world and speak more than 90 different languages and dialects.

### **The Growth Continues!**

As one of the largest districts in Texas, Fort Bend ISD spans 170 square miles and is located in the northeast part of Fort Bend County, just southwest of Houston and Harris County. The District maintains more than 1,200 acres of land, 78 schools, and 13 other sites. The District encompasses the cities of Missouri City, Sugar Land, Richmond, Arcola and Meadows Place, a small portion of Houston and the communities of Clodine, DeWalt, Rosharon and Fresno.

To serve a growing population, Fort Bend ISD has 78 campuses (11 high schools, 14 middle schools, 50 elementary campuses, and three specialized campuses to address various vocational interests and special learning needs. FBISD will open middle school #15, Ronald Thornton Middle School, in the fall of 2018.

### **District Recognitions and Awards**

In FBISD, we are proud of the many national, state and local awards/honors we have received throughout the years, including recent awards recognizing best practices, music education, health initiatives, and more.

### **Accolades All Around!**

Fort Bend ISD claimed three winners in the **2017 H-E-B Excellence in Education Awards**. The 2017 award recipients include the **FBISD Board of Trustees**; School Board award; **Julie Diaz** of Travis High School, School Principal Secondary award; and **Richard Embrick**, Crockett Middle School teacher, Rising Star Secondary award.

The Texas Medical Association Foundation presented Fort Bend ISD with the **2017 John P. McGovern Champion of Health Secondary Award** in recognition of our efforts in promoting good health through the District's WATCH Champions of Health Award program. The District program celebrates schools that implement wellness initiatives that promote health in young people (including nutrition, physical activity, mental health, tobacco prevention, obesity and community health).

Fort Bend ISD was honored with the **2017 Best Communities for Music Education** designation, presented

by the National Association of Music Merchants (NAMM) Foundation for its outstanding commitment to music education. This is the eighth consecutive year that the District has received the honor, being among only four percent of districts across the nation to receive the prestigious award in 2017.

The Fort Bend ISD Police Department received the “**2017 Recognized Law Enforcement Agency**” award from the Texas Police Chiefs Association Law Enforcement Recognition Program. The FBISD Police Department is the fifth school district police department and the 133rd agency overall in the state to be recognized with this distinction. Begun in 2006, the Recognition Program evaluates a police department’s compliance with over 166 Best Business Practices for Texas Law Enforcement.

The National Student/Parent Mock Election organization honored Fort Bend ISD with a **2016 “Award for Outstanding Leadership in Voter Education.”** Sponsored by the American Association of School Administrators, the award recognizes school district Mock Election projects that demonstrate dedication, originality and resourcefulness. This is the third time that Fort Bend ISD has received recognition for its Mock Election.

Other honors include:

- **Seventy-one (71) FBISD students were named 2017 National Merit Finalists.** They are among some 15,000 semifinalists throughout the nation, and among 82 in the District to advance to the finalist standing based on their outstanding academic records, SAT scores, endorsements, and required essays.
- The 2017 FBISD graduating seniors were offered **more than \$110.5 million in reported academic and athletic scholarships.**
- **Thirty-seven (37) students qualified for Grand Recognition and 246 students qualified for State Recognition** through the **Duke Talented Identification Program (Duke TIP)** for their exceptional scores on the ACT or SAT. The program offers qualifying seventh grade students the opportunity to take college entrance exams and provides them with other college prep tools. Students qualify for Duke TIP by scoring at or above the 95th percentile on a grade-level standardized test.
- **Thirty (30) Fort Bend ISD students were selected as 2017 Texas All-State Musicians,** the highest honor a Texas music student can receive in band, choir and orchestra. The students were among approximately 1,780 high school students who qualified to perform with the Texas All-State Band, Choir and Orchestra as part of the 2017 Texas Music Educators Association Clinic/Convention.

### **Strong Business and Community Support**

The partnership between a school district and its community is one of the most important factors in measuring success and FBISD is truly thankful that our community members continue to invest so much of themselves to ensure that FBISD students attain the highest levels of achievement.

- In 2016-2017, **community and business partners donated more than \$3.6 million** to support student success, and **volunteers devoted more than 360,000 recorded volunteer hours at district campuses.** If you attach an hourly rate of \$25.11, established by the Independent Sector for all the services rendered, volunteers donated more than \$9 million dollars in services to our district last school year.
- Since its inception in 1992, the Fort Bend Education Foundation has awarded more than \$33 million to FBISD teachers and schools with the support of generous corporate and individual donors. In 2016-2017, the **Education Foundation awarded FBISD with \$524,407 to fund grant programs to benefit FBISD students and teachers.**

## **Board of Trustees**

Policies BA, BB series, BD series and BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, and annual budget, employment of the superintendent and other professional staff and facilities.

Fort Bend ISD Board Meetings generally take place the second Monday of the month to discuss all items that will be considered as part of the agenda at a regular business meeting on the third Monday of the month. The meetings are held in the Board Room of the FBISD Administration Building, 16431 Lexington Blvd., in Sugar Land. Meetings generally begin at 6 p.m. with Board Recognitions and other Special Meetings that are open to the public. Called Meetings are scheduled on an as-needed basis, although Texas law does allow the Board to call an emergency meeting in a crisis situation.

In accordance with the Texas Open Meetings Act, the Board has the privilege to meet privately in closed session to discuss matters related to personnel, student discipline, security, land acquisition and/or to consult with legal counsel. No action, however, may be taken during a closed session.

To address the Fort Bend ISD Board of Trustees, an "Address the Board at an Agenda Review Workshop Form" or "Address the Board at a Regular Meeting Form" must be completed and turned in 15 minutes before the posted start time. The forms are available online at <http://www.fortbendisd.com/Page/581>.

The seven-member Fort Bend ISD Board of Trustees is comprised of seven local citizens, who provide an important public service to the Fort Bend community without compensation. In accordance with the Texas Elections Code, Fort Bend ISD calls Board elections for the second Saturday in May of each year. Vacancies occurring after the election are filled by appointment until the next election is conducted. Trustees are elected to three-year terms on a rotating basis. Two are elected each year, one from each side of the District (Position 1, 2 and 3 on the West, and Positions 5, 6 and 7 on the East). Also, every third year, the "at large" Position 4, is elected.

## Mission

FBISD exists to inspire and equip  
all students to pursue futures  
beyond what they can imagine.

## Vision

Fort Bend ISD will graduate students  
who exhibit the attributes of the  
District's Profile of a Graduate.





## Fort Bend ISD 2017-18 Board of Trustees

Kristin Tassin .....	President
Jason Burdine.....	Vice President
Addie Heyliger .....	Secretary
KP George .....	Member
Grayle James .....	Member
Jim Rice .....	Member
Dave Rosenthal .....	Member

Charles E. Dupre, Ed.D. • *Superintendent of Schools*

## FBISD Executive Leadership Team

Diana Sayavedra  
Chief Academic Officer

Kermit Spears  
Chief Human Resources Officer

Joe Rodriguez, Ed.D.  
Chief of Schools

Long Pham  
Chief Information Officer

Steven Bassett, CPA  
Chief Financial Officer

Veronica Sopher  
Chief Communications Officer

Oscar Perez  
Chief Operations Officer

Beth Martinez  
Chief of Staff and Strategic Planning

# 2017-18 Calendar

**August**

10, 11, 14 ..... District Professional Learning  
 15-18 ..... Campus Professional Learning/District Focus  
 21 ..... Teacher Work Day  
 22 ..... First Day of Classes

**September**

4 ..... Holiday/Labor Day  
 29 ..... Holiday/Fort Bend County Fair Day

**October**

19 ..... Elem Parent Conf./Secondary Professional Learning & Early Release All Students  
 End of Nine Week Period  
 20 ..... Student Holiday/Professional Learning/Planning Day

**November**

20 - 24 ..... Holiday/Thanksgiving Break

**December**

18 - 21 ..... Exams  
 20 ..... Early Release - MS/HS Students Only  
 21 ..... Early Release - All Students  
 End of First Semester  
 22 - 29 ..... Holiday/Winter Break

**January**

1-3 ..... Holiday  
 4 ..... Campus Professional Learning/Planning Student Holiday  
 5 ..... Teacher Work Day Student Holiday  
 8 ..... First Day of Classes 2nd Semester  
 15 ..... Holiday/Martin L. King Day

**February**

16 ..... Elem Parent Conf./Secondary Professional Learning & Early Release All Students  
 19 ..... Holiday

**March**

9 ..... End of Nine Week Period  
 12 - 16 ..... Holiday/Spring Break  
 30 ..... Holiday

**April**

20 ..... Student Holiday  
 Campus Professional Learning/Planning Day

**May**

25 ..... Exams  
 28 ..... Holiday/Memorial Day  
 29-31 ..... Exams  
 31 ..... Exams/Early Release - All Students Last Student Day

**June**

1 ..... Teacher Work Day  
 1,2\* ..... Graduation

**July**

4 ..... Holiday

- █ District Professional Learning
- █ Campus Professional Learning Planning Day
- █ Campus Professional Learning/District Focus
- Parent Teacher Conference or Early Release
- █ Holiday
- █ Teacher Work Day
- [ ] End of Nine Week Period
- Last Day of Semester
- { }  Exams

Student	1st	2nd	Sem	3rd	4th	Sem	Total
Days	41	39	80	43	51	94	174

As per HB 2610 requirements, total minutes = 76,035 after submission of waivers. This calendar reflects additional instructional minutes that will absorb up to two bad weather days in the event of inclement weather.

\* Graduation dates are tentative, and have not yet been finalized.

S M T W T F S

## August 2017

	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February 2018

	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September 2017

	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

## March 2018

	1	2	3	4	5	6	7
4	5	6	7	8	9	[9]	10
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

## October 2017

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	(19)	20	21
22	23	24	25	26	27	28
29	30	31				

## April 2018

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					

## November 2017

	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2018

	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}		

## December 2017

	1	2				
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	{18}	{19}	{20}	{21}	22	23
24	25	26	27	28	29	30
31						

## June 2018

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## January 2018

1	2	3	4	5		
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			

## July 2018

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				

Cultural and Religious Observances of Families in FBISD can be accessed on the Anti-Defamation League website [www.adl.org/education/calendariofobservances.asp](http://www.adl.org/education/calendariofobservances.asp) or the Interfaith Calendar website at [www.interfaithcalendar.org](http://www.interfaithcalendar.org).

## High Schools

### Austin High School

Dr. Rizvan Quadri – Principal  
3434 Pheasant Creek Drive  
Sugar Land, 77498  
634-2000 Fax: 634-2074

### Bush High School

Dr. Cecilia Crear – Principal  
6707 FM 1464  
Richmond, 77407  
634-6060 Fax: 634-6066

### Clements High School

David Yaffie – Principal  
4200 Elkins Drive  
Sugar Land, 77479  
634-2150 Fax: 634-2168

### Dulles High School

Dr. Jennifer Nichols – Principal  
550 Dulles Avenue  
Sugar Land, 77478  
634-5600 Fax: 634-5681

### Elkins High School

Deidra Lyons-Lewis – Principal  
7007 Knights Court  
Missouri City, 77459  
634-2600 Fax: 634-2674

### Hightower High School

John Montelongo – Principal  
3333 Hurricane Lane  
Missouri City, 77459  
634-5240 Fax: 634-5333

### Kempner High School

Lori Oliver – Principal  
14777 Voss Road  
Sugar Land, 77498  
634-2300 Fax: 634-2378

### Marshall High School

Alfred Holland – Principal  
1220 Buffalo Run  
Missouri City, 77489  
634-6630 Fax: 634-6650

### Ridge Point High School

Leonard Brogan – Principal  
500 Waters Lake Blvd.  
Missouri City, 77459  
327-5200 Fax: 327-5201

### Travis High School

Julie Diaz – Principal  
11111 Harlem Road  
Richmond, 77406  
634-7000 Fax: 634-7010

### Willowridge High School

Thomas Graham – Principal  
16301 Chimney Rock Road  
Houston, 77053  
634-2450 Fax: 634-2513

## Middle Schools

### Baines Middle School

Jennifer Roberts – Principal  
9000 Sienna Ranch Road  
Missouri City, 77459  
634-6870 Fax: 634-6880

### Bowie Middle School

Brian Shillingburg – Principal  
700 Plantation Drive  
Richmond, 77406  
327-6200 Fax: 327-6201

### Crockett Middle School

Tonya Curtis – Principal  
19001 Beechnut  
Richmond, 77407  
634-6380 Fax: 327-6380

### Dulles Middle School

Dee Knox – Principal  
500 Dulles Avenue  
Sugar Land, 77478  
634-5750 Fax: 634-5781

### First Colony Middle School

Sarah Laberge – Principal  
3225 Austin Parkway  
Sugar Land, 77479  
634-3240 Fax: 634-3267

### Fort Settlement Middle School

Michael Hejducek – Principal  
5440 Elkins Road  
Sugar Land, 77479  
634-6440 Fax: 634-6456

### Garcia Middle School

Dr. Cory Collins – Principal  
18550 Old Richmond Road  
Sugar Land, 77498  
634-3160 Fax: 634-3166

### Hodges Bend Middle School

Dr. Ashley Causey – Principal  
16510 Bissonnet  
Houston, 77083  
634-3000 Fax: 634-3028

### Lake Olympia Middle School

Janis Longmire – Principal  
3100 Lake Olympia Parkway  
Missouri City, 77459  
634-3520 Fax: 634-3549

### McAuliffe Middle School

Andre Roberson – Principal  
16650 South Post Oak  
Houston, 77053  
634-3360 Fax: 634-3393

### Missouri City Middle School

Jerrie Kammerman – Principal  
202 Martin Lane  
Missouri City, 77489  
634-3440 Fax: 634-3473

### Quail Valley Middle School

Jeff Post – Principal  
3019 FM 1092  
Missouri City, 77459  
634-3600 Fax: 634-3632

### Sartartia Middle School

Melissa King-Knowles – Principal  
8125 Homeward Way  
Sugar Land, 77479  
634-6310 Fax: 634-6373

### Sugar Land Middle School

Keith Fickel – Principal  
321 Seventh Street  
Sugar Land, 77498  
634-3080 Fax: 634-3108

