

FORT
BEND
ISD



FBISD EMPLOYEE
HANDBOOK

2021-2022

TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION	5
BOARD OF TRUSTEES	6
MISSION AND VISION	7
2021-2022 BOARD OF TRUSTEES	8
DISTRICT CALENDAR	9
DISTRICT CAMPUS LISTINGS	10
EMPLOYMENT	12
EQUAL EMPLOYMENT OPPORTUNITY	12
JOB VACANCY ANNOUNCEMENTS	12
EMPLOYMENT AFTER RETIREMENT	12
STATE SICK/PERSONAL LEAVE CALCULATOR	12
CONTRACT AND NON-CONTRACT EMPLOYMENT	13
<i>Employment Contracts</i>	13
<i>Probationary Contracts</i>	13
<i>Term Contracts</i>	13
<i>Non-certified Professional and Administrative Employees, Directors, and Above</i>	13
<i>Paraprofessional and Auxiliary Employees</i>	14
CERTIFICATION AND LICENSES	14
RECERTIFICATION OF EMPLOYMENT AUTHORIZATION	14
SEARCHES AND ALCOHOL/DRUG TESTING	14
<i>Employees Required to Have a Commercial Driver's License</i>	14
EMPLOYEE'S USE OF DISTRICT VEHICLES.....	15
<i>Non-school Use</i>	15
<i>No Personal Use</i>	15
<i>Motor Vehicle Record</i>	15
<i>Insurance Considerations</i>	15
FIRST AID, CPR, AND AED CERTIFICATION	15
HEALTH SAFETY TRAINING	16
REASSIGNMENTS, TRANSFERS, AND REDUCTION IN FORCE/PROGRAM CHANGE	16
WORKLOAD AND WORK SCHEDULES	17
<i>Professional Employees</i>	17
<i>Paraprofessional and Auxiliary Employees</i>	17
BREAKS FOR EXPRESSION OF BREAST MILK.....	17
NOTIFICATION TO PARENTS REGARDING TEACHER QUALIFICATIONS	17
OUTSIDE EMPLOYMENT AND TUTORING	18
PERFORMANCE EVALUATION	18
EMPLOYEE INVOLVEMENT	18
STAFF DEVELOPMENT	19
COMPENSATION AND BENEFITS	20

SALARIES, WAGES AND STIPENDS	20
ANNUALIZED COMPENSATION	20
PAYCHECKS	21
<i>Automatic Payroll Deposit</i>	21
PAYROLL DEDUCTIONS	21
OVERTIME COMPENSATION	22
<i>Salary Notices</i>	22
TRAVEL EXPENSE REIMBURSEMENT	22
EMERGENCY CLOSURE COMPENSATION.....	23
GROUP HEALTH INSURANCE BENEFITS	23
CAFETERIA PLAN BENEFITS (SECTION 125)	23
COBRA	23
VERY IMPORTANT NOTICE	23
<i>Notification of Responsibilities</i>	24
<i>Election Period</i>	24
<i>Maximum Period of Continuation</i>	25
<i>Second Qualifying Event</i>	25
<i>Qualified Medical Child Support Orders (QMCSOS)</i>	25
<i>Termination of Continuation of Coverage</i>	25
WORKERS' COMPENSATION INSURANCE.....	26
UNEMPLOYMENT COMPENSATION INSURANCE	26
TEACHER RETIREMENT	26
LEAVES OF ABSENCES	28
LEAVES OF ABSENCES	28
USE OF LEAVE.....	28
EXCESSIVE ABSENCES.....	28
IMMEDIATE FAMILY.....	28
MEDICAL CERTIFICATION.....	29
GENETIC INFORMATION.....	29
CONTINUATION OF HEALTH INSURANCE.....	29
NEUTRAL ABSENCE CONTROL POLICY.....	29
PERSONAL LEAVE.....	29
<i>Discretionary Leave</i>	30
<i>Non-Discretionary Leave</i>	30
<i>Leave Proration</i>	30
STATE SICK LEAVE.....	30
VACATION.....	31
PAID TIME OFF.....	31
LOCAL SICK LEAVE.....	31
FAMILY AND MEDICAL LEAVE (FMLA) ELIGIBILITY.....	31
<i>Requests for FMLA</i>	32
<i>Military Family Leave Entitlements-FMLA</i>	32
<i>Employee Responsibilities-FMLA</i>	32
<i>Employer Responsibilities-FMLA</i>	33
<i>Enforcement-FMLA</i>	33
<i>Continuation of Benefits</i>	33
<i>Use of Paid Leave</i>	33

