

FORT BEND INDEPENDENT SCHOOL DISTRICT

# Substitute Handbook 2022-2023

FBISD  
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**subos**  
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Dear Substitute,

Thank you for serving as a Substitute with the Fort Bend Independent School District (FBISD). This handbook will explain our procedures, assist you in becoming a successful Substitute, and answer some of the questions you may have about substituting with FBISD. We want your time with FBISD to be beneficial for students and rewarding for you.

As a Substitute, you share with all educational professionals the task of strengthening our society by preparing children for responsible citizenship. You play a major role in carrying out the activities planned by our teachers when they are absent. Principals and teachers appreciate and value effective substitutes and recognize your efforts to provide continuity, in the absence of the classroom teacher.

**All Substitute are required to familiarize themselves with this handbook.** The Substitute Handbook is neither a contract nor a substitute for official District Policy nor the District Employee Handbook. It is not intended to alter the at-will status of non-contracted employees in any way. Rather, it is a guide and a brief explanation of District Policies and Procedures related to employment as a Substitute. References made to District Policies in this Substitute Handbook consist of summaries or partial excerpts from the complete policy text. **The official policy adopted by the Board of Trustees remains an authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statement in this handbook.**

We trust your substitute experiences will be professionally fulfilling to you and educationally profitable to our students. We need strong Substitutes who will take on the responsibility of ensuring the educational process goes uninterrupted while the regular teacher is absent.

Thank you for your time, creativity, and enthusiasm required to work in a stimulating environment where excellence is an expectation.

Sincerely,

***The FBISD Resources  
Substitute Team***

**Patricia Lutz**, Human Resources Department, Substitute Advisor  
**Susan Flessner**, Human Resources Department, Substitute Advisor  
**Sarah Trevino**, Human Resources Department, Substitute Payroll Specialist  
**Dr. Jennifer Roberts**, Human Resources Department, Senior Consultant  
**Rebeca Bangstein**, Human Resources Department, Talent Acquisition Director

## Introduction

The purpose of this Substitute Handbook is to provide you with the information needed to ensure continuity in the instructional program when our teachers are absent from their classrooms. This Handbook aims to answer questions you may have and assist you with information you need to have a successful experience as a Substitute.

A Substitute is required to follow the instructions of a teacher and ensure the established rules and procedures are maintained throughout the classroom in a professional manner. It is important to maintain a positive working relationship between the staff and Substitute.

Substitute assignments may change based on the needs of the individual school. A Substitute may be asked to accept assignments outside his/her background or educational training. Substitutes may also be asked to cover classes during the regular teacher's planning period. When the Substitute arrives for an assignment, the school's needs may have changed (i.e., the Substitute accepted a math job, but the school needs them to cover an English class). Being flexible with assignments is greatly appreciated by the campus. The staff will assist you with any questions and provide you with additional information needed for the assignment.

Please note Substituting is an on-call employment relationship. Fort Bend Independent School District is under no obligation to provide employment nor is it obligated to provide continued employment. The Human Resources Department and campus principals have the right to exclude Substitutes from future jobs or remove Substitutes from long-term assignments in the best interest of the staff and students.

All Substitutes are expected to frequently check their Fort Bend ISD email accounts throughout the year for important updates and notifications. The Substitute Team will not communicate through personal emails unless initially contacted by the Substitute in that manner.

The Substitute Office Hours are (School Year) 7:00 a.m. – 4:30 p.m. M-F. (Summer Hours) 7:30 a.m. – 5:30 p.m. Monday-Thursday, Closed Fridays

<b>Name</b>	<b>Contact</b>	<b>Hours</b>
<b>Patricia Lutz</b> –Advisor Alpha Split (A-M)	<a href="mailto:Patricia.lutz@fortbendisd.com">Patricia.lutz@fortbendisd.com</a>	8:00 a.m. – 4:30 p.m.
<b>Susan Flessner</b> – Advisor Alpha Split (N-Z)	<a href="mailto:Susan.flessner@fortbendisd.com">Susan.flessner@fortbendisd.com</a>	7:00 a.m. – 3:30 p.m.
<b>Sarah Trevino</b> – Specialist Payroll	<a href="mailto:Sarah.trevino@fortbendisd.com">Sarah.trevino@fortbendisd.com</a>	7:30 a.m. – 4:00 p.m.

## 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'S PROFILE OF A GRADUATE

*A Fort Bend ISD Graduate has a rigorous academic foundation, strong character, and is.....*



**....equipped with skills for life.**

Fort Bend ISD graduates exhibit grit and determination in all aspects of life; respect self and others; engage in healthy life choices; are literate and articulate; proficient with technology; and meaningfully and practically apply knowledge in productive ways.



**....a servant leader.**

Fort Bend ISD graduates demonstrate confidence while maintaining a humble and kind demeanor; prioritizing the needs of others while accepting responsibility for themselves and are accountable for their own actions; are optimistic; and strive to bring out the best in others.



**....an effective communicator.**

Fort Bend ISD graduates communicate clearly both orally and in writing; respectfully and actively listen to others; appropriately engage in courageous conversations; and appropriately adapt their communication style to the audience.