## Elementary Schools

## Elementary Schools

### Colony Meadows Elementary

Melissa Bolding – Principal  
4510 Sweetwater Blvd.  
Sugar Land, 77479  
634-4120 Fax: 634-4136

### Commonwealth Elementary

Dr. Latecha Bogle – Principal  
4909 Commonwealth Blvd.  
Sugar Land, 77479  
634-5120 Fax: 634-5140

### Cornerstone Elementary

Sonya Smith-Watson - Principal  
1800 Chatham Avenue  
Sugar Land, 77479  
634-6400 Fax: 327-6400

### Drabek Elementary

Wendy Nunez – Principal  
11325 Lake Woodbridge Drive  
Sugar Land, 77498  
634-6570 Fax: 634-6572

### Dulles Elementary

Kyella Griffin – Principal  
630 Dulles Avenue  
Sugar Land, 77478  
634-5830 Fax: 634-5843

### Fleming Elementary

Jason Soileau – Principal  
14850 Bissonnet  
Houston, 77083  
634-4600 Fax: 634-4615

### Glover Elementary

Nikki Roberts – Principal  
1510 Columbia Blue Drive  
Missouri City, 77489  
634-4920 Fax: 634-4934

### Goodman Elementary

Dr. Felicia Bolden – Principal  
1100 West Sycamore  
Fresno, 77545  
634-5985 Fax: 634-6000

### Heritage Rose Elementary

Lavanta Williams - Principal  
636 Glendale Lakes Drive  
Rosharon, 77583  
327-5400 Fax: 327-5401

### Highlands Elementary

Angela Dow – Principal  
2022 Colonist Park Drive  
Sugar Land, 77478  
634-4160 Fax: 634-4176

### Holley Elementary

Laureen Sanford – Principal  
16655 Bissonnet  
Houston, 77083  
634-3850 Fax: 634-3856

## Elementary Schools

**Hunters Glen Elementary**  
 Crystal Gardner – Principal  
 695 Independence Blvd.  
 Missouri City, 77489  
 634-4640 Fax: 634-4656

**Jones Elementary**  
 Timothy Clark – Principal  
 302 Martin Lane  
 Missouri City, 77489  
 634-4960 Fax: 634-4974

**Jordan Elementary**  
 Lakisha Anthony – Principal  
 17800 West Oaks Village Drive  
 Richmond, 77407  
 634-2800 Fax: 634-2801

**Lakeview Elementary**  
 Alena McClanahan – Principal  
 314 Lakeview Drive  
 Sugar Land, 77498  
 634-4200 Fax: 634-4214

**Lantern Lane Elementary**  
 Dr. Trenae Hill – Principal  
 3323 Mission Valley Drive  
 Missouri City, 77459  
 634-4680 Fax: 634-4694

**Leonetti Elementary #48**  
 Joy Schwinger - Principal  
 1757 Waters Lake Blvd.  
 Missouri City, 77459  
 327-3190 Fax: 327-3191

**Lexington Creek Elementary**  
 Christina Hopkins – Principal  
 2335 Dulles Avenue  
 Missouri City, 77459  
 634-5000 Fax: 634-5014

**Madden Elementary**  
 Pamela Brown – Principal  
 17727 Abermore Lane  
 Richmond, 77407  
 327-2740 Fax: 281-327-2742

**Meadows Elementary**  
 Michele Labus – Principal  
 12037 Pender Lane  
 Meadows, 77477  
 634-4720 Fax: 634-4734

**Mission Bend Elementary**  
 Anna Hinojosa – Principal  
 16200 Beechnut  
 Houston, 77083  
 634-4240 Fax: 634-4250

**Mission Glen Elementary**  
 Dr. Yvette Blake – Principal  
 16053 Mission Glen Dr.  
 Houston, 77083  
 634-4280 Fax: 634-4296

**Mission West Elementary**  
 Rhonda Mason – Principal  
 7325 Clodine-Reddick Road  
 Houston, 77083  
 634-4320 Fax: 634-4334

**Neill Elementary #49**  
 Lori Hoeffken - Principal  
 3830 Harvest Corner Dr.  
 Richmond, 77406  
 327-3760 Fax: 327-3761

**Oakland Elementary**  
 Nancy Hummel – Principal  
 4455 Waterside Estates Drive  
 Richmond, 77406  
 634-3730 Fax: 634-3738

**Oyster Creek Elementary**  
 Lisa Langston – Principal  
 16425 Mellow Oaks Lane  
 Sugar Land, 77498  
 634-5910 Fax: 634-5925

**Palmer Elementary**  
 Kellie Clay – Principal  
 4208 Crow Valley Drive  
 Missouri City, 77459  
 634-4760 Fax: 634-4773

**Parks Elementary**  
 Linda Espericueta – Principal  
 19101 Chimney Rock Road  
 Fresno, 77545  
 634-6390 Fax: 327-6390

**Patterson Elementary #50**  
 Kari Bruhn – Principal  
 18702 Beechnut St.  
 Richmond, 77407  
 327-4260 Fax: 327-4261

**Pecan Grove Elementary**  
 Ruth Riha – Principal  
 3330 Old South Drive  
 Richmond, 77406  
 634-4800 Fax: 634-4814

**Quail Valley Elementary**  
 Carla Patton – Principal  
 3500 Quail Village Drive  
 Missouri City, 77459  
 634-5040 Fax: 634-5054

**Ridgegate Elementary**  
 Felicia Holmes – Principal  
 6015 West Ridgecreek Drive  
 Houston, 77053  
 634-4840 Fax: 634-4855

**Ridgemont Elementary**  
 Stephanie Houston – Principal  
 4910 Raven Ridge Drive  
 Houston, 77053  
 634-4880 Fax: 634-4896

## Specialized Schools

**Progressive High School**  
 Lisa Jones – Principal  
 1555 Independence Blvd.  
 Missouri City, 77489  
 634-2900 Fax: 634-2913

**Technical Education Center**  
 Kenneth Kendziora – Supervisor  
 540 Dulles Avenue  
 Sugar Land, 77478  
 634-5671 Fax: 634-5700

**Ferndell Henry Center for Learning**  
 Trevor Lemon – Principal  
 7447 FM 521 Road  
 Rosharon, 77583  
 327-6000 Fax: 327-6001

**Scanlan Oaks Elementary**  
 Jaimie Geis – Principal  
 9000 Camp Sienna Trail  
 Missouri City, 77459  
 634-3950 Fax: 634-3915

**Schiff Elementary**  
 Lucretia DeFlora – Principal  
 7400 Discovery Lane  
 Missouri City, 77459  
 634-9450 Fax: 327-9449

**Seguin Elementary**  
 Fidel Maffuz – Principal  
 7817 Grand Mission Blvd.  
 Richmond, TX 77407  
 634-9850 Fax: 327-7029

**Settlers Way Elementary**  
 Rachel Rosier – Principal  
 3015 Settlers Way Blvd.  
 Sugar Land, 77479  
 634-4360 Fax: 634-4376

**Sienna Crossing Elementary**  
 Kandy Bond – Principal  
 10011 Steep Bank Trace  
 Missouri City, 77459  
 634-3680 Fax: 634-3799

**Sugar Mill Elementary**  
 Lori Craig – Principal  
 13707 Jess Pirtle Blvd.  
 Sugar Land, 77498  
 634-4440 Fax: 634-4459

**Sullivan Elementary**  
 Donna Whisonant – Principal  
 17828 Winding Waters Lane  
 Sugar Land, 77479  
 327-2860 Fax: 327-2861

**Townwest Elementary**  
 Erika Edmond – Principal  
 13927 Old Richmond Road  
 Sugar Land, 77498  
 634-4480 Fax: 634-4494

**Walker Station Elementary**  
 Kathryn Kargbo – Principal  
 6200 Homeward Way Blvd.  
 Sugar Land, 77479  
 643-4400 Fax: 634-4413

## **EMPLOYMENT**

### **Equal Employment Opportunity**

Policies DAA, DIA

The Fort Bend Independent School District, an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, gender, sex (including pregnancy), national origin, disability and/or age, military status, genetic information, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact the following: Title IX Coordinator: Dr. Xochitl Rodriguez, Assistant Superintendent at (281) 634- 1031, or Kermit Spears, Chief Human Resources Officer, at (281) 634-1056.

Employees with questions or concerns about discrimination on the basis of disability should contact: ADA/Section 504 Coordinators: Michael Ewing, Director of Learning Support Services at (281) 634-1130, or Kermit Spears, Chief Human Resources Officer, at (281) 634-1056.

All other concerns relating to discrimination for any of the reasons listed above should contact the Superintendent (281) 634 -1007.

General questions about the District should be directed to the Community Relations Department at (281) 634- 1100.

### **Job Vacancy Announcements**

Policy DC (LOCAL)

Announcements of job vacancies are posted on a regular basis to the Fort Bend ISD website. When vacancies occur, position notices are also electronically sent to departments and campuses so that current staff members may be informed of advancement opportunities. Applicants must apply during the posting dates and submit all required documents as listed on the job posting. For information regarding current job opportunities, employees may access the Fort Bend ISD home page at [www.fortbendisd.com](http://www.fortbendisd.com).

### **Employment after Retirement**

Policy DC (LEGAL)

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Retirees must pay any and all surcharges due to TRS as a result

of returning to work in a TRS covered position. Employees can contact Fort Bend ISD Payroll department regarding the surcharges by calling (281) 634-1221 for additional information. Information is also available on the TRS website at [www.trs.texas.gov](http://www.trs.texas.gov).

### **State Sick/Personal Leave Calculator**

Eligible TRS members may purchase, at the time of retirement, one year of equivalent membership service credit for 50 days or more (or 400 hours or more) of accumulated state sick and/or personal leave. This must be unused state leave as of the last day of employment before retirement. Eligible members are those who have at least ten (10) years of TRS service credit for actual service with one or more TRS-covered employers.

Not more than five days of state sick and/or personal leave may be accumulated per year toward the minimum leave required to purchase the service credit. Only one year of equivalent membership service credit may be purchased. To purchase the year of equivalent membership service credit, members must pay the actuarial present value of the benefit attributable to the conversion of their unused sick and/or personal leave. Members will need to verify eligibility to purchase this service credit at the time of retirement. The sick leave calculator is part of the Retirement Estimate Calculator. Employees may access these tools at [www.trs.texas.gov](http://www.trs.texas.gov) or contact TRS for additional information at 1-800-223-8778.

### **Contract and Non-Contract Employment**

#### Policy DC Series

State law requires the District to employ all full-time professional employees, in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses, under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the

procedures for non-renewal or termination under Chapter 21 of the Texas Education Code (TEC). The following paragraphs provide a general description of the employment arrangements used by the District.

**Probationary Contracts.** Nurses and full-time professional employees, new to the district and employed in positions requiring SBEC certification, must receive a probationary contract during their first year of employment. Former employees, who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification, may also be employed by a probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three years (i.e., three one-year contracts), with an optional fourth year if the board determines it is doubtful whether a term contract should be given.

**Term Contracts.** Nurses and full-time professionals employed in positions requiring certification will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed at [www.tasb.org](http://www.tasb.org). Copies will also be provided upon request.

**Non-certified Professional and Administrative Employees, Directors, and Above.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one- year contract that is not subject to the provisions for non-renewal or termination under the TEC.

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District, in compliance with policy DCD (Local).

### **Certification and Licenses**

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resource Operations Manager in the Human Resources department in a timely manner.

A certified employee's contract may be voided and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to extend a temporary certificate, emergency certificate, probationary certificate, or perm it. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources- Talent Experience if you have any questions regarding certification or licensure requirements.

### **Recertification of Employment Authorization**

Policy DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I9) and present documents to verify identity and employment authorization. Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization.

### **Searches and Alcohol/Drug Testing**

Policies CQ, DHE

Non-Investigatory searches in the workplace, including accessing an employee's desk, file cabinets, District- owned technology resources or work area to obtain information needed for usual business purposes m ay occur when an employee is unavailable. Therefore, employees are hereby notified that there is no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable suspicion to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected

violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or work -sites or used for District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action.

**Employees Required to Have a Commercial Driver's License.** The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee whose duties require a commercial driver's license (CDL) and who operates a commercial motor vehicle is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their job duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random when an employee returns to duty after engaging in prohibited conduct and as a follow-up measure. Testing may be conducted following accidents. Return-to- duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty. All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements and detailed information on alcohol and drug abuse. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Learning Support Services at 281-634-1130.

### **Employee's Use of District Vehicles**

Policy CNB

**Non-school Use.** The District prohibits the use of District vehicles for non-school purposes. All FBISD vehicles are deployed with global position tracking (GPS) technology. Any effort to tamper with any/all installed technology will be grounds for disciplinary action up to and including termination.

**No Personal Use.** Personal use of District vehicles other than for normal commuting purposes is not permitted. Commuting shall be defined as traveling from the employee's home to the employee's work location or business meeting location and returning home at the end of the business day, if applicable. An employee transporting his or her children or family members to and from school, daycare, or a spouse's place of employment is not considered a part of normal commuting and is therefore prohibited. Violations of this policy shall be subject to disciplinary measures that may include termination in accordance with appropriate policies.

**Motor Vehicle Record.** Prior authorization is required for employees to operate a District-owned road vehicle (white-fleet or bus) based on a review of their driving record (MVR.) Employees who are required to drive District-owned road vehicles on a consistent basis will be subject to review of their driving record at least annually. Individuals found to have a poor driving record as defined by two (2) moving violations and/or accidents in the past twelve (12) months or one (1) DWI/DUID in the past twenty-four (24) months shall be subject to disciplinary measures that may include recommendation for termination in accordance with appropriate policies.

**Insurance Considerations.** If you are driving your own vehicle on District business, your own insurance is primary. If your vehicle, or someone else's vehicle or property is damaged, or if someone is injured, coverage must be provided by your insurance. Injuries to employees incurred in the course and scope of employment, or in this case, a work-related auto accident, will be covered by workers' compensation. Maintaining a current auto insurance policy is a matter of law and the District expects that any individual who may be required to drive his/her personal vehicle for District purposes abides by this law.