<i>Intermittent Leave</i>	33	DRESS AND GROOMING	46
<i>Definition of Serious Health Condition</i>	34	EMPLOYEE DISCRIMINATION, HARASSMENT, AND RETALIATION	46
<i>Fitness for Duty</i>	34	<i>Discrimination</i>	46
<i>Reinstatement</i>	34	<i>Harassment</i>	47
<i>Failure to Return</i>	34	<i>Retaliation</i>	47
TEMPORARY DISABILITY LEAVE.....	34	SEXUAL HARASSMENT	47
UNPAID PERSONAL LEAVE.....	35	<i>Employee-to-Employee</i>	47
<i>Student Teaching Unpaid Personal Leave</i>	35	SEXUAL HARASSMENT OF A STUDENT	48
CATASTROPHIC ILLNESS OR INJURY.....	36	<i>Employee-to-Student</i>	48
CATASTROPHIC LEAVE BENEFIT.....	36	CHILD SEXUAL ABUSE	49
SICK LEAVE BANK.....	36	REPORTING SUSPECTED CHILD ABUSE.....	49
<i>Who can participate</i>	36	SEXUAL ABUSE AND MALTREATMENT OF CHILDREN.....	50
<i>How to participate</i>	36	DATING VIOLENCE, HARASSMENT, “SEXTING”, RETALIATION, BULLYING	
WORKERS’ COMPENSATION BENEFITS.....	37	AND DISCRIMINATION	51
ASSAULT LEAVE.....	37	<i>Dating Violence</i>	51
RESTRICTED DUTY.....	37	<i>Harassment</i>	51
BEREAVEMENT.....	37	<i>Sexting</i>	51
JURY DUTY.....	38	<i>Discrimination</i>	51
COMPLIANCE WITH A SUBPOENA.....	38	INVESTIGATION OF REPORT	52
TRUANCY COURT APPEARANCES.....	38	NO PLACE FOR HATE	52
RELIGIOUS OBSERVANCE.....	38	BULLYING AND CYBERBULLYING.....	52
PAID LEAVE FOR MILITARY SERVICE.....	38	PROCEDURES FOR REPORTING ALLEGATIONS OF BULLYING.....	53
RE-EMPLOYMENT AFTER MILITARY LEAVE.....	38	SCOPE AND SEQUENCE.....	54
DEVELOPMENTAL LEAVE.....	39	TECHNOLOGY RESOURCES.....	54
REIMBURSEMENT FOR UNUSED LOCAL LEAVE.....	39	PERSONAL USE OF ELECTRONIC COMMUNICATIONS	55
READYSUB – EMPLOYEE SUBMIT AN ABSENCE.....	40	<i>Acceptable Use</i>	55
LOG IN.....	40	ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS,	
CHANGE YOUR PASSWORD.....	40	AND PARENTS.....	56
POST AN ABSENCE	40	DIGITAL CITIZENSHIP.....	58
VIEW ABSENCES.....	40	VANDALISM.....	58
CANCEL AN ABSENCE.....	40	WORLD WIDE WEB.....	58
LOG OUT.....	40	CELLULAR PHONES.....	58
EMPLOYEE RELATIONS AND COMMUNICATIONS	41	PUBLIC INFORMATION ON PRIVATE DEVICES.....	59
EMPLOYEE RECOGNITION AND APPRECIATION.....	41	REPORTING CRIME.....	59
DISTRICT COMMUNICATIONS.....	41	ALCOHOL AND DRUG ABUSE PREVENTION	59
<i>Digital</i>	41	CRIMINAL HISTORY BACKGROUND CHECKS	60
<i>Audiovisual</i>	41	EMPLOYEE ARRESTS AND CONVICTIONS	60
COMPLAINTS AND GRIEVANCES.....	42	POSSESSION OF FIREARMS AND WEAPONS.....	60
GRIEVANCES.....	42	TOBACCO PRODUCTS AND E-CIGARETTE USE.....	61
PROGRESSIVE DISCIPLINARY PROCEDURES.....	42	FRAUD AND FINANCIAL IMPROPRIETY	61
EMPLOYEE CONDUCT AND WELFARE	43	CONFLICT OF INTEREST.....	61
STANDARDS OF CONDUCT.....	43	GIFTS AND FAVORS	62
EDUCATORS’ CODE OF ETHICS	44	SOLICITATIONS.....	62
<i>Purpose and Scope</i>	44	NEPOTISM	62
<i>Enforceable Standards</i>	44	ASSOCIATIONS AND POLITICAL ACTIVITIES	63
<i>Professional Ethical Conduct, Practices, and Performance</i>		CHARITABLE CONTRIBUTIONS	63
.....	44	SAFETY	63
<i>Ethical Conduct Toward Professional Colleagues</i>	45	VISITORS IN THE WORKPLACE	64
<i>Ethical Conduct Toward Students</i>	45	COPYRIGHTED MATERIALS	64
		ASBESTOS MANAGEMENT PLAN.....	64
		PEST CONTROL TREATMENT	64
		HEALTH REQUIREMENTS AND SERVICES: COMMUNICABLE DISEASES.....	65
		<i>Chronic Reportable Diseases</i>	65

<i>Confidentiality</i>	65	REPORTS TO THE TEXAS EDUCATION AGENCY	72
<i>Risk of Transmission</i>	65	<i>Certified Employees</i>	72
<i>Risk to Affected Student</i>	65	<i>Noncertified Employees</i>	72
<i>Referral to Special Programs</i>	65	REPORTS CONCERNING COURT-ORDERED WITHHOLDING	72
<i>Diabetic Students</i>	66	EQUAL EDUCATIONAL OPPORTUNITIES	73
GENERAL PROCEDURES	67	EQUAL EDUCATIONAL OPPORTUNITIES.....	73
EMERGENCY SCHOOL CLOSING.....	67	REPORTING CRIME	74
EMERGENCIES.....	67	FORT BEND ISD CRIME STOPPERS	74
PURCHASING PROCEDURES	67	SEE SOMETHING, SAY SOMETHING	74
PERSONNEL RECORDS.....	68	APPENDIX.....	75
RECORDS RETENTION	68	EMPLOYEE GRIEVANCE FORM	76
NAME AND ADDRESS CHANGES.....	68	EMPLOYEE ACKNOWLEDGEMENT OF THE ALLIANCE DIRECT	
FACILITY USE	68	CONTRACTING PROGRAM.....	77
TERMINATION OF EMPLOYMENT	70	DISTRICT STAFF ACCEPTABLE USE POLICY FOR ACCESSING	
RESIGNATIONS	70	COMPUTERS AND ELECTRONIC COMMUNICATION	
<i>Contract employees</i>	70	SYSTEMS.....	78
<i>Resignation or Retirement in Lieu of Termination</i>	70	FBISD TECHNOLOGY EQUIPMENT USE AGREEMENT.....	81
<i>Non-Contract Employees</i>	70		
DISMISSAL OR NON-RENEWAL OF CONTRACT EMPLOYEES	71		
DISMISSAL OF NON-CONTRACT EMPLOYEES	71		
DISCHARGE OF CONVICTED EMPLOYEES	71		
EXIT INTERVIEWS AND PROCEDURES.....	72		

INTRODUCTION

Greetings Fort Bend ISD family,

A new school year brings new opportunities -- a new opportunity for students to learn, and a new opportunity for staff to make a difference in the lives of our students. Fort Bend ISD remains a leader in education and a highly sought-after school district because of dedicated employees like you. Every day you come to work committed to excellence.

As Fort Bend County's largest employer, with more than 11,000 employees, including full-time and part-time staff and substitutes, FBISD serves more than 78,000 students and their families. Our diversity can be seen in the many nationalities, ethnicities and languages represented, and our diversity further strengthens our team. FBISD is comprised of 82 campuses: 11 high schools, 15 middle schools, 51 elementary schools and five specialized campuses, all equipped to handle students' academic, vocational and extracurricular needs.

We know that without you and the thousands of other District employees, none of this would be possible; our staff remains our greatest investment. We encourage you to invest in yourself as well by seeking opportunities to build your gifts and talents and advance your career pathway. You are also encouraged to take advantage of employee benefits so that you can continue to take care of yourself. You are valued!

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 in this handbook, but those that have been are 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, the Department of Legal Services, the Human Resources Department and the Fort Bend ISD homepage Careers section.

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 Workshops generally take place the second Monday of the month to discuss all items that will be considered as part of the agenda at the Regular Business Meeting, which generally takes place on the third Monday of the month. The meetings are generally held in the Board Room of the FBISD Administration Building, 16431 Lexington Blvd., in Sugar Land. Typically, two to four meetings per year are held at campus sites in our community. Meetings generally begin at 6 p.m. with Board Recognitions and other Special Meetings that are open to the public. Additional meetings are scheduled on an as-needed basis, and Texas law does allow the board to call an emergency meeting in a crisis situation.

Board meeting agendas will be posted on the Fort Bend ISD website on the Board of Trustees webpage. Agendas are posted at least 72 hours before the board meeting.

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.

The Board of Trustees encourages and invites the public to attend meetings and address the board. 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 no later than 4:30 p.m. on the day of the meeting. The forms are available online at <http://www.fortbendisd.com/Page/581>.