**....a critical thinker.**

Fort Bend ISD graduates are visionary and solutions-orientated problem solvers; are inquisitive and innovative; and have the courage to actively challenge conventional methods in order to improve themselves and the world around them.



**....a compassionate citizen.**

Fort Bend ISD graduates are empathetic to their fellow citizens, exhibiting care and concern for others; are inclusive and embrace differences; are culturally aware; actively engage in improving our diverse community; exercise their right to vote; and are dependable, respectful, trustworthy, and self-disciplined.



**....a collaborative team member.**

Fort Bend ISD graduates work effectively with others to achieve group goals; take actions that respect the needs and contributions of others; yield their own objectives to the goals of the team; and positively facilitate and contribute to teamwork.



**....a life-long learner.**

Fort Bend ISD graduates approach life with wonder and curiosity; seek opportunities to be creative; possess a thirst for knowledge and the ability to adapt to change; and are academically prepared to pursue and attain futures beyond what they can imagine!

# Instructional Calendar



## 2022 - 2023 Instructional Calendar

### August

2-3 ..... District Professional Learning Day  
4-5, 8 ..... Professional Learning Day  
9 ..... Teacher Work Day  
10 ..... First Day of Classes 1st Semester  
Beginning of 1st Nine Weeks

### September

5 ..... Holiday/Labor Day  
22 ..... Elementary Parent Conf. & Early Release  
23 ..... Professional Learning Day/No Students

### October

7 ..... Early Release - All Students  
End of 1st Nine Weeks  
10 ..... Holiday  
11 ..... Beginning of 2nd Nine Weeks  
31 ..... Professional Learning Day/No Students

### November

21-25 ..... Holiday/Thanksgiving Break

### December

13-16 ..... Exams  
15 ..... Early Release - MS/HS  
16 ..... Early Release - All Students  
End of 1st Semester/End of 2nd Nine Weeks  
19-23, 26-30 ..... Holiday/Winter Break

### January

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

### February

16 ..... Early Release - All Students  
17 ..... Professional Learning Day/No Students  
20 ..... Holiday/Inclement Weather Make-up Day

### March

10 ..... End of 3rd Nine Weeks  
13-17 ..... Holiday/Spring Break  
20 ..... Beginning of 4th Nine Weeks

### April

7 ..... Holiday  
10 ..... Holiday/Inclement Weather Make-up Day

### May

22-25 ..... Exams  
24 ..... Early Release - MS/HS  
25 ..... Early Release - All Students  
Last Student Day/End of 2nd Semester/  
End of 4th Nine Weeks

26 ..... Teacher Work Day  
29 ..... Holiday/Memorial Day  
TBD ..... Graduation

### July

3-7 ..... District Offices and Campuses Closed

### KEY

- District Professional Learning
- Professional Learning - No Students
- Professional Development - Half Day
- Teacher Work Day - No Students
- First Day of Semester Classes
- Beginning/End of Nine Weeks
- Exams
- Holiday
- Early Release - ES
- Early Release - MS & HS
- Inclement Weather Make-up Day

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	75150	75135	74885
Waiver Minutes for Professional Learning	1800	1800	1800
Total Operational Min. w/ Approved Waivers	76950	76935	76785
Bank of Operational Minutes	1350	1335	1185

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 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			

### September 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	

### October 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					

### November 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	

### December 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

### January 2023

	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 2023

			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				

### March 2023

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

### April 2023

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

### May 2023

						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						

### June 2023

						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					

### July 2023

						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 84 Days

1st Nine Weeks	8/10 - 10/7	41
2nd Nine Weeks	10/11 - 12/16	43

### 2nd Semester Grading Period 91 Days

3rd Nine Weeks	1/5 - 3/10	44
4th Nine Weeks	3/20 - 5/25	47

Cultural and religious observances of families in FBISD can be accessed on the [Diversity Calendar](#) at [www.fortbendisd.com/diversity](http://www.fortbendisd.com/diversity).