### **First Aid, CPR, and AED Certification**

Policies DBA, DMA

Employees who are involved in physical activities for students must maintain and submit to the District proof of current certification, or training in first aid, cardiopulmonary resuscitation (CPR), the use of automated external defibrillator (AED), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Human Resources – Talent Operations

### **Health Safety Training**

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardio-pulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the appropriate supervisor/manager and maintain current certification(s) and training requirements.

### **Reassignments, Transfers, and Reduction in Force/Program Change**

Policies DFF, DFFB, DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department or facility that does not necessitate a change in the employment contract. Campus reassessments must be approved by the principal at the receiving campus except when reassessments are due to enrollment shifts or program changes. In exercising their authority to approve appointments and reassessments, principals shall work cooperatively with the Human Resources Department and the School Leadership Department to ensure the efficient operation of the District as a whole. When reassessments are due to enrollment shifts or program changes, the Superintendent or designee has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints outlined in Policy DGBA (LOCAL).

Employee(s) with the required qualifications for a position, in compliance with the requirements of the District transfer policy and with at least two consecutive years of service at one location, may request a transfer to another campus. A District Voluntary Transfer Request form must be completed online and submitted to Human Resources within the designated posted timeline for voluntary transfers. When applicable, the voluntary transfer process and the transfer form may be found on the District's employee intranet, under Human Resources. Submission of a request for a transfer does not guarantee a transfer will occur. Requests for transfer during the school year outside of the posted timeline will not be considered. Additionally, the Superintendent may suspend voluntary transfers during a period of reduction in force or other identified exigencies.

A reduction in force may take place when the Board determines that a financial exigency or program change requires the discharge or non-renewal of one or more employees in accordance with Policy DFFB (LEGAL). Such determination constitutes sufficient cause for discharge or non-renewal. A reorganization may take place when the Board determines a change in positions due to a change, elimination, or addition within a department or school; or a change in the role, responsibility, qualifications, or skill level of a significant number of employees within a department, school, or within a category of employees.

## **Workload and Work Schedules**

Policies DEAB DK, DL

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed on a 10, 11, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers are provided planning periods for instructional preparation including conferences. The schedule for planning periods is set at the campus level but must provide at least 450 minutes within each two- week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at-will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

## **Breaks for Expression of Breast Milk**

Policies DEAB, DG

The District supports the practice of expressing breast milk and makes responsible accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

### **Notification to Parents Regarding Teacher Qualifications**

Policies DBA, DK

In schools receiving Title I funds, the District is required by the Every Student Succeeds Act (ESSA) to notify parents/guardians at the beginning of each school year that they may request information regarding the professional qualifications of their child's teachers. ESSA also requires that parents/guardians be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents/guardians be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals serving on an emergency permit, (including those individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status should call the Human Resources Certification Officer at (281) 634-1284.

### **Outside Employment and Tutoring**

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. Supervisors in consultation with Human Resources-Talent Experience will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Teachers shall not tutor their own students for pay, except during the summer months. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

### **Performance Evaluation**

Policies DN series

Evaluation of an employee's job performance is a continual process that focuses on improvement. An employee's assigned job duties and other job-related criteria determines the performance evaluation process. Employees shall be informed of the criteria on which they will be evaluated. All employees will participate in the evaluation process with their assigned supervisor annually, except for teachers who meet the criteria for less than annual evaluations outlined below. Written evaluations will be completed on forms approved by the District. Reports, correspondence and memoranda also can be used as information to document job performance. All employees will receive a copy of their written evaluation,

participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year.

When relevant to the decision, written evaluations of a professional employee's performance, as documented to date, and any other information the administration determines to be appropriate, shall be considered in decisions affecting contract status.

The annual appraisal of District teachers shall be in accordance with the T-TESS, the Texas Teacher Evaluation and Support System. The District shall establish an appraisal calendar each year. All formal classroom observations of teachers will occur within a ten instructional day window of the pre-conference. Informal classroom observations may occur at any time. The Board shall approve qualified appraisers who may be assigned to appraise a teacher in place of the teacher's supervisor. Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers. The Board shall ensure that the Superintendent or designee establishes procedures regarding how domain ratings from the first and second appraisals will be used. See DNA-R

### **Employee Involvement**

Policies BQA, BQB

At both the campus and District levels, Fort Bend ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees may be asked or elected to serve on District or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or the Department of Curriculum and Instruction.

### **Staff Development**

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives and developed and approved by District and campus level advisory committees. Staff development for non-instructional personnel is designed to meet specific licensing requirements (i.e. bus drivers) continued employee skill development and/or address departmental strategic objectives. Administrators participate in professional growth activities in scheduled workshops. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Paraprofessional and auxiliary employees enhance their knowledge and skills through workshops based upon assessed needs.

## **COMPENSATION AND BENEFITS**

### **Salaries, Wages and Stipends**

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. The Superintendent or designee, within guidelines set out in federal regulations, shall determine the classification of positions of employees as "exempt" or "nonexempt" for purposes of compliance with the Fair Labor Standards Act. Professional and administrative employees are generally classified as exempt and are paid semi-monthly salaries. Paraprofessionals are generally classified as nonexempt and are paid semi-monthly salaries. Hourly employees (bus drivers, cafeteria workers, extended day staff, custodians, maintenance workers, and crossing guards, etc.) are generally classified as nonexempt and are paid only for the hours they work.

Supervisors of nonexempt employees shall ensure an agreement or understanding with the employees regarding the form of compensation for overtime prior to the performance of the work. These agreements or understandings need not be in writing, but the supervisor shall maintain some record of them, such as a calendar notation, a memo to the file, or some similar indication that the employee was notified of the type of compensation to expect.

The Board of Trustees establishes salaries of all employees. All employees will receive written notification of their salary after the Board has adopted the budget for the fiscal year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. The teacher salary schedules are in a step system. Experience and education determine the step and pay category for each teacher. The District based on creditable years of service determines pay increases, or advancement to a higher step. Contract employees who perform extracurricular or supplementary duties may be paid a stipend in addition to their salary, according to the Board adopted stipend schedule. The Superintendent, or designee, will determine placement and advancement of employees on the professional administrative salary schedules.

A teacher may receive credit for years of substitute teaching for salary increment purposes provided that the teacher held a valid teacher certificate at the time the service was rendered, the teacher was employed in an entity recognized for creditable years of service, and the minimum requirements were met. The adjustment will occur the year that the service is verified and subsequent years.

A certified teacher aide who receives certification as a teacher or was placed on a permit during or after the 2004-2005 contractual year may receive credit for up to two years of teacher aide experience.

### **Annualized Compensation**

Policy DEA

The District pays all salaried employees over 12 months. Salaried employees will be paid in equal semi-monthly payments. An employee, who separates from service before the last day of instruction, resigns or retires under TRS, will receive a final lump sum payment for wages actually earned from the beginning

of the school year to the date of separation. Hourly employees (bus drivers, cafeteria workers, extended day staff, custodians, crossing guards, etc.) are paid only for the hours they work.

## **Paychecks**

Ten-month employees, including teachers, are paid over 12 months of employment equal to 24 pay periods. Additionally, first year teachers with the District will receive 25 pay periods, beginning with the August 31 pay date. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization.

Employees who receive an actual check for payment of wages must wait seven days from the date the paycheck is mailed before requesting a replacement check. The schedule of pay dates for the 2017-2018 school year are as follows:

August 31	September 15	September 29	October 13
October 31	November 15	November 30	December 15
December 29	January 12	January 31	February 15
February 28	March 15	March 29	April 13
April 30	May 15	May 31	June 15
June 30	July 13	July 29	August 15

**Automatic Payroll Deposit.** Employees hired as of July 1, 2010, are required to participate in mandatory direct deposit. In order to complete the employment process, employees must submit a completed direct deposit authorization form. The District offers all employees automatic payroll deposit. Employees may have paychecks electronically deposited ("direct deposit") into an account at any financial institution that accepts electronic transfer of funding. With automatic deposit, an employee's pay is immediately available on the pay date. An authorization of direct deposit form must be on file in the Payroll Department. Direct deposit forms are available in the Payroll Office located in the Administration Building, Room 217. When activating or changing a direct deposit, a pre-notification period is required to insure all bank information has been submitted and processed correctly. Direct deposits are posted on the regularly scheduled paycheck dates. Because the District cannot control the time of day each bank or credit union posts a deposit to an employee's bank account, employees should not schedule drafts on the same day as a pay date. Final paychecks for employees who separate from service before the last day of instruction will not be automatically deposited. Contact the Payroll Department at (281) 634-1221 for more information about direct deposit.

## **Payroll Deductions**

Policy CFEA

The District is required to make the following automatic payroll deductions:

- Texas TRS or Social Security employee contributions

- Federal income tax are required for all full-time employees
- Medicare tax deductions also are required for all employees hired after March 31, 1986
- Child Support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Temporary and part-time employees who are not eligible for TRS membership must participate in the Deferred Compensation FICA Alternative Plan. Other payroll deductions employees may elect include, but are not limited to:

- Deductions for the employee's share of premiums for health, dental, life, and vision insurance;
- Annuities;
- Texas Prepaid Higher Education or prepaid tuition programs;
- Membership dues to professional organizations and certain charitable contributions approved by the board;
- Additional insurance coverage

Salary deductions are automatically made for unauthorized or unpaid leave.

### **Overtime Compensation**

Policy DEA, DEAB

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and all paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees who must work beyond their normal schedule but less than 40 hours per week will earn compensatory time. Nonexempt employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday. Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Employees must use accrued compensatory time within the next pay period. Any request to delay the use of compensatory time beyond the next pay period must be submitted to the Superintendent or designee for approval
- Compensatory time may be taken at the employee's request with supervisor approval as workload permits, or at the supervisor's direction
- An employee may be required to use compensatory time before using available paid leave (e.g.,

- (sick, personal, and non-duty)
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration
- Non-exempt employees may not volunteer at their worksite

Pay for salary errors in prior years. The District provides employees with individual salary notices that summarize each employee's pay grade, pay step (experience) and stipend, if any. Therefore, it is the employee's responsibility to review the salary notice annually and to immediately point out questions or concerns in writing to the Human Resources. It is the practice of the District for any correction to be limited to the current fiscal year, which is from July 1<sup>st</sup> through June 30th.

### **Travel Expense Reimbursement**

Policy DEE

Before an employee incurs any travel expenses, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Board of Trustees and the Internal Revenue Service. Employees must submit receipts to be reimbursed for allowable expenses other than mileage. Authorized meals will be reimbursed on a per diem basis.

### **Group Health Insurance Benefits**

Policy CRD

Group health insurance benefits (medical, dental and vision) coverage is available to all active full-time regular employees. Excludes substitutes and part-time employees.

The Board of Trustees determines the District's contribution to employee insurance premiums annually. The Benefits Guide with detailed descriptions of insurance coverage, prices and eligibility requirements is available to all employees on the District's Benefits Website:

The Group Health Plan year is from January 1 through December 31. New employees must complete enrollment forms within the first 30 days of their start date. Benefits are effective the first day of the month following the employee's hire date. Current employees can make changes in their insurance coverage during annual open enrollment or if they have an IRS qualifying event (e.g., marriage, divorce, birth). Employees should contact the Benefits Department, (281) 634-1418, for more information.

Employees may also enroll in additional insurance programs that may include, but are not limited to, legal, disability, retirement savings plan and supplemental life insurance. Premiums for these programs are paid by payroll deduction. Employees should contact the Benefits Department, (281) 634-1418, for more information.

### **Cafeteria Plan Benefits (Section 125)**

Section 125 of the Internal Revenue Code enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, health care and dependent care reimbursement, dental and vision). Premiums are deducted from an employee's salary before federal income tax is calculated. This could

result in higher take-home pay. A third-party administrator handles employee claims made on these accounts.

## **COBRA**

Employees and dependents who lose the group health insurance because they are no longer eligible for coverage may continue the group health insurance by paying the full monthly premium plus two percent. Once an employee is ineligible for the group health insurance the employer paid contributions no longer apply.

## **VERY IMPORTANT NOTICE**

Under federal law, employees and their dependents have the right to temporarily extend coverage under the District Group Health Plan in certain circumstances when the coverage would otherwise have been terminated as the result of a "Qualifying Event." Employees and their dependents that are covered by the District Group Health Plan on the day before a Qualifying Event have the right to elect to continue the level of health coverage in effect under the District Group Health Plan if such health coverage would otherwise terminate due to a Qualifying Event. Employees and their dependents do not have to show that they are insurable to choose this continuation coverage. This notice is intended to inform you, in a summary fashion, of your rights and obligation under the continuation coverage provisions of the law. (Both you and your dependents should take the time to read this notice carefully.)

If the District ISD Group Health Plan covers an employee of the District, an employee has the right to choose this continuation coverage if group health coverage is lost due to the following:

- Retirement or other termination of employment (except for gross misconduct), or reduction in workhours

A covered spouse of an employee has the right to choose continuation coverage for himself or herself if the employee lost group health coverage under the District Group Health Plan for any of the following four reasons:

- The death of a spouse;
- A termination of spouse's employment (for reasons other than gross misconduct) or a reduction in spouse's work hours
- Divorce or legal separation from spouse; or
- Spouse becomes eligible for Medicare

In the case of a covered dependent child of an employee, he or she has the right to continuation coverage if group health coverage under the District Group Health Plan is lost for any of the following reasons:

- The death of employee;
- A termination of employee's employment (for reasons other than gross misconduct) or reduction in a parent's/guardian's hours of employment with the District;
- An employee's divorce or legal separation;
- An employee becomes eligible for Medicare; or
- The dependent child ceases to be a "dependent child" under the District Group Health Plan

## **Notification of Responsibilities**

Under the law, the employee or a family member has the responsibility to inform the District Plan Administrator of a divorce, legal separation, or a child losing dependent status under Fort Bend ISD within 60 days of the date of the event. If dependents do not notify the District within this time period, rights to continuation coverage will be lost. The District has the responsibility to notify the Plan Administrator of the Medicare entitlement. Similar rights may apply to certain retirees, spouses, and dependent children if the District commences a bankruptcy proceeding and these individuals lose coverage.