*During the COVID-19 pandemic, Board meetings may take place in a virtual format so the District can exercise appropriate precautions while continuing to support District operations. All Board members and staff will participate remotely, and the meeting will be live-streamed. Community members who wish to address the Board during the Audience Items portion of the board meeting are to follow the normal procedures and complete the appropriate Address the Board form.

The seven-member FBISD Board of Trustees is made up of local citizens who provide an important public service to the Fort Bend community, serving without compensation. In accordance with the Texas Elections Code, FBISD calls Board elections for the second Saturday in May of each year. Trustees are elected to three-year terms on a rotating basis.

All seven members of the Board of Trustees are voted on by all residents of the school district. Three trustees live on the west (Positions 1, 2 and 3), three trustees live on the east, (Positions 5, 6, and 7) and one is "at large." Two trustees are elected each year (one from each side of the district) and the At Large Position is elected every third year. (See district map on back cover.) Elections are held on the uniform Election Day, as established in Texas Election Code 41.001.

Mission

Fort Bend ISD 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 2021–22 BOARD OF TRUSTEES

Dave Rosenthal President
Jim Rice Vice President
Dr. Shirley Rose-Gilliam Secretary
Judy Dae Member
Angie Hanan Member
Kristen Davison Malone Member
Denetta Williams Member

Diana Sayavedra
Acting Superintendent of Schools

EXECUTIVE LEADERSHIP TEAM

Beth Martinez Chief Academic Officer
Veronica V. Sopher Chief Communications Officer
Bryan Guinn Chief Financial Officer
Gwyn Touchet Chief Human Resources Officer
Long Pham Chief Information Officer
Oscar Perez Chief Operations Officer
David Rider Chief of Police
Anthony Indelicato Chief of Staff and
Collaborative Communities
Rob Scamardo General Counsel

Fort Bend Independent School District
16431 Lexington Blvd.
Sugar Land, Texas 77479
(281) 634-1000
www.fortbendisd.com

August
5-6, 9 Professional Learning Day
10 Teacher Work Day
11 First Day of Classes 1st Semester
Beginning of 1st Nine Weeks

September
6 Holiday/Labor Day
23 Elementary Parent Conf. & Early Release
24 Professional Learning Day / No Students

October
6 End of 1st Nine Weeks
7 Professional Learning Day/No Students
8 Professional Development/
Professional Learning Communities/No Students
11 Holiday
12 Beginning of 2nd Nine Weeks

November
22-26 Holiday/Thanksgiving Break

December
14-17 Exams
16 Early Release - MS/HS
17 Early Release - All Students
End of 1st Semester/End of 2nd Nine Weeks
20-24, 27-31 Holiday/Winter Break

January
3 Professional Learning Day/No Students
4 Professional Learning Day (4 Hours)
Teacher Work Day (3.5 Hours)
5 First Day of Classes 2nd Semester
Beginning of 3rd Nine Weeks
17 Holiday/Martin L. King, Jr. Day

February
18 Professional Learning Day/No Students
21 Holiday/President's Day

March
11 End of 3rd Nine Weeks
14-18 Holiday/Spring Break
21 Beginning of 4th Nine Weeks

April
15 Holiday
18 Professional Learning Day/No Students

May
23-26 Exams
25 Early Release - MS/HS
26 Early Release - All Students
Last Student Day/End of 2nd Semester/
End of 4th Nine Weeks
27 Teacher Work Day
TBD Graduation
30 Holiday/Memorial Day

July
4-8 District Offices and Campuses Closed

KEY

Professional Learning - No Students	[] Beginning/End of Nine Weeks
Professional Development/ Professional Learning Communities	{ } Exams
Teacher Work Day - No Students	⬜ Holiday
First Day of Semester Classes	⬜ Early Release - ES
	⬜ Early Release - MS & HS

This Calendar Reflects the Following	ES	MS	HS
Total Days of Instruction	175	175	175
Total Teacher Contract Days	187	187	187
Operational Minutes per Full Day	435	435	435
Operational Minutes per Early Release Days	240	270	245
Total Operational Minutes Pre-Waiver	75540	75465	75365
Waiver Minutes for Professional Learning	2100	2100	2100
Total Operational Min. w/ Approved Waivers	77640	77565	77465
Bank of Operational Minutes	2040	1965	1865

HB 2442 requires a minimum of 75,600 operational minutes with any applicable waivers and at least a minimum bank of 840 operational minutes. The bank of operational minutes can be used in the event of bad weather and other issues of health and safety. FBISD reserves the right to revise the calendar, pending Board approval, to meet the minimum required operational minutes each year.

S	M	T	W	T	F	S
August 2021						
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				

S	M	T	W	T	F	S
September 2021						
			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		

S	M	T	W	T	F	S
October 2021						
				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						

S	M	T	W	T	F	S
November 2021						
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				

S	M	T	W	T	F	S
December 2021						
			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	

S	M	T	W	T	F	S
January 2022						
						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					

S	M	T	W	T	F	S
February 2022						
		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					

S	M	T	W	T	F	S
March 2022						
			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	

S	M	T	W	T	F	S
April 2022						
						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						

S	M	T	W	T	F	S
May 2022						
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				

S	M	T	W	T	F	S
June 2022						
			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		

S	M	T	W	T	F	S
July 2022						
						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					

1st Semester Grading Period	83 Days	2nd Semester Grading Period	92 Days
1st Nine Weeks	8/11 - 10/6	3rd Nine Weeks	1/5 - 3/11
2nd Nine Weeks	10/12 - 12/17	4th Nine Weeks	3/21 - 5/26
	39		45
	44		47

High Schools

Austin High School

Rachel Cortez – Principal
3434 Pheasant Creek Drive
Sugar Land, 77498
634-2000 Fax: 634-2074

Bush High School

Felicia James – Principal
6707 FM 1464
Richmond, 77407
634-6060 Fax: 634-6066

Clements High School

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

Dulles High School

Corey Stewart – Principal
550 Dulles Avenue
Sugar Land, 77478
634-5600 Fax: 634-5681

Elkins High School

Cynthia Ward – Principal
7007 Knights Court
Missouri City, 77459
634-2600 Fax: 634-2674

Hightower High School

Andre Roberson – Principal
3333 Hurricane Lane
Missouri City, 77459
634-5240 Fax: 634-5333

Kempner High School

Danielle Jackson – Principal
14777 Voss Road
Sugar Land, 77498
634-2300 Fax: 634-2378

Marshall High School

Dr. Ogechi Uwaga-Sanders – 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

Sarah Laberge – Principal
11111 Harlem Road
Richmond, 77406
634-7000 Fax: 634-7010

Willowridge High School

Terence Hayden – Principal
16301 Chimney Rock Road
Houston, 77053
634-2450 Fax: 634-2513

Middle Schools

Baines Middle School

Elizabeth Williams – 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

Reginald Brown – Principal
500 Dulles Avenue
Sugar Land, 77478
634-5750 Fax: 634-5781

First Colony Middle School

Courtney Muceus – Principal
3225 Austin Parkway
Sugar Land, 77479
634-3240 Fax: 634-3267