## **Election Period**

When the Plan Administrator is notified that one of these events has happened, the Plan Administrator will in turn notify the person that they have the right to choose continuation coverage. Under the law, person and their dependents have a maximum of 60 days from the date of a qualifying event; or from the postmark date of the COBRA notice, whichever comes first, that continuing coverage is desired. To elect continuation coverage, the person must notify the Plan Administrator. If continuation coverage is not elected, coverage under District Group Health Plan will cease. The cost for the continued health insurance coverage is the full monthly premium plus two percent. Payment will be retroactive to the date regular coverage ceased.

## **Maximum Period of Continuation**

In order to receive continuation coverage, individuals and/or their dependents must pay the required premium. The required premium may be paid in monthly installments. The first premium payment for the initial period of continuation coverage is payable after 45 days after the day on which the election of continuation coverage is first made. If the individual elects' continuation coverage, the individual will be informed when the subsequent premium payments are due. Once the individual and/or the dependents have elected continuation coverage, a 30-day grace period in which to pay subsequent premiums. Depending on the qualifying event, health benefits may be continued for the following maximum periods:

### **18 MONTHS**

- Retirement;
- Termination of employment; or
- Reduced hours

### **36 MONTHS**

- Death of employee;
- Divorce or legal separation;
- Medicare eligibility; or
- Ineligible dependent

The 18 months may be extended to 29 months if an individual is determined to have a disability at the time of termination (for Social Security purposes) and the Plan Administrator is notified of the

determination within 60 days of the determination and before the end of the original 18-month period. The affected individual must also notify the Plan Administrator within 30 days of any final determination that the individual is no longer disabled. The District is permitted to charge 150% of the applicable premium for the additional 11 months of coverage provided to disabled beneficiaries.

### **Second Qualifying Event**

If a second qualifying event occurs within the first 18 months of continuation coverage (or within the first 29 months of continuation coverage for disabled persons as described above), coverage will be continued for 36 months from the date of the second qualifying event.

### **Qualified Medical Child Support Orders (QMCOSOS)**

These are court orders issued under state domestic relations law intended to ensure children will have coverage under parents /guardians' group health plan.

### **Termination of Continuation of Coverage**

The law also provides that continuation coverage maybe terminated for any of the following five reasons:

- Fort Bend ISD no longer provides group health coverage to any of its employees;
- The premium for continuation coverage is not paid on time;
- Employee becomes covered by another group plan, unless the plan contains any exclusions or limitations with respect to any pre-existing condition the employee or covered dependents may have;
- Employee becomes entitled to Medicare; or
- Extend coverage for up to 29 months due to disability and there has been a final determination that there is no longer a disability

It is the employee's responsibility to notify the Benefits Department at (281) 634-1418 immediately of any change of eligibility. If insured, a COBRA notice and application will be mailed to your home address by the Plan Administrator.

### **Workers' Compensation Insurance**

Policy CRE

In accordance with state law, the District provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Workers' Compensation benefits help pay for medical treatment and make up for part of the income lost while recovering. Law, depending on the circumstances of each case, prescribes specific benefits. All work-related illnesses or injuries must be reported immediately to the supervisors. Employees who are unable to work due to a work -related injury will be notified of their rights and responsibilities under the Texas Labor Code.

Employees are required to choose a treating doctor from the Alliance provider list. This is required for the employee to receive coverage of healthcare costs for the work -related injury. A provider listing is available through the Alliance website at [www.pswca.org](http://www.pswca.org). A link to the site is available on the Fund's website at [www.tasbrmf.org](http://www.tasbrmf.org) listing the providers who are taking new patients. A copy of the Alliance Acknowledgement form is included in the Appendix.

An employee unable to work due to a work-related illness or injury may elect to use sick leave or any other available leave benefits while recovering. If an employee elects to use paid leave benefits, workers' compensation wage benefits will begin when the requested leave is exhausted. Employees with questions about workers' compensation should contact the Risk Management Department at (281) 634-1209 or the Texas Workers' Compensation Commission at 1-800-452-9595.

### **Unemployment Compensation Insurance Policy CRF**

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Work Force Commission 1-800-832-2829.

### **Teacher Retirement**

Employees who are employed serve on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitute's not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should provide their immediate supervisor and Human Resources a 30- day notice. Additional inquiries should be addressed to Teacher Retirement System of Texas; 1000 Red River Street; Austin, TX 78701-2698 or call 1-800-223-8778 or 1-512-542-6400. TRS information is also available on the web at [www.trs.texas.gov](http://www.trs.texas.gov). Information regarding social security benefits, please contact the Social Security Office at 1-800-772-1213.

## LEAVES OF ABSENCES

### Leaves of Absences

Policies DEC, DECA, DECB

The District offers employees various paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees requiring an extended leave of absence should contact the Human Resources Leaves Office (281) 634-1270 for information about applicable leave options.

Employees must follow District and department or campus procedures to report and/or request a leave of absence. Any employee who is absent more than three consecutive workdays because of a personal or family illness must submit a medical note confirming the specific dates of the illness. Full time employees absent or anticipating being absent more than five consecutive workdays, are required to submit an application for District leave.

**Use of Leave.** Earned compensatory time must be exhausted prior to requesting any available paid state and local leave, if applicable. Salaried employees must take leave in a minimum of half-day increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. Hourly employees must take leave in a minimum of one-hour increments. An employee may not choose to be docked in lieu of use of available paid leave. Unless an employee requests a different order, available local and state leave will be used in the following order:

- Local sick leave (LSL)
- Local personal leave (LPL) accumulated before the 2003-04 school year
- State sick leave (SS) accumulated before the 1995-96 school year
- State personal leave (STPB)

At the beginning of the school year or employment period, an employee shall be credited with the full amount of leave allowance possible for the year. Employees shall be entitled to five days of personal and local leave if they remain employed with the District for the entire school year. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed. An employee shall not earn any local leave when he or she is in unpaid status. If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay. There is no limit on the accumulation of local sick leave and state personal leave.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son-or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parents
- Parent, stepparent, parent-in-law, or other individual who stands in loco parents to the

- employee
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL)

**Medical Certification.** Any employee who is absent more than five consecutive workdays because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness, the employee's fitness to return to work. Employees must provide medical certification within fifteen calendar days of the last day worked or as soon as practical.

**Genetic Information.** The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave.

**Neutral Absence Control Policy.** An employee who is absent from duty for three consecutive days without notifying the immediate supervisor of his or her status and the anticipated date of return shall be dismissed from employment. See Board Policy DCD and DF series. The District shall provide the employee written notice at the last known home address, as reflected in the system, regarding the expiration of his or her leave. At that time, the employee must provide appropriate medical release that he or she is able to return to duty and perform the essential functions of the job, if applicable. The employee's eligibility for reasonable accommodations, as required by the ADA [see DAA (LEGAL)], shall be considered if requested and if the employee provides the appropriate medical documentation.

If an employee fails to provide the appropriate medical release and/or documentation within the allotted time lines as stated in the notification and therefore does not return to work after exhausting all available paid and unpaid leave, the District shall automatically pursue termination, regardless of the reason for the absence. [See DF series] If terminated, the employee may apply for reemployment with the District.

**Personal Leave.** All full-time regular employees who are employed twenty-two and one half hours or more per week receive five state personal leave days. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. Unused earned personal state days are transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Personal leave shall not be allowed in the following circumstances without Assistant Superintendent approval:

- First day of school or the day before a school holiday;
- The last day of school or the day after a school holiday;
- Days scheduled for end-of-semester or end-of-year exams;
- Days scheduled for state-required assessments;
- Professional or staff development days and;
- The last teacher workday of the school year

If the principal/supervisor determines the employee's presence is critical to the instructional program or the operation of the school/department, discretionary leave may be denied.

No more than ten percent of the total staff of a school or department that exceeds ten people may be on personal leave at the same time. The effect of the employee's absence on the educational program or department operations, as well as the availability of a substitute will be considered by the principal or supervisor.

**Discretionary Leave.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. Requests for use of personal leave must be submitted to the principal or department director/supervisor as soon as practical, but no later than five days prior to the anticipated absence. Requests for personal leave days must be submitted on the Request for Absence form (DEC-E-1). Salaried employees are required to enter their absences in Aesop. Hourly employees' absences are entered into Kronos by the supervisor or entered on a timesheet. State (STPB) and local (LPL) leave may not be taken for more than three consecutive days except in extenuating circumstances and with the approval of the Superintendent or designee. No more than a total of ten leave days, including any combination of state personal (STPB) or local personal (LPL) days may be used in each school year (July 1 through June 30). All requests for changes on verified absences must be made within 45 days of the absence date(s). The request must be made, in writing, with supervisor approval to the employee's campus/department absence verifier.

**Non-Discretionary Leave.** Leave taken for personal or family illness, family emergency, a death in the family or active military service is considered non-discretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave. Salaried employees are required to report their absences to Aesop. Hourly employees' absences are entered into Kronos by the supervisor or entered on a timesheet.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

**State Sick Leave.** State sick leave earned before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

Accumulated state sick leave may be used for the following reasons only:

- Employee illness;
- Illness in the employee's immediate family;
- Family emergency (i.e., natural disasters or life-threatening situations);
- Death in the immediate family; and
- Active military service

**Local Sick Leave.** All full-time regular employees who are employed 20 hours or more per week earn local sick leave at the rate of one-half workday for each 18 workdays of employment up to a maximum of five workdays annually.

Local sick leave maybe used for the following reasons only:

- Employee illness;
- Illness in the employee's immediate family;
- Family emergency; (i.e., natural disasters or life-threatening situations)
- Death in the immediate family;
- Childcare or adoption of a child; and
- Active military service

Salaried employees are required to report their absences to Aesop. Hourly employees' absences are entered into Kronos by the supervisor or entered on a timesheet.

**Family and Medical Leave (FMLA) Eligibility.** Employees who have been employed by the District for at least 12 months, have worked at least 1,250 hours during that time, and work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite are eligible for FMLA. Eligible employees can take up to 12 weeks of unpaid, job-protected leave, if applicable, in the 12-month period measured forward from the date FML begins. FMLA may be taken under the following circumstances:

- To care for the employee's child after birth, or, or placement for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, son or daughter, or parent, who has a serious health

- condition;
- For a qualifying serious health condition that makes the employee unable to perform the employee's job;
  - A qualifying exigency resulting from active military service of a spouse, child, or parent;
  - For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent;

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

Spouses who are employed by the District are limited to a combined total of 12 weeks of FMLA to care for a parent with a serious health condition, or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks. Salaried employees are required to report their absences to Aesop. Hourly employees' absences are entered into Kronos by the supervisor or entered on a timesheet.

**Requests for FMLA.** When an absent employee is eligible for FMLA leave, the District shall designate the absence as FML leave. Full-time employees absent or who anticipate being absent more than five workdays shall be required to submit an application for District leave. The District shall require employees to use FMLA leave concurrently with paid leave and with temporary disability leave, as applicable. When the need for FMLA is foreseeable, employees must provide 30-day advance notice to the District. When the need for leave is not foreseeable, employees must notify their supervisor as soon as possible. Employees shall be required to provide one or more of the following:

- Within 15 calendar days of the last day worked or as soon as practical a medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. Second or third medical opinions and periodic re-certification of the need for leave at 30-day intervals;
- Periodic reports during the leave regarding the employee's status and intent to return to work;
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work; and
- Certification of the need for family military leave

**Military Family Leave Entitlements-FMLA.** An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise an outpatient status, or is otherwise on the temporary disability retired list. For a serious injury or illness; or (2) a

veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to carry for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

**Employee Responsibilities-FMLA.** Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employees requiring FMLA should contact the Human Resource Leaves Office for details on eligibility, requirements and limitations.

**Employer Responsibilities-FMLA.** Once the District becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the District must notify the employee if he or she is eligible for FMLA leave and, if eligible, must provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the District must provide a reason for ineligibility. The District must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

**Enforcement-FMLA.** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against the District. Information can be found at [www.wagehour.dol.gov](http://www.wagehour.dol.gov) or 1-866-487-9243 or TYY 1-877-889-5627. 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.

**Continuation of Benefits.** While on FMLA, the District will continue to pay its share of the health insurance premiums on employees participating in the District's health insurance program. Employees are still responsible for paying their share of the premiums and for verifying the continuation of all insurance and benefit coverage. FBISD will bill employees for the benefits chosen in the event that there is an interruption in their pay. Failure to maintain premiums current will result in termination of benefits. Employees able to return to work who choose not to return, may be liable for repayment of the portion of the insurance premiums paid by the District during the leave. Contact the Benefits Department at 281-634-1418 for more information regarding the continuation of your benefits.

**Use of Paid Leave.** FMLA runs concurrently with sick compensatory time, accrued sick, temporary disability leave, personal leave and absences due to work-related illness or injury. The District will designate the leave as FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.

**Intermittent Leave.** An eligible employee may take FMLA in separate blocks of time or by reducing their

normal weekly or daily work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent;
- An employee requires medical treatment for a serious illness;
- An employee is seriously ill and unable to work; and
- Qualifying exigencies may also be taken on an intermittent basis

An eligible instructional employee who requests leave to care for a spouse, parent, or child or because of his or her own serious health condition that is foreseeable based on planned medical treatment and who would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, maybe required to choose either to:

- Take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- Transfer temporarily to an available alternative position offered by the District for which the teacher is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the teacher's regular employment position.

"Instructional employees" are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, and special education assistants, such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instruction, nor does it include personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

**Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification on the employee's ability to perform essential job functions is required, the District shall provide a list of essential job functions to the employee with the FML designation notice to share with the health care provider.

**Reinstatement.** An employee returning to work at the end of FML is entitled to return to his/her previous job or a comparable job at the end of their FMLA leave with equivalent employment benefits, pay, and other terms and conditions of employment. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester maybe required to continue their leave until the end of the semester. The additional time off is not counted against the employee's FMLA entitlement, and the District will maintain the employees group health insurance and reinstate the

employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work, but chooses not to do so, the District may require the employee to reimburse the District's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the District, the District may not require the employee to reimburse the District's share of premiums paid.

**Temporary Disability Leave.** Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and indicating a probable date of return. Medical certification must be submitted to the Human Resources Department if the employee will be out more than five days. If temporary disability leave is approved, the length of leave is no longer than 180 calendar days. Employees are required to report their absences in Aesop. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Human Resources Leaves Office must be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated where they were previously assigned, if a position is available. If not, the employee may be placed in a comparable position. If a position is not available before the end of the school year, the employee will be reinstated at the beginning of the following school year in a comparable position in the District.

Employees participating in the District's health insurance program that have exhausted all accumulated personal and sick leave days, will be responsible for paying the entire employee and employer premiums for health insurance while on temporary disability leave. As a courtesy, FBISD will bill employees for the benefits chosen. Employees are responsible for verifying the continuation of all insurance and benefits coverage. Failure to keep premiums current will result in termination of benefits. Contact the Benefits Department at (281) 634-1418 for more information.

**Unpaid Personal Leave.** A full-time regular employee who is not eligible for temporary disability leave may apply for an unpaid personal leave of absence for up to 90 calendar days. Unpaid personal leave may be taken under the same circumstances as FMLA. The leave request must be accompanied by a

medical certification from a qualified health care provider supporting the need for leave. Salaried employees are required to report their absences to Aesop. Hourly employees' absences are entered into Kronos by the supervisor or entered on a timesheet.

Upon return from leave, attempts will be made to place the employee in a comparable position. There is no assurance that an assignment will be available for the employee upon return from unpaid personal leave. Should a position not be available, the employee shall be released from employment in accordance with the Americans with Disabilities Act.

Employees participating in the District's health insurance program, who have exhausted all accumulated leave days, will be responsible for paying the entire employee and employer premiums for health insurance while on unpaid personal leave. As a courtesy, FBISD will bill employees for the benefits chosen. Employees are responsible for verifying the continuation of all insurance and benefit coverage. Failure to keep premiums current will result in termination of benefits. Contact the Benefits Department at (281) 634-1418 for more information.

An employee who is absent from work without prior approval for unpaid personal leave may be subject to disciplinary action up to and including termination of employment.

**Student Teaching Unpaid Personal Leave.** A full-time regular employee may apply for student teaching unpaid personal leave for up to 90 calendar days to complete necessary student teaching hours. A letter of acceptance must accompany the leave request from the attending university or program clearly stating the student teaching requirement. Upon completing the student teaching hours, the employee must submit a letter from the university or program indicating that the employee has completed the necessary student teaching hours.

Upon return from leave, attempts will be made to place the employee in a comparable position. There is no assurance that an assignment will be available for the employee upon return from unpaid personal leave. Should a position not be available, the employee shall be released from employment. Employees participating in the District's health insurance program will be responsible for paying the entire employee and employer premiums for health insurance while on unpaid personal leave. As a courtesy, FBISD will bill employees for the benefits chosen. Employees are responsible for verifying the continuation of all insurance and benefit coverage. Failure to keep premiums current will result in termination of benefits. Contact the Benefits Department at (281) 634-1418 for more information.

An employee who is absent from work without prior approval for unpaid personal leave may be subject to disciplinary action up to and including termination of employment.

**Catastrophic Illness or Injury.** A catastrophic illness or injury is an acute or prolonged illness or injury that is considered life threatening with the threat of serious residual disability, which results in the individual's inability to work. Complications resulting from pregnancy shall be treated the same as any other condition.

**Catastrophic Leave Benefit.** Full-time employees diagnosed with a catastrophic illness who are on

approved FML and who have exhausted all other forms of paid leave may apply for 30 days of paid catastrophic leave annually up to a lifetime maximum of 60 days per employee.

**Workers' Compensation Benefits.** An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee absent because of a job-related illness or injury shall be assigned to family and medical leave (FMLA), temporary disability leave (TDL), or unpaid personal leave (UPL), as applicable. An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:

- Receive workers' compensation wage benefits; or
- Use available paid leave

Workers' compensation wage benefits shall begin when requested paid leave is exhausted. The District shall make arrangements for a drug and alcohol test after each work-related accident experienced by an employee [See CRE].

**Assault Leave.** Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault on the job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of the employee, the District will immediately assign the employee to assault leave. Days of leave granted, as assault leave will not be deducted from accrued personal leave and shall be coordinated with workers' compensation benefits. Following an investigation of the claim, the District may change the assault leave status and charge the leave against the employee's accrued personal leave. The employee's pay will be reduced if accrued paid leave is not available. Principal/Supervisor or designee is required to contact the Compensation Department at 281-634-1281 to report assaulted employee's absences.

**Restricted Duty.** If a health care provider recommends restricted duty, the District may approve the employee's return to duty subject to the availability of a position allowing designated restrictions. An employee assigned to restricted duty that is not on FMLA and who refuses to accept the assignment may be subject to termination of his or her employment. Notwithstanding anything to the contrary, if the employee has a disability as that term is defined under the Americans with Disabilities Act (ADA) or the Texas Commission on Human Rights Act (TCHRA), the District's policies under the ADA and/or the TCHRA as applicable, shall apply.

**Bereavement.** Use of state and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to approval of the Superintendent or designee. Salaried employees are required to report their absences in Aesop. Hourly employees' absences are entered into Kronos by the supervisor or entered based on a timesheet.

**Jury Duty.** Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service to their immediate supervisor. The employee will be allowed to retain any compensation they receive. Salaried employees are required to report their absences in Aesop. Hourly employees' absences are entered into Kronos by the supervisor or entered based on a timesheet. An employee may be required to report to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work.

**Compliance with a Subpoena.** Employees will be paid while on leave (if available) to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding other than personal legal matters and will not be required to use personal leave. Absences for court appearances related to an employee's personal business must be taken from available accrued leave, or unpaid leave in the event that leave is not available. Employees may be required to submit documentation of their need for leave for court appearances. Salaried employees are required to report their absences in Aesop. Hourly employees' absences are entered into Kronos by the supervisor or entered based on a timesheet.

**Truancy Court Appearances.** An employee who is a parent or guardian of a child and any court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of court appearance.

**Religious Observance.** The District will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the District. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## Military Leave

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, a reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue team, is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Re-employment after Military Leave.** Employees who leave the district to enter into the United States Uniformed Services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. These employees shall be entitled to certain reemployment rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) if:

- The employee has given advance written notice (unless notice is precluded by military necessity or is otherwise unreasonable or impossible);

- The cumulative length of the absence and of all previous absences from a position of employment with the District does not exceed five years; and
- To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Superintendent within 90 days of discharge or separation

Reemployment is not required if:

- The District's circumstances have so changed as to make reemployment impossible or unreasonable;
- Reemployment would impose an undue hardship on the District; or
- The employee was in a position for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Benefits Department at 1-281-634-1418 for details on eligibility, requirements and limitations.

**Developmental Leave.** A professional employee who has served the District at least five consecutive years may apply for a full or half year's academic unpaid leave of absence for approved study as a full-time student in a college or university. The request shall be filed with the Chief Human Resources Officer. Official transcripts reflecting enrollment as a full-time student shall be presented prior to return to active employment.

**Reimbursement for Unused Local Leave.** Employees who retire in accordance with TRS guidelines after ten or more continuous years in the District shall be paid for up to 150 days of unused local leave as follows:

- Professional employees - \$75 per day
- Paraprofessional and auxiliary employees – \$50 per day.

Beneficiaries of employees who die prior to retirement shall be paid up to 150 days of accrued unused local leave at the rates listed above.

**FORT BEND ISD**  
**EMPLOYEE ABSENCE QUICK REFERENCE GUIDE**

Absence Management System Phone Number: 1-800-942-3767

Website: [www.frontlinek12.com/AESOP](http://www.frontlinek12.com/AESOP)

Campus / Department Verifier

Website Instructions to Create an Absence

**IMPORTANT:** DO NOT press the “back” arrow button when creating your absence, doing this can cause errors. Instead, always click on the Save or Cancel button when leaving the absence creation process.

1. Log onto Aesop
2. Enter your Aesop ID (phone# with area code)
3. Enter your PIN, Click on Log In
4. Forgot your PIN? Click questions
5. Click on Create an Absence
6. Enter absence Start and End dates
7. For weekend absences only (enter a checkmark on those days) otherwise leave checks alone
8. Choose the Absence Reason Type
9. Choose if Substitute is required
10. Enter an Absence Type
11. Specify AM, PM, or full day
12. Click on Next
13. Verify all information
14. Enter any notes for the substitute in the Notes to Substitute box (optional). Substitutes can view these notes before they accept an assignment.
15. Enter any notes for the administrator in the Notes to the Administrator box (optional).
16. Finalize the absence by clicking on the Save Button or Save and Assign Button.
17. Save button – Aesop will find a substitute

Save and Assign button – Choose a substitute to assign to the absence from the list and click on the Assign link. Choosing this button indicates that you have PREARRANGED with the substitute which you are assigning to the absence. Aesop will not contact subs to notify them if they have been PREARRANGED for an absence.

Note: Aesop will give you a confirmation number when the absence creation is complete. To make changes, click on the Edit/Delete button. **To cancel an absence** once it has been created, simply go to the Aesop Homepage.

Access your schedule by either clicking the day you are scheduled to work on Interactive Calendar, or by clicking the View My Schedule link located on the Menu.

If you click on the scheduled absences tab, under the assignment you wish to cancel, a warning message will appear “Are you sure you want to cancel this absence?” Click OK to cancel.

The cancelled absence will no longer appear on your calendar or on your list of upcoming assignments. If a substitute previously accepted the assignment, the system will notify the substitute he/she is no longer needed.

For information on how to set up Preferred Substitutes, please review the User's Guide online.

### **Phone Instructions to Create an Absence**

Call the Aesop Phone system at 1-800-942-3767

Enter your Aesop ID number followed by the pound (#) key

Enter your Pin number followed by the pound (#) key

1. Press 1 to create an absence:
2. Select the start date
  - Today, press 1
  - Tomorrow, press 2
  - Another day, press 3If option 3 is selected, then Aesop will prompt you to enter the DAY OF THE MONTH follow by the pound (#) key
3. Enter the number of days
4. Enter start and end times
  - For a full day, press 1
  - For a half day in the AM, press 2
  - For a half day in the PM, press 3
5. Select an absence reason
  - Local Sick, press 1
  - Local Personal, press GF
  - State Personal, press 3
  - State Sick, press GF
  - Non-Duty, press 5
  - Military Duty, press 6
  - Jury Duty, press 7
  - School Business – Sponsoring, press 8
  - School Business – Professional Development, press 9
  - School Business Other/Professional, press 10
  - Paid time off, press 11
6. Confirm absence information
  - If correct, press 1
  - To re-enter, press 2
  - To cancel, press 3
  - For a multiple day absence
7. Enter the DAY OF THE MONTH followed by the pound sign (#)  
Aesop will ask the following:
  - if the details are the same as the previous date, press 1
  - to change the details, press 2
  - to change all the details, press 3
8. Save your absence

9. If you want to select a specific sub to assign to the absence, press 1 – It is YOUR responsibility to contact the sub to ensure he/she is willing to accept this absence PRIOR to assigning. You will need the sub's full 10-digit phone number, if you select this option.  
If you want Aesop to assign a sub, press 2. Subs on your preferred list will be notified first.

When you have successfully created an absence, Aesop will play back the confirmation number. Press 2 (Inactivated). This option is not available.

Press 3 to review or cancel an upcoming absence by phone:

Aesop will read off all absence details:

To hear more about this, press 1  
To hear this again, press 2  
To cancel this absence, press 3  
To listen to the next absence, press 4  
To return to the main menu, press 5

Press 4 to review or cancel a specific absence by phone:

Enter the confirmation number followed by the pound (#) key.

Aesop will read off the absence details

To hear more, press 1  
To hear it again, press 2  
To cancel this absence, press 3  
To return to the previous menu, press 5

Press 5 to review or change your personal information by phone:

To review or change the recording of your name and title, press 1  
To change your Pin number, press 2

To return to the previous menu, press (\*)

Points of interest when accessing Aesop by phone:

If Aesop prompts you, you will need to create a voice recording. This should include only your name and title:

- Name (First and Last Name)
- Title (Grade Level and/or Subject Matter)

You can create an absence up to one month in advance on the phone.

In the review menu, if a substitute has accepted your absence, Aesop will read off his/ her name.

If you work at multiple school locations, please refer to the Employee Web guide for detailed instructions.

Pressing the star (\*) key will always take you back one menu level anywhere in the phone system.  
Aesop calls substitutes from 5:00 a.m. to noon for current jobs and 5:30 a.m. to 9:30 p.m. for future jobs.

## **EMPLOYEE RELATIONS AND COMMUNICATIONS**

### **Employee Recognition and Appreciation**

#### **Policy DJ**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include service awards.

**District Communications.** Throughout the school year, the communications office publishes newsletters, brochures, fliers, calendars, news releases and other communication materials. These publications offer employees and the community information pertaining to FBISD activities and achievements. Fort Bend ISD communications continue to evolve to meet the needs of employees and other audiences the District serves. The District is very diverse, culturally and economically, and there are people all along the spectrum in terms of ability with regard to technology. It is important to ensure District communication methods address all people along the spectrum. Many of the District's communications are in digital formats and are listed below.

- E-News – Monthly employee e-communication
- exPress–Weekly communication e-newsletter
- Board Recap – School Board meeting summary
- FBISD News Center @ [fortbendisnews.com](http://fortbendisnews.com) distributes news releases and RSS (Really Simple Syndication) feeds to local media and other subscribers
- FBISD Website: @ [fortbendisd.com](http://fortbendisd.com) - Multi-channel, dynamic communications website that provides 24/7 access to users
- Fort Bend ISD Pulse – Newsblog launched during the 2012-2013 school year to share timely issues important to its internal and external audiences
- Twitter – sends tweets daily to more than 3,000 subscribers

## COMPLAINTS AND GRIEVANCES

### **Grievances**

#### Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns with their supervisors or an appropriate administrator who has the authority to address the concerns. Employees are not prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Informal resolution shall be encouraged but shall not extend any deadlines in the policy, except by mutual written consent. If an informal conference regarding a concern fails to reach the outcome requested by the employee, he or she may initiate the formal grievance process by timely filing a written complaint form. Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail, fax or by U.S. Mail. Hand-delivered filings shall be timely filed if received by appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees may bring grievances to the Board of Trustees. The District's policy concerning the process of bringing complaints and grievances is found in Board policy DGBA (LOCAL).