Fort Settlement Middle School

Jennifer Williams – 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

Brandi Brooks – Principal
16510 Bissonnet
Houston, 77083
634-3000 Fax: 634-3028

Lake Olympia Middle School

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

McAuliffe Middle School

Cozette Church Gaston – Principal
16650 South Post Oak
Houston, 77053
634-3360 Fax: 634-3393

Missouri City Middle School

Tasha Hamilton – Principal
202 Martin Lane
Missouri City, 77489
634-3440 Fax: 634-3473

Quail Valley Middle School

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

Sartartia Middle School

Cholly Oglesby – 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

Thornton Middle School

Jennifer Petru – Principal
1909 Waters Lake Blvd.
Missouri City, 77459
327-3870 Fax: 327-3871

Elementary Schools

Armstrong Elementary

Nancy Sanchez – Principal
3440 Independence Blvd.
Missouri City 77459
634-9410 Fax: 327-9409

Austin Parkway Elementary

Audrey Macklin – Principal
4400 Austin Parkway
Sugar Land, 77479
634-4001 Fax: 634-4014

Barrington Place Elementary

Ruth Riha – Principal
2100 Squire Dobbins Drive
Sugar Land, 77478
634-4040 Fax: 634-4057

Blue Ridge Elementary

Sonya Evans – Interim Principal
6241 McHard Road (FM 2234)
Houston, 77053
634-4520 Fax: 634-4533

Brazos Bend Elementary

Stephanie Viado – Principal
621 Cunningham Creek Blvd.
Sugar Land, 77479
634-5180 Fax: 634-5200

Briargate Elementary

Dr. Latoya Garrett – Principal
15817 Blue Ridge Road
Missouri City, 77489
634-4560 Fax: 634-4576

Burton Elementary

Lakisha Anthony – Principal
1625 Hunter Green Lane
Fresno, 77545
634-5080 Fax: 634-5094

Elementary Schools

Colony Bend Elementary

Stacy Brown – Principal
2720 Planters Street
Sugar Land, 77479
634-4080 Fax: 634-4092

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

Margaret Murphy – Principal
1800 Chatham Avenue
Sugar Land, 77479
634-6400 Fax: 327-6400

Drabek Elementary

April Marsters – 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

Vacancy – 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
634-5986 Fax: 634-6000

Heritage Rose Elementary

Gabriella Garza – 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

Elementary Schools

Holley Elementary

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

Hunters Glen Elementary

Lavanta Williams – Principal
695 Independence Blvd.
Missouri City, 77489
634-4640 Fax: 634 - 4656

Jones Elementary

Carlo Leiva – Principal
302 Martin Lane
Missouri City, 77489
634-4960 Fax: 634 - 4974

Jordan Elementary

Kimberly Charles – 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

Justin Kowrach – Interim
Principal
3323 Mission Valley Drive
Missouri City, 77459
634-4680 Fax: 634-4694

Leonetti Elementary

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

Kristi Durham – Principal
17727 Abermore Lane
Richmond, 77407
327-2740 Fax: 327-2742

Malala Elementary

Lisa Langston – Principal
11770 W. Aliana Trace Dr.
Richmond, 77407
327-5700 Fax: 327-5701

Meadows Elementary

Courtney Dickey – Principal
12037 Pender Lane
Meadows, 77477
634-4720 Fax: 634-4734

Mission Bend Elementary

Veronica Roberson –
Principal
16200 Beechnut
Houston, 77083
634-4240 Fax: 634-4250

Mission Glen Elementary

Jacob Nichols – Principal
16053 Mission Glen Drive
Houston, 77083
634-4280 Fax: 634-4296

Mission West Elementary

Jorge Pena – Principal
7325 Clodine-Reddick Road
Houston, 77083
634-4320 Fax: 634-4334

Neill Elementary

Lori Hoeffken – Principal
3830 Harvest Corner Drive
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

Deanna Olson – 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

Amber Kent – Principal
19101 Chimney Rock Road
Fresno, 77545
634-6390 Fax: 327-6390

Patterson Elementary

Angela Wallace – Principal
18702 Beechnut Street
Richmond, 77407
327-4260 Fax: 327-4261

Pecan Grove Elementary

Kari Bruhn – 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

Marta Rivas – Principal
6015 West Ridgecreek Drive
Houston, 77053
634-4840 Fax: 634-4855

Ridgemont Elementary

Framy Diaz – Principal
4910 Raven Ridge Drive
Houston, 77053
634-4880 Fax: 634-4896

Scanlan Oaks Elementary

Lori Craig – 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 Wells – Principal
7817 Grand Mission Blvd.
Richmond, TX 77407
634-9850 Fax: 327-7029

Settlers Way Elementary

Daniel Emery – Principal
3015 Settlers Way Blvd.
Sugar Land, 77479
634-4360 Fax: 634-4376

Sienna Crossing Elementary

Rachel Rosier – Principal
10011 Steep Bank Trace
Missouri City, 77459
634-3680 Fax: 634-3799

Sugar Mill Elementary

Jaimie Geis – 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

Specialty Schools

Progressive High School

Dr. Lisa Jones – Principal
1555 Independence Blvd.
Missouri City, 77489
634-2900 Fax: 634-2913

James Reese Career and Technical Center

Julia Erdie – Instructional
Officer
12300 University Blvd.
Sugar Land, 77478
327-7300 Fax: 634-5700

Ferndell Henry Center for Learning

Trevor Lemon – Principal
7447 FM 521 Road
Rosharon, 77583
327-6000 Fax: 327-6001

Early Literacy Center at Ridgemont

Yvette Mendoza –
Instructional Officer
5353 Ridge Creek Circle
Houston, 77053
634-9810 Fax: 634-4382

Early Literacy Center at HuntersGlen

Venitra Senegal – Instructional
Officer

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, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. 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: Glenda Johnson, Executive Director of Human Resources Talent - Experience at (281) 634-1402.

Employees with questions or concerns about discrimination on the basis of disability should contact: Glenda Johnson, Executive Director of Human Resources - Talent Experience at (281) 634-1402.

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

Announcements of job vacancies are posted on a regular basis to the Fort Bend ISD website. The vacancies may also be advertised in select print media, radio/television, job boards, social media or other relevant advertising outlets. 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.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a substitute, 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*. The District is responsible for paying all applicable surcharges due to TRS on retirees who retired after September 1, 2005 as a result of the retiree returning to work in a TRS covered position.

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 or contact TRS for additional information at 1-800-223-8778.

Contract and Non-Contract Employment

Policy DC Series

Employment Contracts

Subject to a local District of Innovation Plan, 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. In accordance with state law, the District has completed all requirements for designation as an innovation district, and the Board has adopted an innovation plan. This plan enables a local credentialing process to permit the employment of otherwise qualified applicants in hard-to-fill vacancies. For additional information, contact, Director of Human Resources - Talent Operations and Total Rewards, at (281) 634-1641.