Neither the Board nor any District employee shall unlawfully retaliate against any employee for bringing a concern or complaint under this policy. Complaints and appeals under this policy shall be submitted in writing on a form provided by the District. A copy of the grievance form is included at the end of this handbook and on the FBISD website at [www.fortbendisd.com](http://www.fortbendisd.com).

### **Progressive Disciplinary Procedures**

The progressive discipline procedures apply to all non-professional at-will employees of the District. Employees, who complete timesheets, use Kronos and receive pay for working overtime. The progressive disciplinary process strives to address disciplinary issues where standards of conduct or performance are violated. The District may change any progressive disciplinary step, or group in the discipline procedures as deemed necessary.

**Standards of Conduct**

**Policy DH**

All employees are expected to work together in a cooperative spirit to fulfill the District mission and uphold the Board's Core Beliefs and Commitments, serve the best interests of the District and to be courteous to students, one another and the public [See AE]. Employees are expected to observe the following standards of conduct:

- Recognize and shall treat others with dignity and respect the rights and property of students, parents/guardians and coworkers and maintain confidentiality in all matters relating to students and coworkers
- Express concerns, complaints, or criticisms through the appropriate channels. [See DGBA]
- Know and comply with department and District procedures and policies
- Be courteous to one another and the public, working together in a cooperative spirit while serving the best interests of the District
- Adhere to the standards of conduct set out in the "Educators' Code of Ethics." [See DH (EXHIBIT)]
- Refrain from engaging in prohibited harassment, including sexual harassment of other employees and students, as defined in District policies DIA and FFH. [See FFG regarding child abuse and neglect]
- Refrain from forming romantic or other inappropriate social relationships with students. Employees shall not send text messages or make phone calls to students. An exception may be made if the call/message is directly related to a school-sponsored activity that the employee sponsors/supervises
- Refrain from using tobacco products on District premises, in District vehicles, or at school or school-related activities [See also GKA]
- Refrain from manufacturing, distributing, dispensing, possessing, using, or being under the influence of any prohibited substance during working hours while at school or at school-related activities during or outside of usual working hours [See DHE]
- Immediately report, in writing, to the District's General Counsel, any criminal charge(s) brought against the employee, the disposition of the charge(s) and any adverse adjudication received by the employee for a felony offense or a misdemeanor involving moral turpitude
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately
- Report to work according to the assigned work schedule and adhere to all attendance procedures
- Notify immediate supervisor as early as possible (preferably in advance) in the event of being absent or late. Unauthorized absences, chronic absenteeism and tardiness maybe cause for disciplinary action
- Use District time, funds, and property for authorized District business and activities only
- Immediately report, in writing, to the District's General Counsel, within three calendar days, any criminal charges
- In the event of a District investigation or inquiry, each District employee has an affirmative duty to provide to his or her supervisor(s), or any other District official assigned to investigate, all relevant and factual information about matters inquired

- If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for maintaining privacy settings appropriate for the content

All District employees are expected to perform their duties in accordance with state and federal law, District policies and procedures and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the Superintendent knew of the incident. See Reports to the Texas Education Agency for additional information.

All employees, as public servants, must follow the Educators' Code of Ethics, which follows:

### **Educators' Code of Ethics**

**Purpose and Scope.** The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents/guardians, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents/guardians and others to improve the public schools of the community. (19 TAC 247.1(b))

### **Enforceable Standards**

#### **1. Professional Ethical Conduct, Practices, and Performance**

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students,

parents/guardians of students, or other persons or organizations in recognition or appreciation of service.

- Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7 The educator shall comply with state regulations, written local school board policies and other state and federal laws.
- Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents/guardians of students.
- Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11 The educator shall not intentionally, or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.
- Standard 1.14. The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

### **Ethical Conduct Toward Professional Colleagues**

- Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation and dismissal of personnel.
- Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or

citizenship rights and responsibilities.

- Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

### **Ethical Conduct toward Students**

- Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent/guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent/guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication.

Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (a) the nature, purpose, timing and amount of the communication;
- (b) the subject matter of the communication;
- (c) whether the communication was made openly or the educator attempted to conceal the communication;
- (d) whether the communication could be reasonably interpreted as soliciting
- (e) sexual contact or a romantic relationship;
- (f) whether the communication was sexually explicit; and
- (g) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

### **Dress and Grooming**

Policy DH

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors. Inappropriate attire is any item that causes a distraction to other employees/students, or creates an unsafe environment. This includes, but is not limited to, low-cut blouses, clothing that exposes the navel, short dresses, unusual hair colorings, visible tattoos, nose rings, and other pierced body parts (except ears).

### **Employee Discrimination, Harassment, and Retaliation**

Policies DH, DIA

#### **Discrimination**

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

#### **Harassment**

Harassment of a District employee or student motivated by race, color, religion, national origin, disability, age or gender is a form of discrimination and is prohibited by law. The term "employee" includes former employees, applicants for employment and unpaid interns. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including Board members, vendors, contractors, volunteers, or parents/guardians. A substantiated charge of harassment will result in disciplinary action.

The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

## **Retaliation**

Retaliation against a person, who makes a good faith report of bullying, discrimination, or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged bullying, discrimination, or harassment is also prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a District investigation; however, may be subject to appropriate discipline. Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction.

Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom. Retaliation may include termination, refusal to hire, demotion, and denial of promotion, threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Individuals who believe they have been discriminated or retaliated against, or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, and appropriate District official or ethics hotline. If the campus principal, supervisor, or District official is the subject of a complaint, the complaint should be made directly to the Superintendent. A complaint against the Superintendent may be made directly to the Board. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (See Complaints and Grievances). To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The District will not retaliate against an employee who in good faith reports perceived harassment. Additional information is available in Board Policy DIA (LOCAL).

## **Sexual Harassment**

Policies DH, DF, DHB, DIA, FFG, FFH, FFI

**Employee-to-Employee.** Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature tender under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions; and
- The conduct is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, Title IX Coordinator, or Chief Human

Resources Officer. The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

### **Sexual Harassment of a Student**

Policies FFI, FFH (LOCAL)

Sexual harassment of a student by an employee or others is strictly prohibited. Sexual harassment of a student by a District employee or others includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when a District employee or others cause the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or creates an intimidating, threatening, hostile, or abusive educational environment. Romantic or inappropriate social relationships between students and District employees is strictly prohibited. Any sexual relationship between a student and a District employee is strictly prohibited, even if consensual. Examples of sexual harassment of a student may include sexual advances, touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication or contact. Note: Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Employee-to-Student.** Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, sexually motivated physical, verbal or nonverbal conduct and other oral, written, physical, or visual conduct of a sexual nature. Romantic or inappropriate social relationships between District employees and students are strictly prohibited. Solicitation of a romantic relationship means deliberate or repeated acts that can be reasonably interpreted as soliciting an inappropriate relationship characterized by an ardent emotional attachment or pattern of exclusivity. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning/texting students at home or elsewhere (unless directly related to a school activity) and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse of a student by an employee is strictly prohibited. Sexual abuse may include, but is not limited to fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus administration. Failure to report will result in

disciplinary action. All allegations of sexual harassment or sexual abuse of a student by an employee or an adult will be reported to the student's parent/guardian and promptly investigated. Conduct that may be characterized, as child abuse must be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the Chief Human Resources Officer. For additional information, see Board Policies DF (LEGAL) and FFH (LOCAL).

### **Child Sexual Abuse**

The District has established a plan for addressing child sexual abuse, which may be accessed on the District website. Go to Board & Governance, select "Board Policy" and search for FFH (Local). It is important to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school. A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent/guardian or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting. Reassure the child that he or she did the right thing by disclosing the information. As a parent/guardian, of a child who is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options in the immediate area. The Texas Department of Family and Protective Services (TDFPS) also provide early intervention counseling programs.

To find out what services may be available in various counties, please visit the following Web address: [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Additional information may be found at:

<http://www.tea.state.tx.us/index.aspx?id=2820>  
<http://www.taasa.org/member/materials2.php>  
<http://www.oag.state.tx.us>

Reports maybe made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services 1-800-252-5400 or on the web at <http://www.txabusehotline.org>

### **Reporting Suspected Child Abuse**

Policies DG, DH, DHB, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code 26.001, to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. Employees are also required to make a report if they have cause to

believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or person with a disability. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline 1-800-252-5400. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concerns to the principal before making a report to the appropriate agency. In addition, employees must cooperate with child abuse and neglect investigators.

Reporting the concern to the principal does not relieve the employee of the requirement duty to report to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent/guardian or school administrator against the desires of the duly authorized investigator is prohibited. Under state law, an employee is prohibited from using or threatening to use a parent's/guardian's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological treating or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child

**Sexual Abuse and Maltreatment of Children.** The District has established a plan for addressing child sexual abuse and other maltreatment of children, which are addressed as part of the Annual Staff Training series: Non-instructional Employees complete seven (7) courses: Access SharePoint (Forms on the Pipeline apply to non-instructional employees only) Instructional Employees complete twelve (12) courses: Log onto [eLearning](#), and register for course ADMN1007. (Principals provide Forms) Central Office Employees complete six (6) courses. Log onto [eLearning](#), and register for course ADMN1007. (Central office supervisors provide Forms)

As an employee, it is important to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or

neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.

## **DATING VIOLENCE, HARASSMENT, “SEXTING”, RETALIATION, BULLYING AND DISCRIMINATION**

Fort Bend ISD believes that all students learn best in an environment free from dating violence, discrimination, harassment and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect and to avoid behaviors known to be offensive. District employees are expected to treat students with courtesy and respect. The Board of Trustees has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. Twenty-three examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. This prohibition extends to dating violence, as defined in Board Policy FFH and may meet the definition of bullying in some cases, as defined in Board Policy FFI. A copy of the District’s policy is available in the principal’s office and in the superintendent’s office.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, sexual orientation or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### **Sexting**

The Texas Legislature has directed the Texas School Safety Center, in consultation with the office of the attorney general, to develop programs that inform students, parents/guardians and staff about the possible legal and other consequences of sharing visual material depicting a minor engaged in sexual conduct (also known as “sexting”). The programs must include the connections between bullying, cyber bullying, harassment and sexting. The Texas School Safety Center has developed such a program, called Before You Text. It can be found at <http://beforeyoutext.com>. We encourage all middle and high school students and their parents/guardians to view the program.

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, sex, national origin, disability, age, or any other basis prohibited by law, that adversely affects the student.

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other District employee. The student’s parent/guardian may make the report.

### **Investigation of Report**

While completing an investigation, the District will, to the extent possible, respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The District will notify the parents/guardians of any student alleged to have experienced prohibited conduct involving an adult associated with the District. In the event prohibited conduct involves another student, the District will notify the parents/guardians of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy. If the District’s investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. A student or parent/guardian who is dissatisfied with the outcome of the investigation may appeal in accordance with Board Policy FNG (LOCAL). Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### **NO PLACE FOR HATE**

In Fort Bend ISD, we believe there is No Place for Hate. All students have the right to receive a quality education in a bully-free environment. If you or your child feels bullied in any way, please contact a

teacher, counselor, or school administrator. For more information about No Place for Hate Schools: <http://regions.adl.org/southwest/news/southwest-region-ends-school.html>

### **Bullying and Cyberbullying**

Policies FFH, FFI

Bullying means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the targeted student at school

This conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of a school.

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying or cyberbully, serves as a witness, or participates in an investigation. Retaliation may include, but is not limited to threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, computer, camera, electronic mail, instant messaging, text messaging, social media application, internet website, or any other internet-based communication tool.

### **Procedures For Reporting Allegations of Bullying**

The District prohibits bullying on school property, at school-sponsored or school-related activities on or off school property, or in any vehicle operated by the District, or Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. The District and any student or parent/guardian of a student who believes that the student or another student has experienced bullying does not tolerate bullying or that a student has engaged in bullying is encouraged to immediately report the incident.

Students or parents/guardians may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other District employee. Students or parents/guardians may contact the District to obtain an incident report form that may be used to submit the complaint. Please note that after submission of the complaint to the District employee, the District may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designated campus administrator during this time. Information about the District's bullying policy can be found at <http://pol.tasb.org/Policy/Code/483?filter=FFI> or the campus administration office. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct. To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Any District employee who observes, overhears, suspects or receives notice that a student or group of students has or may have experienced bullying, cyberbullying, or retaliation shall immediately notify the principal or designee. A report may be made verbally, in writing, or anonymously. The principal or designee shall reduce any oral reports to written form. Anyone may anonymously report through a telephone hot line, electronic message system, or other available means. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

If an incident of bullying or cyberbullying is confirmed, the principal or designee shall promptly notify the parents/guardians of the victim and of the student who engaged in bullying. If the results of an investigation indicate that bullying or cyberbullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. A targeted student who is a victim of bullying or cyberbullying and who used reasonable self-defense in response to the bullying or cyberbullying shall not be subject to disciplinary action. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

On the request of a parent/guardian or other person with authority to act on behalf of a student who is a victim of bullying or cyberbullying, the Board or its designee shall transfer the victim to:

- Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
- A campus in the District other than the campus to which the victim was assigned at the time the bullying occurred.

The Board may transfer the student who engaged in bullying to:

- Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
- A campus in the district other than the campus to which the victim was assigned at the time the bullying occurred, in consultation with a parent/guardian or other person with authority to act on behalf of the student who engaged in bullying.

The transfer of a student with a disability who receives special education services and who engaged in bullying/cyberbullying maybe made only by a duly constituted ARD committee under Education Code 37.004. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

The Board or designee shall verify that a student has been a victim of bullying or cyberbullying before transferring the student to another campus. The Board may consider past student behavior when identifying bully. The determination by the Board or designee is final and may not be appealed. The procedures set forth at Education Code [See PETITIONS AND OBJECTIONS, PROCEDURE, above] do not apply to a transfer under this provision. The District is not required to provide transportation to a student who transfers to another campus under this provision. Education Code 25.0342 for more information about these policies, please access the District's policy online at <http://pol.tasb.org/Home/Index/483>.