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 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 Resources Manager - Talent Operations in the Human Resources department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resources Manager - Operations in the Human Resources department when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. 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 Manager - Talent Operations at (281) 634-1284 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 may 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.

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 moving violations and/or accidents in the past 12 months or one DWI/DUI in the past 24 months shall be subject to disciplinary measures that may include recommendation for termination in accordance with appropriate policies. All drivers who operate FBISD vehicles are subject to ongoing safety training.

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 and Total Rewards.

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, cardiopulmonary 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, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Coordinator of Wellness, Athletic Department, or Human Resources - Talent Operations and Total Rewards.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder aware-ness, recognition, and related first aid.

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 reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. In exercising their authority to approve appointments and reassignments, 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 reassignments 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 Manager - Talent Operations 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 continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. 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

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

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 2021-2022 school year are as follows:

August 31	September 15	September 30	October 15
October 29	November 15	November 30	December 15
December 31	January 14	January 31	February 15
February 28	March 15	March 31	April 15
April 29	May 13	May 31	June 15
June 30			

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 available on the pay date. An authorization of direct deposit form must be on file in the Payroll entered through My Self-Serve. Direct deposit forms are available in the Payroll Office located in the Annex Building, Room 206. 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 Human Resources - Payroll 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:

- Teacher Retirement System of Texas (TRS) 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; and
- Bankruptcy, 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;
- Membership dues to professional organizations;
- Legally mandated deductions; and
- Additional insurance coverage.

Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policies DEC, 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 compensatory time within the duty year in which it is earned;
- Compensatory time may be taken at the employee's request with supervisor approval as workload permits, or at the supervisor's direction;
- An employee is required to use compensatory time before using available paid leave sick (e.g., sick, personal, PTO, vacation); and
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Salary Notices

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 Department.

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.

Emergency Closure Compensation

Policies DEC, DEA

Employees who are required to work during an emergency closure of the district or their respective campus(es) or facility shall be compensated in accordance with DEA (LOCAL) and administrative procedures.

Group Health Insurance Benefits

Policy CRD

Group health insurance benefits (medical, dental and vision) coverage is available to all active full-time regular employee and some 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 to their insurance coverage during annual open enrollment or if they have an IRS qualifying event (e.g., marriage, divorce, birth). Employees should contact Human Resources – Benefits at (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 Human Resources – Benefits at (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. New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time-period.

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 both the employee and employer premium portion. 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 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 employee 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 (QMCSOS)

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 Human Resources - Benefits 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 a link to the site is available on the Fund's website at www.tasbrmf.org listing the providers who are taking new patients. A copy of the Alliance Acknowledgement form is included in the Appendix.

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. Medical benefits under this program are available immediately; temporary income benefits become available when related absences extend beyond seven calendar days. 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. A link to the site is available on the TASB Website at www.tasbrmf.org listing the providers who are taking new patients. A copy of the Alliance Acknowledgment form is included in the Appendix. To continue to receive regular pay for daily absences related to a compensable work illness or injury, employees must make the appropriate selection on the Employee Work-Injury Absence form; otherwise, injured employees will waive regular income for missed days related to a compensable work illness or injury. If an employee elects to use paid absence benefits, then workers' compensation temporary income benefits will begin when the paid absence days are exhausted and missed time exceeds seven calendar days.

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). Substitutes 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 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 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 who expect to be absent for an extended period of more than five days should call Human Resources - Leaves at (281) 634-4608. Full-time employees absent or anticipating being absent more than five consecutive workdays, are required to submit an application for District leave.

Employees must follow District and department or campus procedures to report or request any 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.

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. 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 2003-2004 school year;
- State sick leave (SS) accumulated before the 1995-1996 school year; and
- 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 on an unpaid status. There is no limit on the accumulation of local sick leave and state personal leave.

Excessive Absences

When an employee's absences establish a pattern, or exceed the annual allotted days, with the exception of approved leave or absence, such absences may be considered excessive. If absences are deemed excessive, the employee may be subject to disciplinary action up to and including termination of employment. [See DFBB, DCD, and DF series]

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 parentis*;
- Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee;

- Sibling, stepsibling, and sibling-in-law;
- Grandparent and grandchild; and
- Any person residing in the employee’s household by blood or marriage 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.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the District after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the District will provide the employee with notice of COBRA rights.

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 Americans with Disability Act [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]

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 personal leave days must be submitted on the Request for Absence form (DEC-E-1). Salaried employees are required to enter their absences in Absence Management. 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 Absence Management. 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.

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.

Vacation

All benefit eligible employees assigned to a 260-day work calendar shall earn hours per day equivalent to ten vacation days per school year. Vacation days are not transferred from year to year.

Paid Time Off

All benefit eligible employees assigned to a 238-day work calendar shall earn hours per day equivalent to five paid time off days per school year. Any Paid Time Off (PTO) days in excess of the ten day limit will be transferred to LSL which can then be used according to the terms and conditions of LSL.

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 Absence Management. 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. FML may be taken under the following circumstances:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, son or daughter, or parent, who has a qualifying 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; and
- 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 Absence Management. 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 Human Resources – Leaves at (281) 634-4608 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 or 1-866-487-9243 or TTY 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 for 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 Human Resources - Benefits at (281) 634-1418 for more information regarding the continuation of your benefits.

Use of Paid Leave

FMLA runs concurrently with accrued sick, compensatory time, temporary disability leave, assault leave, personal leave and absences due to a 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. If an employee is taking intermittent family and medical leave, leave shall be recorded in one hour increments. 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. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. 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. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement

An employee returning to work at the end of FMLA 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 FMLA, 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 Human Resources – Leaves if the employee will be out more than five consecutive 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 Absence Management. 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, must be notified at least ten 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 Human Resources - Benefits 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 Absence Management. 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 Human Resources - Benefits 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 Human Resources - Benefits 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 a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and causes the employee to exhaust all leave time earned and to lose compensation. 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 and may lose compensation may apply for 30 days of paid catastrophic leave annually up to a lifetime maximum of 60 days per employee.

Sick Leave Bank

The Sick Leave Bank (SLB) is a bank of personal leave days given by employees who want to voluntarily participate in a plan to extend leave for employees who have serious illnesses. The SLB will allow employees who have exhausted all accumulated leave time and catastrophic leave benefit the opportunity to request up to 30 additional leave days, if a serious illness or injury causes an absence during the program plan year. An employee who is a member of the SLB may request leave from the Sick Leave Bank Committee (SLBC) if the employee or a member of the employee's immediate family experiences a serious illness or injury.

Who can participate

Any employee may enroll in the SLB if:

- The employee is eligible for district health care benefits;
- The employee has completed 12 months of employment with the district and has earned and accrued one local leave day;
- The employee has contributed a minimum of one local leave day to the SLB;
- The employee has submitted registration during the membership window; and
- Employee membership must be renewed annually during the membership window.