## **Technology Resources**

Policy CQ

All network and computer equipment is the property of Fort Bend ISD. The district's technology resources, including its networks, computer systems, e-mail accounts, and devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. As such, all copyright laws and federal and state laws regarding electronic data transfer or communication will be strictly adhered to and enforced. This includes, but is not limited to, making copies of copyrighted software, logging onto bulletin boards, invading networks or computer systems or files to alter information therein (viruses or unauthorized data manipulation) and bringing unauthorized software into the labs, classrooms or offices.

Duplication of any software, except for backup and archival purposes, from any facility/campus in Fort Bend ISD's computer labs, classrooms, or offices is strictly prohibited.

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures.

Any employee found violating these laws or rules may be subject to civil and criminal penalties and/or imprisonment and will be referred for disciplinary action. Suspected misuse of software should be reported to an administrator or Campus Instructional Technology Specialist.

## **Personal Use of Electronic Communications**

Policies CQ, DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), Web logs (blogs), wikis, electronic forums (chat rooms), video-

sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

**Acceptable Use.** The purpose of the FBISD network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Access to the District's technology resources, including the Internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Employees who are authorized to use the system are required to abide by the provisions of the acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action.

All District employees authorized to access sensitive or confidential student or employee information are expected to maintain the security of the storage, access, transmission and transportation of such information. Any breach of the security of such information may lead to disciplinary action.

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his/her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment;
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours; unless there is an emergency or the use is authorized by a supervisor to conduct District business;
- The employee shall not use the District's logo or other copyrighted material of the District without express written consent; and
- An employee may not share or post, in any form at, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

The employee continues to be subject to applicable state and federal laws, local policies, administrative

regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records; [See Policy FL]
- Confidentiality of health or personal information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law; [See Policy DH (EXHIBIT)]
- Confidentiality of District records, including educator evaluations and private e-mail addresses; [See Policy GBA] copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system [See Policy DH (EXHIBIT)]

### **Electronic Communications between Employees and Students**

#### **Policy DH**

A certified or licensed employee, or any other employee designated in writing by the Superintendent/Designee or campus Principal may use electronic communications with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the District are prohibited.

Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to these provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent/guardian.

The written consent shall include an acknowledgement by the parent/guardian that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school
- The parent/guardian understands that the employee's communications with the student are excepted from District regulation; and
- The parent/guardian is solely responsible for monitoring electronic communications between the employee and the student

The following definitions apply for the use of electronic communications with students:

- Electronic communications means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any

- communication made through an Internet website, including a social media website or a social networking website;
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communication. See Personal Use of Electronic Communications, above. Unsolicited contact from a student through electronic means is not a communication; and
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the District unless a specific exception is noted below;
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include a least one of the student's parents/guardians as a recipient on each text message to the student so that the student and parent/guardian receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; and
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity);
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page;
- The employee shall not communicate directly with any student between the hours of \_p.m. and \_a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time; and
- The employee does not have a right to privacy with respect to communications with students

and parents/guardians.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator's Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records (See Policies CPC and FL);
  - Copyright Law (See Policy CY); and
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student or minor (See Policy DH)
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students;
- Upon written request from a parent/guardian or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one to one communication;
- An employee may request an exception from one or more of the limitation above by submitting a written request to his/her supervisor.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication

**Digital Citizenship.** Users are expected to abide by the generally accepted rules of digital citizenship. These include, but are not limited to, the following:

- Be polite;
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, inappropriate jokes or cartoons, and any other inflammatory language is prohibited;
- Revealing personal addresses or phone numbers of the user or others is prohibited; and
- Using the network in such a way that would disrupt the use of the network by other users is prohibited

**Use of the FBISD technology resources, including electronic mail transmissions, shall not be considered confidential and may be monitored at any time.** Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

**Vandalism.** Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative procedures and possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, uploading or creating computer viruses. Vandalism, as defined above, will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

**World Wide Web.** All “home pages” created for the Fort Bend ISD website must be submitted to the Community Relations Department for approval prior to posting. For additional information regarding the District’s Electronic Communication and Data Management policy and procedures, refer to Sections CQ (LOCAL) and CQ-R of the Fort Bend ISD Board Policy.

**Cellular Phones.** Fort Bend ISD employees may have in their possession mobile phones and/or paging devices.

The following shall apply:

- Cellular phones/paging devices shall remain off during instructional time.
- Teachers may use cellular phones/paging devices in school buildings for business calls, including parent/guardian contacts, only during planning periods and other off duty time during the instructional day.
- Calls and text messages shall not be made to students. An exception may be made for employees in charge of school-sponsored activities or events if the call/text directly relates to such an event.

### **Reporting Crime**

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the District to an appropriate law enforcement authority. The District is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

### **Alcohol and Drug Abuse Prevention**

Policies DH, DHE, DI

Fort Bend ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol or illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours’ may be terminated. The District’s policy on drug abuse and drug-free schools states:

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during the workday, or at school-related activities during or outside of usual working hours: any controlled substance or dangerous drug as defined by law, alcohol or any alcoholic beverage, any abusable glue, paint or chemical for inhalation, any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

It shall not be considered a violation of policy if the employee possesses, or dispenses a substance listed above as part of the employee’s job responsibilities; uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

If a supervisor has reason to believe, an employee is involved in work-related misconduct related to drugs or alcohol, the employee will be immediately removed from duty and required to submit to a drug and/or alcohol test. An employee need not be legally intoxicated to be considered “under the influence” of one of these items. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include termination from employment with the District, and referral to appropriate law enforcement officials.

### **Criminal History Background Checks**

Policy DBAA

Employees, including substitutes and student teachers, will be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual’s fingerprints, photo and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee’s current national criminal history and updates to the employee’s subsequent criminal history.

### **Employee Arrests and Convictions**

Policy DH

An employee must notify the Legal Services department in writing within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony and any of the other offenses listed below:

- Crimes involving school property or funds;
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as educator;
- Crimes that occur wholly or in part on school property or at a school-sponsored activity; and
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

### **Possession of Firearms and Weapons**

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, display of firearms, knives, clubs, or other prohibited weapons onto school premises (i.e. building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call the FBISD Police Department (281) 634-5500 immediately.

### **Tobacco Products and E-Cigarette Use**

Policies DH, FNCD, GKA

State law prohibits smoking or using tobacco products (including smokeless products, electronic cigarettes, and any other electronic vaporizing device) on all District-owned property and at all school related or school-sanctioned activities on or off campus. This includes all buildings, playground areas, parking facilities and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking or using tobacco products while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

### **Fraud and Financial Impropriety**

Policy CAA

All employees are expected to act with integrity and diligence in duties involving the District's financial resources. All employees shall be responsible for the detection, prevention and reporting of fraud, misappropriations, and other irregularities. Each employee shall be familiar with the types of improprieties that might occur within his or her area of responsibility and shall be alert for any indication of irregularity. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the District;
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other District assets, including employee work time;
- Impropriety in the handling of money or reporting of District financial transactions;
- Profiteering as a result of insider knowledge of District information or activities;
- Unauthorized disclosure of confidential or proprietary information to outside parties;
- Unauthorized disclosure of investment activities engaged in or contemplated by the District;
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy;

- Destroying, removing, or inappropriately using records, furniture, fixture, or equipment;
- Failing to provide financial records required by federal, state or local entities;
- Failure to disclose conflicts of interest as required by law or District policy;
- Any other dishonest act regarding the finances of the District; and
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

### **Conflict of Interest**

Policy CB, DBD

Employees are required to disclose in writing to the District any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:

- A personal financial interest;
- A business interest;
- Any other obligation or relationship; or
- Non-school employment

Employees should contact their supervisor for additional information.

### **Gifts and Favors**

Policy DBD

Employees must not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

### **Nepotism**

Policy DBE

Persons in a supervisory position shall avoid all appearances of impropriety and not directly or indirectly supervise a relative or person who resides in their household. An applicant, whether internal or external, shall not be hired by the District in any full-time, part-time, or temporary position when the applicant would directly or indirectly be supervised, or be supervisory to, a current District employee who is related to the applicant within the third degree of consanguinity or second degree of affinity, as defined by the state nepotism statutes.

For the purpose of this policy, direct or indirect supervision exists when the applicant or the current employee would, under an existing policy or procedure, be required to approve an employment action or would have authority over terms or conditions of employment of the other.

When a person in a supervisory position who would directly or indirectly be supervised by, or be supervisory to, a current employee through marriage or who is related to the supervised employee within the third degree of consanguinity or second degree of affinity, as defined below, one of the parties shall be transferred to another position within the District for which he or she is qualified as soon as such a position is available.

The consequences for an individual who fails to report to the appropriate supervisor a relationship of the first, second, or third degree of consanguinity shall result in discipline up to and including termination.

No employee shall initiate or participate in, directly or indirectly, decisions involving a direct benefit to members of his or her immediate family or household. Household shall include individuals regularly sharing the employee's residence.

An individual's relatives within the third degree by consanguinity are the individual's:

- Parent/guardian or child (first degree);
- Brother, sister, grandparent, or grandchild (second degree); and
- Great-grandparent, great-grandchild, aunt or uncle (who is a sibling of a parent of the person), nephew or niece (who is a child of a brother or sister of the person) (third degree).

Affinity refers to a relationship created by marriage. Two individuals are related by affinity if they are married to each other or if the spouse of one of the individuals is a blood relative of the other. An individual's relatives within the second degree by affinity are:

- Anyone related by consanguinity to the individual's spouse within the first or second degrees; or
- The spouse of anyone related to the individual by consanguinity within the first or second degrees.

## **Associations and Political Activities**

### **Policy DGA**

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

The use of District resources including work time for political activities is prohibited.

## **Charitable Contributions**

### Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Safety**

### Policies CK Series

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve District equipment, employees must comply with the following requirements:

- Observe all safety rules;
- Keep work areas clean and orderly at all times;
- Immediately report all accidents to their supervisor; and
- Operate only equipment or machines for which they have training and authorization

While driving on District business, employees are required to abide by all state and local traffic laws. Employees driving on District business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgement on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact their immediate supervisor.

## **Visitors in the Workplace**

### Policy GKC

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the main office or contact the administrator in charge.

All visitors to the schools, including parents/guardians, employees and Board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Employees should not encourage unauthorized visitors to the work place.

### **Copyrighted Materials**

Policy CYY

Employees are expected to comply with copyright laws relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

### **Asbestos Management Plan**

Policy CKA

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of District property. A copy of the District's management plan is kept in the Facilities Department and is available for inspection during normal business hours. A copy of this management plan is also available at each school's administrative office for inspection during normal business hours. The content of this management plan meets the requirements of the Asbestos Hazard Emergency Response Act (AHERA), which is enforced by the Texas Department of Health.

### **Pest Control Treatment**

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located in the treatment area or main entrance. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

### **Health Requirements and Services: Communicable Diseases**

Policies FFAD, FFAF

**Chronic Reportable Diseases.** Unless otherwise provided below, a student with a chronic reportable disease (i.e. Hansen's disease, viral hepatitis type B, AIDS or HIV infection) shall be allowed to attend school in his or her usual instructional setting with the approval of his or her doctor. The school nurse shall function as the liaison with the student's doctor and be the coordinator of services provided by other staff. (See FFA)

**Confidentiality.** Only those persons with a direct need to know, such as the principal or school nurse, will be informed of the condition of the student who has a chronic reportable disease. However, the parents/guardians of a minor student or an adult student may give written authorization specifying other persons or positions to which such information may be released. District personnel who have such knowledge shall be provided with information concerning any precautions that may be necessary and shall be advised of confidentiality requirements.

**Risk of Transmission.** The local health authority, in consultation with the school nurse and the student's doctor, shall determine whether a significant risk of transmitting a chronic reportable disease exists. If it is determined that a significant risk of transmission exists, the student may be temporarily removed from the classroom until one of the following events occurs:

- An appropriate school program adjustment is made;
- An appropriate alternative or special education program is established; and
- The local health authority determines that the significant risk has abated and the student can return to class

The school nurse, the student's doctor, and the Fort Bend County Health Department shall review each removal of a student from school attendance under this circumstance at least once a month to determine whether the condition precipitating the removal has changed.

**Risk to Affected Student.** A decision to remove a student from the classroom for his or her own protection when cases of communicable diseases are occurring in the school population shall be made in accordance with Texas Department of Health guidelines; however, only an ARD committee can change the placement of a special education student.

**Referral to Special Programs.** A student removed from the classroom under this policy may be referred to the ARD committee for assessment and a determination of eligibility for special education. A student determined to be ineligible for special education services may nevertheless be eligible for other special services as a student who has a disability under Section 504 of the Rehabilitation Act. Any decisions regarding restriction on school attendance, participation in school activities, and hygiene procedures shall be made by the ARD committee (in the case of a special education student) or a group of professionals who are knowledgeable about the student (in the case of a student who has a disability under Section 504). These committees shall consult the local health authority and the student's physician in making such decisions. They shall also consider the significant health risk posed to and by the student in determining an appropriate individualized education program or other services to be provided.

**Diabetic Students.** Texas law provides for students who have diabetes. It requires students, their parents/guardians and physicians to develop a diabetes management plan and provide it to the school principal, school nurse and all of the student's teachers. The school nurse may develop an individualized health plan for the student if the student will need care for diabetes while at school. At least one

unlicensed diabetes care assistant must be trained on each campus where a student with diabetes is enrolled. School employees who transport/supervise the student during off-campus activity shall be provided a one-page information sheet for emergency care situations.

## **GENERAL PROCEDURES**

### **Severe Weather Closing**

The District may close schools because of severe weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website and notify the following radio and television stations: KTRH-Radio 740 AM, KPRC-Channel 2, KHOU-Channel 11, KTRK-Channel 13, KRIV (Fox) – Channel 26, KHW B-Channel 39 and KXLN-Channel 45.

School closings will be posted as soon as possible on the Internet at: [www.fortbendisd.com](http://www.fortbendisd.com). However, a loss of power in the Houston area could prevent internet communication. Information is also available through the District's main switchboard number at (281) 634- 1000 INFO (281.634.4636) to hear a recorded message.