How to participate

Employees must complete and submit a SLB Application and physician's statement to the SLBC for review and approval. All applications and physician's statement must be submitted to Human Resources - Leaves at leaves.HR@fortbendisd.com. If a member is unable to request leave days from the SLB, a member of the employee's family may submit the request on behalf of the employee. An employee receiving day(s) from the SLB shall not earn local sick leave. An employee shall not be granted multiple SLB benefits within the same plan year.

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. [See CRE]

Assault Leave

An employee of the District who is physically assaulted during the performance of their regular duties is entitled to the number of days of leave necessary to recuperate from all physical injuries sustained because of the assault as determined by the treating physician for Workers' Compensation. The period may not extend more than two years beyond the date of the assault.

Under this program, Physical Assault occurs if:

- A person causing injury engages in conduct which causes injury to the employee;
- A person causing injury could be prosecuted for assault; or
- A person causing injury could not be prosecuted for assault only because their age or mental capacity makes them a non-responsible person for the purposes of criminal liability.

At the request of the injured employee, the Human Resources Department will immediately assign an employee to assault leave. Absences taken under this program will not be deducted from accrued personal leave. Upon systematic review of the claim and relevant details, Human Resources - Leaves may change the assault leave status and charge the leave against the employee's accrued personal leave or against an employee's pay if insufficient accrued personal leave is available.

Notwithstanding any other law, assault leave benefits due to an employee shall be coordinated with Workers' Compensation temporary income benefits, upon eligibility, to provide income totaling 100 percent of the employee's weekly rate of pay.

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 Absence Management. 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, including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. 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 Absence Management. 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. A copy of the release from jury duty or documentation of time spent at the court may be required.

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 Absence Management. 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, guardian of a child, or a 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.

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, 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 15 days of paid leave when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster and ordered by proper authority. 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
- Employees returning to work following military leave should contact Human Resources - Leaves at (281) 634-4608.

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 Human Resources - Benefits at (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 of Human Resources and Organization Transformation 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; and
- Paraprofessional and auxiliary employees - \$50 per day.

Your exit must indicate that you are retiring and you must turn in your TRS 7 form. If you resign from the District and then later decide to retire, the days will not be paid. 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.

READYSUB - EMPLOYEE SUBMIT AN ABSENCE

Log In

- Go to <https://app.readysub.com>
- Type in email address
(*Firstname.lastname@fortbendis.com*)
- 1st time logging in - Use temporary password sent in Welcome email
(*Set new password; this password will not expire. Use different one than district password.*)

Change Your Password

- Hover over name in top right corner
- Select Password
- Enter current password
- Enter new password and confirm
- Select Change to finalize

Post an Absence

- Select Post an Absence from Absence dropdown
 - Step 1: Itinerary** – Select date, schedule, start time, end time, and job reason. (If adding numerous days select Multi Day).
 - Click Next
 - Step 2: Substitute** – Post to Pool, Request Substitutes, Assign a Substitute, or if your position does not require a substitute, it will default to No Substitute Required.
 - Post to Pool – allows to post to all available substitutes
 - Request Substitutes – can request up to five substitutes that you select to be contacted to accept the assignment
 - Assign the substitute - you select substitute for the absence
 - Click Next
 - Step 3: Notes/Attachments** – Add information for substitutes and/or administrators to view.
 - Substitute – Write notes or special instructions for substitute
 - Administration – Write notes that only administrators and employee can see
 - Click Next
 - Step 4: Post** – The details page will appear to review the submission.
 - Click Post Job

View Absences

- Access the My Absences page
- To view absence details, click Details button next to absence

Cancel an Absence

- Access the My Absences page
- Click Cancel next to absence
- You can enter a reason for canceling
- Click Cancel in red
****You will have until the start time of the day of absence to cancel.*

Log Out

- Hover over name in top right corner
- Select Log Out

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, social media, website, and through special events and activities. Recognition and appreciation activities also include service awards.

District Communications

The FBISD Communications Department supports District and campus communications, public relations and promotions endeavors, through a variety of tools including the District's website, mass communication system, social media channels and newsletter. Through thoughtful, comprehensive campaigns, the Department distributes information to District staff, parents and community partners, realizing that the needs of each are as diverse as the District itself. Below are just some of the District's various tools.

Digital

Fort Bend ISD Website - www.fortbendisd.com

Social Media - @FortBendISD (Twitter and Facebook); fortbend.isd (Instagram)

Newsletter - exPress ([View past issues and sign up to receive the newsletter.](#))

Audiovisual

YouTube - FBISD

Superintendent - video messages from the Superintendent of Schools

FBISD Fast Break - Video highlights of District and school events

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.fortbendis.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.

EMPLOYEE CONDUCT AND WELFARE

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;
- 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 may be 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; and
- 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, including intentionally making a false

claim, offering false statements, or refusing to cooperate with a district investigation 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. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b)). Board Policy DH (LOCAL) requires all District employees regardless of position to be accountable to the Educators' Code of Ethics.

Enforceable Standards

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 intentionally knowingly or recklessly 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, knowingly, or recklessly 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.

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 the SBEC or who 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, gender, 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.

Sexual harassment includes any instance of sexual assault, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Employees who believe they have been subject to sexual harassment or believes that another employee or student has experienced sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, Title IX Coordinator, or Chief of Human Resources and Organization Transformation 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. Sexual harassment includes any instance of sexual assault, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

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; and

- 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 Executive Director of Human Resources – Talent Experience. 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 stomach aches 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. 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 may be 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, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code 261.001, are required by state to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing,

certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable 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, elderly person, or person with a disability.

Reports to Child Protective Services can be made online at

<https://www.txabusehotline.org/Login/Default.aspx> 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 taking an adverse employment action against a certified or licensed professional 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. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. 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.

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 courses: Access SharePoint (Forms on the Pipeline apply to non-instructional employees only) Instructional Employees complete 12 courses: Log onto [eLearning](#), and register for course ADMN1007. (Principals provide Forms) Central Office Employees complete six 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 has reasonable cause to believe 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 following 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. 23 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>.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

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, including, but not limited to, suspension of access or termination of privileges. 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 websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok). 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;
- 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; and
- 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; and [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, and Parents

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 the 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;
- 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; application at any time;
- The employee shall not communicate directly with a student between the hours of 6:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time;
- 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; and
- 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; and
- 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.

Public Information on Private Devices

Policy DH

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive; and
- Remote access to district-owned devices and services.

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

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 State Board of Education (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); and
- Acts constituting abuse or neglect under the Texas Family Code.

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), district owned vehicle or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other District provided parking area, provided the handgun or

firearm or ammunition is properly stored, and not in plain view. 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 school property. 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 (including smokeless products, electronic cigarettes, and any other electronic vaporizing device) 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.

Solicitations

Policies DBD, CDC, CAA, DH

Employees may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowd funding." An employee shall obtain prior approval from the teacher's principal or employee's supervisor. Employees must comply with all relevant federal, state, local and any District regulations. All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District. The District's prohibitions against fraud and financial impropriety are applicable to any solicited gift or donation.

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.

The District encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

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.

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 with the Environmental Safety Specialist 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

Emergency School Closing

The District may close schools because of severe weather, epidemics, or other 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. 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. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. 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, DBD

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 PO 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.

The District will not purchase services or equipment from a business owned in whole or in part by a District employee.

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 address 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; and
- Information that reveals whether the person has family members.

The choice to not allow public access to this information or change an existing choice may be made at any time on "My Self-Serve," www.fortbendisd.com. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information listed above may be released to the public until a request to withhold the information is submitted or another exception for release of information under by law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

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.

Facility Use

Policies DGA, GKD

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 Organization is in good standing with the District, meaning no prior incidences and has paid all balances due;
- The activity does not interfere with any school operations or District scheduled activities, including facility maintenance and/or repair projects; and
- The activity does not occur during school closures.

Organizations must submit reservation requests on the internet at: <https://www.facilitron.com/fbisd77479>. The Board provides the Superintendent or Assistant Director of Enterprise Funds to approve facility use. It is a violation of Board policy for any other employee to authorize non-school use of facilities. If an employee is contacted by an individual or organization wishing to use a school facility, they should direct them to the online reservation system or to the Enterprise Funds Department.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE, DHB

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. 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 within seven business days following an alleged incident of misconduct for any of the acts listed in reports to the Texas Education Agency (TEA). The Superintendent will notify State Board of Educator Certification (SBEC) when an employee resigns and there is evidence to indicate that the employee has engaged in any such misconduct.

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 of Human Resources and Organization Transformation Officer, or designee and such notice shall include a statement of the reason(s) 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 re-employment 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 30 days prior to the effective date. Employees are encouraged to include the reason(s) for leaving in the letter of resignation but are not required to do so.

The principal is required to notify the Superintendent or Human Resources of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The Superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Non-Renewal of Contract Employees

Policies DF Series, DHB

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.

The principal is required to notify the Superintendent or Human Resources of an educator's alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 72. The Superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

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 online.

Dismissal of Non-Contract Employees

Policy DCD, DP

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.

The principal is required to notify the superintendent or Human Resources of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

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, DHC

Certified Employees

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; or
- Committing a crime offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the Superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "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).

Noncertified Employees

The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the Superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

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; and
- 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: Executive Director of Human Resources Talent Experience at (281) 634-1402.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Chief of Human Resources and Organization Transformation Officer at (281) 634-1055.

All other concerns regarding discrimination please contact the Superintendent, 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 and the Administration Annex, 3119 Sweetwater 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.

Reporting Crime

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 suspected crime committed on Fort Bend ISD property, while remaining anonymous, call Crime Stoppers:

(281) 491-TIPS

(281) 491-8477

See Something, Say Something

Students, staff and visitors may also submit crime tips and suspicious activity at using the See Something, Share Something mobile reporting app from their mobile device. Users can track the processing of their tip and submit content in real time, including photos and video. The See Something, Share Something app is available for download using a unique QR Code located on the back of all student and staff ID badges, specialized posters at each District facility, Apple Store, Google Play Store or via desktop computer at <https://www.fortbendisd.com/Page/124706>.



APPENDIX

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

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 Executive Director of Talent Experience at 3119 Sweetwater Blvd., 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.

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

Relief sought:

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.

Signature

Date:

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 or call your adjuster at 800-482-7276.

To be completed by the employer only

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.

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.

FBISD Technology Equipment Use Agreement

1. As used herein, the term "Technology Equipment" includes laptop computers, tablets, and any related peripherals, including, but not limited to power supplies, docking stations, CD/DVD ROM, and battery.
2. Use of any District-owned Technology Equipment is subject to the rules and conditions of this FBISD Technology Equipment Use Agreement, FBISD Board Policy, and the Fort Bend ISD Employee Acceptable Use Policy (AUP). The AUP must be signed and submitted annually. Before you receive any Technology Equipment, you must sign this FBISD Technology Equipment Use Agreement ("Agreement").
3. Technology Equipment is the property of Fort Bend ISD and for the advancement of teaching and learning. It is assigned to the employee only. In no event shall any employee allow a student to use or otherwise access the Technology Equipment.
4. While Fort Bend ISD understands that educational uses of the Technology Equipment exist at home and/or outside of school, the Technology Equipment is primarily intended for use to support teaching, learning, and other authorized District-related business. Technology Equipment may be used for limited personal business as permitted under FBISD Board Policy CQ.
5. The assigned employee assumes responsibility for the security and care of the Technology Equipment. If the Technology Equipment malfunctions or is lost, stolen, or damaged while on or off school property, the assigned employee MUST report the incident within 24 hours to the Principal, campus or local police department, if applicable, and FBISD Department of Technical Services. Failure to notify the Principal, campus or local police department, if applicable, and FBISD Department of Technical Services within 24 hours of any malfunction, loss, theft, or damage may impair the District's ability to utilize available remedies such as warranty coverage and theft-recovery procedures. A police report must be provided in the event the Technology Equipment is lost or stolen.
6. Any malfunction or loss, theft, or damage to the Technology Equipment may result in financial loss to the District. The assigned employee assumes full financial responsibility for Technology Equipment usage off school property or outside of a school-sponsored event, and the assigned employee understands and agrees that the District may deduct the cost to repair or replace the Technology Equipment from his or her paycheck in an amount not to exceed \$1000. Payroll deductions may be spanned over four pay periods with administrator approval. Employees are advised to consider obtaining appropriate insurance to cover such costs.
7. The Technology Equipment shall not be left in an unsecured location. If applicable, the lockdown device provided should be used at all times.
 - a. The tether is to be attached to the laptop computer at all times.
 - b. Tether the laptop computer and NOT the docking station.
 - c. The tether should be affixed to an immovable object, if possible.
8. The assigned employee agrees to follow FBISD procedures for support. To initiate support or repair, enter a CRM case in Peoplesoft for the Customer Service Center. The acceptance of the Technology Equipment for repair does not guarantee it will be fixed. Some repairs/issues may not be repairable. If available, a loaner device may be issued while repairs are being performed. The provisions of this Technology Equipment Use Agreement shall also apply to the use of a loaner device.
9. The assigned employee is responsible for the confidentiality and security of confidential information on the Technology Equipment, including, but not limited to, education records and personally identifiable student information governed by the Family Educational Rights and Privacy Act (FERPA). Do not store confidential information directly on the Technology Equipment. Confidential information should be stored on the assigned employee's network H: drive or District-defined share drives. It is the assigned employee's responsibility to back up critical files regularly to the H: drive or District-defined share drives.
10. Various security measures are used on Technology Equipment, including, but not limited to Internet filtering software. Such security measures not only protect FBISD assets, but also protect employees and students. Employees are prohibited from tampering with or disabling any security measures in use on the Technology Equipment. Since no filtering software can filter 100% of improper content, employees are responsible for ensuring that all content accessed while using Technology Equipment is appropriate.
11. Technology Equipment may have District standard installed software. Additional District-approved software may be installed on Technology Equipment, assuming appropriate authorization and legal licensing are obtained and kept on record at the school and/or central office. Do not install unauthorized software or services on the Technology Equipment.
 - a. District standard software may not be duplicated, deleted, transferred, downloaded to any other system or media, or altered in any way.
 - b. FBISD is not responsible for any service interruptions, loss of data or any other consequences thereof resulting from downloading or installing District-approved software. It is the responsibility of the employee to secure pertinent data prior to any system or software upgrades and changes.
 - c. Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete reimaging or replacement of the Technology Equipment.
 - d. Any unauthorized downloading or use of software may result in the loss of Technology Equipment privileges, as well as disciplinary action, up to, and including, termination. For additional information, refer to the Acceptable Use Policy (AUP).
12. Technology Equipment is valuable, fragile, and desirable. Employees are expected to use reasonable caution and comply with the following safeguards to protect and guard their assigned Technology Equipment:
 - a. Do not leave your Technology Equipment unsecured in your vehicle or classroom. In the event the Technology Equipment is left in the vehicle, please secure the Technology Equipment in the