The Chief Communications Officer or designee will make all contacts and statements to media representatives. When school is closed due to severe weather or other conditions, employees are asked to listen to their radio or television for information about who is or who is not to report to work. Assistant Superintendents and appropriate Chiefs relay the directive to the appropriate administrators under their supervision, and in turn, each administrator notifies their respective staffs.

### **Emergencies**

Policies CKC, CKD

Each school shall have effective emergency procedures that can be implemented on short notice and will ensure optimal safety for students and school personnel.

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency and evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

### **Purchasing Procedures**

Policy CH

All requests for purchases must be submitted to the Purchasing Department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Employees should contact his/her supervisor for additional information on purchasing procedures.

## **Personnel Records**

Policies DBA, GBA

Most District records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether the person has family members

The choice to not allow public access to this information may be made at any time on "My Self-Serve," [www.fortbendisd.com](http://www.fortbendisd.com). New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information listed above will be released to the public until a request to withhold the information is submitted.

**Records Retention:** Fort Bend ISD Records Management Program adheres to the Texas State Library Commission's records retention schedules. All records generated and maintained by the District are retained for the minimum period of time legally required. Those records, for which permanent retention is required, will be maintained on microfilm. Once a record's retention period has expired, those records will then be destroyed in accordance with rules promulgated and designated in the Commission's various retention schedules.

*The District is under no legal obligation to retain records beyond that records' retention period.*

**Name and Address Changes:** It is important that employment records be kept up to date. Employees must notify the Human Resources Department if there are any changes or corrections to their name. Name changes will not be completed without the presentation of a new social security card and a valid photo ID (ex. a valid driver's license). The home address, home telephone number, beneficiary and emergency contact, must be changed in "My Self-Serve," located on the Fort Bend ISD Website at [www.fortbendisd.com](http://www.fortbendisd.com)

## **Use of School Facilities**

Policies DGA, GKD

Nonprofit organizations may use areas of a campus or facility listed in the District's facilities use schedule for non-school sponsored purposes if one of the following criteria is met:

- The activity is for the exclusive benefit of District students;
- The activity relates to a regional or sectional meeting of a recognized group with a local organization within the District; or
- At least 60 percent of the organization's membership resides within the District, and the organization is in the process of obtaining a permanent facility within the District's boundaries

No activity shall be scheduled if it interferes with individual school operations or District scheduled activities, including facilities maintenance and/or repair projects.

For-profit organizations, alone or in collaboration with nonprofit organizations, may not use District buildings and equipment, except where such use is directly related to the provision of services benefiting students or staff as determined by the administration on a case-by-case basis with approval of the Board. Any such use shall be governed by separate agreement, upon such terms and conditions as may be approved by the Board. Contact Facilities/Operations to obtain information on the fees charged and insurance requirements. A contract for Use of School Facilities Form can be obtained on the internet at: [www.fortbendisd.com](http://www.fortbendisd.com).

## TERMINATION OF EMPLOYMENT

### **Resignations**

Policy DFE

**Contract employees.** Contract employees may resign without penalty at the end of any school year if notice is received at least 45 days before the first day of instruction of the following school year. A notice of resignation should be submitted to Human Resources electronically via My Self-Serve at [www.fortbendisd.com](http://www.fortbendisd.com). Contract employees may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent of the District may result in disciplinary action by the State Board for Educator Certification (SBEC). The principal is required to notify the Superintendent or designee of an educator's resignation following an alleged incident of misconduct for any of the acts listed in the Reports to State Board of Educator Certification (SBEC). The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the State Board of Educator Certification. All resignations shall be submitted given at least 30 calendar days advance notice of the employee's intent to resign, or other reasonable notice as determined on a case-by-case basis in consultation with the Chief Human Resources Officer, or designee and such notice shall include a statement of the reasons for the resignation. The Board delegates to the Superintendent the authority to accept resignations in accordance with the requirements of this policy. Once submitted and accepted, a resignation may not be withdrawn without consent of the Superintendent or designee. No request to withdraw a resignation shall be considered unless it is submitted to the Superintendent's office within five business days of the date the resignation is accepted.

### **Resignation or Retirement in Lieu of Termination**

Policy DFE

An employee who resigns or retires while under investigation, or resigns or retires in order to avoid termination, shall not be eligible for reemployment with the District.

### **Non-Contract Employees**

Policy DFE (LOCAL)

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the Human Resources Department with a copy to the supervisor at least thirty (30) days prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

### **Dismissal or Non-Renewal of Contract Employees**

Policies DF Series

Employees on probationary contracts or term contracts may be suspended with pay or placed on administrative leave by the Superintendent or designee during an investigation of alleged misconduct by the employee or at any time the Superintendent or designee determines that the District's best interest will be served by the suspension or administrative leave. Employees on probationary or term contracts

can be dismissed during the school year according to the procedures outlined in District policies. Employees on term contracts can be non-renewed at the end of the contract term. Contract employees who are dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF Series policies that are provided to employees or are available on line.

### **Dismissal of Non-Contract Employees**

Policy DCD

Non-contract employees are employed at-will and may be dismissed at any time, for any reason not prohibited by law, or for no reason as determined by the needs of the District. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in District Policy DGBA (LOCAL), which can be accessed at [www.tasb.org/policy](http://www.tasb.org/policy)

### **Exit Interviews and Procedures**

An exit interview shall be conducted, if possible, and a termination report prepared, if possible, for every employee who leaves employment with the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Exiting employees are asked to provide the District with a forwarding address and phone number and to complete an online exit interview that provides the District with feedback on his or her employment experience. The form is located on the District website. All District keys, books, property, including intellectual property and equipment must be returned upon separation from employment.

### **Reports to the Texas Education Agency**

Policies DF, DHB

The resignation or termination of a certified employee will be reported to the Division of Investigation at TEA if there is evidence that the employee's conduct involves the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation

- Committing a crime offense or any part of a criminal offense on district property or at a school-sponsored event; or
- Violating assessment instrument security procedures

The reporting requirements above are in addition to the Superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

### **Reports Concerning Court-Ordered Withholding**

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

## **EQUAL EDUCATIONAL OPPORTUNITIES**

### **Equal Educational Opportunities**

Policies DIA, FB, FFH

The Fort Bend Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability and/or age in education services, educational programs, including vocational programs or activities that it operates or in employment decisions. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as Board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)

If you suspect discrimination, please contact the following:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex Dr. Xochitl Rodriguez at (281) 634- 11031 or Kermit Spears, Chief Human Resources Officer at (281) 634-1055.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Michael Ewing, Director of Learning Support Services, (281) 634-1130

All other concerns regarding discrimination please contact the Superintendent, Charles E. Dupre, Ed.D. at (281)634-1007. Each of the individuals listed above are located at the Administration Building: Fort Bend Independent School District Administration 16431 Lexington Blvd. Sugar Land, Texas 77479

Please refer to Board Policies DIA and FFH for further clarification.

General questions about the District should be directed to the Community Relations Department at (281) 634-1100.

## **FORT BEND ISD CRIME STOPPERS**

### **REPORT CRIME AT YOUR WORKPLACE**

In an effort to keep Fort Bend ISD a crime free workplace, remember Fort Bend ISD Crime Stoppers is not only for students, but is available for employees to help stop crime on your campus and in your work environment! This Crime Stoppers service is offered by the Fort Bend ISD Police Department and the Crime Stoppers line is staffed 24 hours a day, seven days a week.

Callers remain anonymous with no pressure to reveal the identity and still collect their reward. To assure anonymity, callers are furnished with a code number, which is used to identify the call in subsequent transactions with Crime Stoppers.

All information received by Crime Stoppers is kept confidential.

To report a suspect crime committed on Fort Bend ISD property, while remaining anonymous, call Crime Stoppers:

**(281)491-TIPS**

**(281)491-8477**

## **APPENDIX**

- A. Employee Grievance Form [DGBA (Exhibit A)]
- B. Employee Acknowledgement of The Alliance Direct Contracting Program
- C. Acceptable Use Policy

EXHIBIT A

EMPLOYEE GRIEVANCE FORM

Any employee who wishes to file a grievance must fill out this form completely and file by hand delivery, electronic communication, including e-mail, fax or U.S. Mail to the Director of Talent experience at 16431 Lexington Blvd., Suite 204, Sugar Land, TX 77479. Hand delivered filings shall be timely filed if received by the close of business on the deadline. All grievance forms will be processed in accordance with DGBA (LEGAL) and (LOCAL). Failure to complete the form in its entirety will result in the form being returned to the grievant; no grievance will proceed until all details are completed.

Name: \_\_\_\_\_

Position/campus: \_\_\_\_\_

Please state date of the event or series of events causing the grievance (must be within ten District business days of the date of filing this grievance form):

Please state your grievance including the individual harm alleged.

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Please state specific facts of which you are aware to support your grievance (list in detail).

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Relief sought:

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Signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_

## **EMPLOYEE ACKNOWLEDGEMENT OF THE ALLIANCE DIRECT CONTRACTING PROGRAM**

I have received information that tells me how to get healthcare under my employer's workers' compensation coverage. If I am hurt on the job and live in a service area described in this information, I understand that:

1. I must choose a treating doctor from the Alliance list of doctors designated as treating doctors.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go to any licensed medical professional within the United States.
3. Even though my treating doctor should refer me to a specialist of providers contracted with the Alliance, I understand that I need to verify that the referral doctor is a member of the Alliance provider panel.
4. The Texas Association of School Boards Risk Management Fund will pay the treating doctor and other Alliance providers for all health care related to my compensable injury.
5. I understand that my medical and/or income benefits may be disputed if I receive health care from a provider other than an Alliance provider without prior approval from the Fund.
6. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and/or imprisonment.
7. If I want to change doctors after my first choice, I can do so within the first 60 days of starting treatment and I can only choose from the Alliance list of providers. A third choice requires approval from my adjuster.

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Signature

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Date:

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Printed Name

I live at: \_\_\_\_\_  
Street Address

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Name of Direct Contracting Program: Political Subdivision Workers' Compensation Alliance (the Alliance)

Direct contracting service areas are subject to change. To locate a treating doctor within your area, visit the PSWCA web site at [www.pswca.org](http://www.pswca.org) or call your adjuster at 800-482-7276.

To be completed by the employer only

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Please indicate whether this is the:

- Initial Employee Notification
- Injury Notification (Date of Injury: / / )

DO NOT RETURN THIS FORM TO THE TASB RISK MANAGEMENT FUND UNLESS REQUESTED

Fort Bend Independent School District  
**DISTRICT STAFF ACCEPTABLE USE POLICY FOR ACCESSING COMPUTERS  
AND ELECTRONIC COMMUNICATION SYSTEMS**  
Revised 7-26-04

Internet access is a privilege available to employees and other designated individuals of Fort Bend Independent School District (FBISD). The goal in providing this service is to promote educational excellence at FBISD by facilitating communications for resource sharing, collaborative work, and innovation. Access to Internet resources also brings the possibility of encountering material that may not be considered to be of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials. Although an industrious user may discover controversial information, the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with District educational goals.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines (see CQ-R). The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of network resources.

#### **Rules of Acceptable Use**

##### **General Use:**

- Access to the District's electronic communications system is a privilege, not a right. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies.
- System users shall keep their passwords confidential. System users may not use another person's system account or E-mail account without written permission.
- Attempts to log in to any computer network beyond the user's authorized level of access may result in immediate cancellation of user privileges or other disciplinary action.
- Staff may not allow students to access the network through a staff account.
- Any infraction or suspicion of an infraction of the Student Acceptable Use Policy, by a student, shall be reported to the building principal or the campus level coordinator.
- The District, in its sole discretion, has the right to determine who is, or is not given access to the FBISD electronic communications systems.

##### **Internet/Electronic Communications Use:**

- Access to the District's electronic communications system, including the Internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.
- Use of the FBISD electronic communications system s shall not be considered confidential and is monitored 24 hours a day. There is no expectation of privacy. All Internet activity is recorded.
- Use for commercial activities or political lobbying is prohibited.
- Users are expected to abide by the generally accepted rules of network etiquette (netiquette). These include (but are not limited to) the following:
  - Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
  - Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
- Revealing personal addresses or phone numbers of others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users (such as, but not limited to, chain letters, animated emails, or accessing real audio for extended periods of time) is prohibited.

##### **Computer Ethics:**

- Access, copying, or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes,

but is not limited to: copyrighted material, threatening or obscene material, pornography, or material protected by trade secret;

- **Vandalism** – Any malicious attempt to harm, modify, or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District Policy and administrative procedures and, possibly as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

**Restrictions:**

- Campus faculty members may not move computer equipment or peripheral devices such as printers, or make modifications to computer hardware or configurations. Request for moving equipment or making modifications should be submitted in a service request to District's Help Desk;
- Installation of software, both new and revised should be submitted in a service request to District's Help Desk;
- All Web pages created for the FBISD Web site must comply with the Fort Bend ISD Internet and Web Standards, and must be approved and posted by the designated campus Web Master

**Consequences:** Violation of any of the policies described above may result in employee disciplinary action, which could include

- Loss of network privileges
- Reprimand, verbal and written
- Termination
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair /replacement, and restoring the integrity of data.
- Criminal charges

**Disclaimer of Liability:**

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by the user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or that the system will be uninterrupted or error-free.

For additional information regarding the District's Electronic Communication and Data Management policy [CQ (local) and procedures [CQ-R], refer to the Fort Bend ISD Board Policy Manual.

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Revised 7-26-04

I understand and will abide by the Fort Bend ISD Acceptable Use Policy for Internet and Computer Systems. I have also read and understand the Student Acceptable Use Policy. (Instructional staff only.) I further understand noncompliance with applicable rules and regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

**Name:** \_\_\_\_\_  
**Print**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Campus/Location:** \_\_\_\_\_ **Position:** \_\_\_\_\_

#### **Release Form for Display of Employee Photograph on the Internet**

The purpose of displaying employee photographs on the District Web site or a campus Web site is to inform others of Fort Bend ISD professional staffing, learning activities, and programs. Please indicate your preference by checking the appropriate space below.

(Employee names and E-mail addresses are considered directory information and are available to the public.)

I give my permission for my photograph to be published on a campus or District Web page.

I do not give my permission for my photograph to be published on a campus or District Web page.

Signature: \_\_\_\_\_

Please return this form to principal or designee