- trunk of your car or in a location where it cannot be seen.
- b. Do not leave Technology Equipment in your vehicle during extreme temperatures. Direct sunlight, extreme heat and extreme cold can cause damage to the Technology Equipment.
 - c. Do not place stickers on, write on, engrave or otherwise deface/mark the Technology Equipment or case.
 - d. When traveling on business, do not check in your Technology Equipment; take it as a carry-on.
 - e. Watch your Technology Equipment carefully in airports and train stations.
 - f. When going through security, place the Technology Equipment on the x-ray machine last, immediately before walking through.
 - g. Keep your Technology Equipment close to you and know where it is at all times.
 - h. During hotel stays, do not leave Technology Equipment unsecured in the room. If you cannot take the Technology Equipment with you when leaving the hotel, it should be secured with a cable lock or locked in the hotel safe.
 - i. Do not transport your Technology Equipment without placing it in the well-padded case/bag.
 - j. Do not leave your Technology Equipment unlocked and unattended in the classroom. When left unattended in the classroom, the door to the room should be locked or the Technology Equipment should be stored in a locked drawer.
 - k. Keep food and drink away from the Technology Equipment in order to avoid accidental spills.
 - l. Do not eat or drink near the Technology Equipment.
 - m. The Technology Equipment is issued to you as an employee and shall be used primarily for District-related business. It shall not be used by students.
 - n. Technology Equipment issued to teachers shall be used as teacher workstations in the classroom. Each teacher is responsible for ensuring the Technology Equipment is brought to school daily in good working condition.
 - o. Always position the Technology Equipment on a flat, safe surface so it does not drop or fall.
 - p. Do not place heavy objects on top of the Technology Equipment.
 - q. Do not attempt to repair or reconfigure the Technology Equipment.
 - r. Use a surge protector or unplug the Technology Equipment during electrical storms.
 - s. When cleaning the Technology Equipment, use cleaning wipes that are designed to be used on electronics such as a soft, lint-free cloth. Do not spray or wipe the Technology Equipment with heavy detergent.
 - t. Disable the wireless network when physically connected to the District network.
 - u. Avoid public Wi-Fi hotspots.
13. Appropriate District and school officials have the right to monitor and inspect any Technology Equipment and contents at any time, for any reason, or to verify condition and compliance with District policy. Employees (or designated user) shall have no expectation of privacy regarding any information stored on, accessed from, or used with the Technology Equipment.
 14. Unless otherwise indicated, Technology Equipment is assigned to a designated location on FBISD property, such as a classroom, and must remain in the designated location or with the employee assigned to work at the designated location at all times. Technology Equipment may remain with the employee as long as the employee is assigned to the designated location and is an active, full-time eligible employee of Fort Bend ISD. The employee must return the Technology Equipment immediately upon becoming inactive. If an employee is assigned to a different location, the employee must return the Technology Equipment to its designated location when the new assignment becomes effective, and may be issued other Technology Equipment at the employee's new location.
 15. Employees must return the Technology Equipment and complete the Technology Equipment Checkout Form upon suspension or termination from employment with Fort Bend ISD in accordance with the school or department's exit procedures. In the event the Technology Equipment is not returned within seven days after the employee's last day of employment with the District, the District may deduct the cost of the Technology Equipment from the employee's paycheck at a cost not to exceed \$1000, repossess the Technology Equipment, or report the Technology Equipment stolen.
 16. The employee will be informed by FBISD about the collection of the Technology Equipment at the end of its life cycle. FBISD reserves the right to collect Technology Equipment at other designated times through its life cycle for service or maintenance, or for any other reason.
 17. The assigned employee shall report any problems/issues encountered while using Technology Equipment to the FBISD Department of Technical Services immediately through the Customer Service Center @ X41300.
 18. The Technology Equipment is configured for use on the school network. The Technology Division will not be able to assist you in connecting the Technology Equipment to other Internet providers.
 19. Off-site use of Technology Equipment: If an assigned employee chooses to take the Technology Equipment off-site, the laptop computer, laptop bag, laptop battery, CD/DVD ROM, and laptop power cord are the only equipment approved for off-site use. All other Technology Equipment shall not be removed from FBISD property for off-site use or disabled. Immediately upon the resumption of business after a District-recognized holiday or break, any District-owned Technology Equipment taken off-site must be returned to its designated location (on FBISD property).
 20. FBISD reserves the right to suspend or terminate any employee's access to Technology Equipment at any time, for any reason, without notice.

Technology Equipment Acceptance Form

FBISD agrees to issue the Technology Equipment to you for your use at school and at home. The Technology Equipment assigned to you is the property of FBISD, and FBISD reserves the right to monitor your use of the Technology Equipment and suspend or terminate your use of the Technology Equipment at any time, in whole or in part, for any reason or no reason, with or without notice, in its sole discretion.

In consideration for FBISD permitting you to use the Technology Equipment as stated in the FBISD Technology Equipment Use Agreement, you understand and agree as follows:

- You have read and agree to abide by the FBISD Technology Equipment Use Agreement and the policies referenced therein at all times.
- You understand that if you become inactive, are assigned to another location, or leave the employment of FBISD, you must return all Technology Equipment to its assigned location. You understand that if you are assigned to another location, you must return the Technology Equipment to your former location before you will be allowed to receive a new device at your new location. If you fail to return the Technology Equipment within seven days after you leave the employment of FBISD, FBISD may deduct the cost of the Technology Equipment (including any peripherals) from your paycheck at a cost not to exceed \$1000, repossess the Technology Equipment, or report the Technology Equipment stolen.
- You understand and agree that you assume financial responsibility for Technology Equipment usage off school property and outside of school-sponsored events and that FBISD may deduct the cost to repair or replace the Technology Equipment, including any peripheral item, at a cost not to exceed \$1000, from your paycheck. You acknowledge that FBISD has advised you to consider obtaining appropriate insurance to cover such costs.