Board Approved 1/24/2022

# Campus Listing

## High Schools

## Middle School

## Elementary Schools

**Austin High School**  
3434 Pheasant Creek Dr  
Sugar Land, 77498  
281-634-2000

**Bush High School**  
6707 FM 1464  
Richmond, 77407  
281-634-6060

**Clements High School**  
4200 Elkins Road  
Sugar Land, 77479  
281-634-2150

**Dulles High School**  
550 Dulles Ave  
Sugar Land, 77478  
281-634-5600

**Elkins High School**  
7007 Knights Court  
Missouri City, 77459  
281-634-2600

**Hightower High School**  
3333 Hurricane Lane  
Missouri City, 77459  
281-634-5240

**Kempner High School**  
14777 Voss Road  
Sugar Land, 77498  
281-634-2300

**Marshall High School**  
1220 Buffalo Run  
Missouri City, 77489  
281-634-6630

**Ridge Point High School**  
500 Waters Lake Blvd  
Missouri City, 77459  
281-327-5200

**Travis High School**  
11111 Harlem Road  
Richmond, 77406  
281-634-7000

**Willowridge High School**  
16301 Chimney Rock Road  
Houston, 77053  
281-634-2450

**Baines Middle School**  
9000 Sienna Ranch Road  
Missouri City, 77459  
281-634-6870

**Bowie Middle School**  
700 Plantation Dr  
Richmond, 77406  
281-327-6200

**Crockett Middle School**  
19001 Beechnut  
Richmond, 77407  
281-634-6380

**Dulles Middle School**  
500 Dulles Ave  
Sugar Land, 77478  
281-634-5750

**First Colony Middle School**  
3225 Austin Parkway  
Sugar Land, 77479  
281-634-3240

**Fort Settlement Middle School**  
5440 Elkins Road  
Sugar Land, 77479  
281-634-6440

**Garcia Middle School**  
18550 Old Richmond Road  
Sugar Land, 77498  
281-634-3160

**Hodges Bend Middle School**  
16510 Bissonnet  
Houston, 77083  
281-634-3000

**Lake Olympia Middle School**  
3100 Lake Olympia Parkway  
Missouri City, 77459  
281-634-3520

**McAuliffe Middle School**  
16650 South Post Oak  
Houston, 77053  
281-634-3360

**Missouri City Middle School**  
202 Martin Lane  
Missouri City, 77489  
281-634-3440

**Quail Valley Middle School**  
3019 FM 1092  
Missouri City, 77459  
281-634-3600

**Sartartia Middle School**  
8125 Homeward Way  
Sugar Land, 77479  
281-634-6310

**Sugar Land Middle School**  
321 Seventh Street  
Sugar Land, 77498  
281-634-3080

**Thornton Middle School**  
1909 Waters Lake Blvd  
Missouri City, 77459  
281-327-3870

## Elementary Schools

**Armstrong Elementary**  
3440 Independence Blvd  
Missouri City, 77459  
281-634-9410

**Austin Parkway Elementary**  
4400 Austin Parkway  
Sugar Land, 77479  
281-634-4001

**Barrington Place Elementary**  
2100 Squire Dobbins Dr  
Sugar Land, 77478  
281-634-4040

**Blue Ridge Elementary**  
6241 McHard Road (FM 2234)  
Houston, TX 77053  
281-634-4520

**Brazos Bend Elementary**  
621 Cunningham Creek Blvd  
Sugar Land, 77479  
281-634-5180

**Briargate Elementary**  
15817 Blue Ridge Road  
Missouri City, 77489  
281-634-4560

**Burton Elementary**  
1625 Hunter Green Lane  
Fresno, 77545  
281-634-5080

**Colony Bend Elementary**  
2720 Planters Street  
Sugar Land, 77479  
281-634-4080

**Colony Meadows Elementary**  
4510 Sweetwater Blvd  
Sugar Land, 77479  
281-634-4120

**Commonwealth Elementary**  
4909 Commonwealth Blvd  
Sugar Land, 77479  
281-634-5120

**Cornerstone Elementary**  
1800 Chatham Ave  
Sugar Land, 77479  
281-634-6400

**Drabek Elementary**  
11325 Lake Woodbridge Dr  
Sugar Land, 77498  
281-634-6570

**Dulles Elementary**  
630 Dulles Ave  
Sugar Land, 77478  
281-634-5830

**Fleming Elementary**  
14850 Bissonnet  
Houston, 77083  
281-634-4600

**Glover Elementary**  
1510 Columbia Blue Dr  
Missouri City, 77489  
281-634-4920

**Goodman Elementary**  
1100 West Sycamore  
Fresno, 77545  
281-634-5986

**Heritage Rose Elementary**  
636 Glendale Lakes Dr  
Rosharon, 77583  
281-327-5400

**Highlands Elementary**  
2022 Colonist Park Dr  
Sugar Land, 77478  
281-634-4160

## Elementary Schools

### Holley Elementary

16655 Bissonnet  
Houston, 77083  
281-634-3850

### Hunters Glen Elementary

695 Independence Blvd  
Missouri City, 77489  
281-634-4640

### Jones Elementary

302 Martin Lane  
Missouri City, 77489  
281-634-4960

### Jordan Elementary

17800 West Oaks Village Dr  
Richmond, 77407  
281-634-2800

### Lakeview Elementary

314 Lakeview Dr  
Sugar Land, 77498  
281-634-4200

### Lantern Lane Elementary

3323 Mission Valley Dr  
Missouri City, 77459  
281-634-4680

### Leonetti Elementary

1757 Waters Lake Blvd  
Missouri City, 77459  
281-327-3190

### Lexington Creek Elementary

2335 Dulles Ave  
Missouri City, 77459  
281-634-5000

### Madden Elementary

17727 Abermore Lane  
Richmond, 77407  
281-327-2740

### Malala Elementary

11770 W. Aliana trace Dr  
Richmond, 77407  
281-327-5700

### Meadows Elementary

12037 Pender Lane  
Meadows, 77477  
281-634-4720

### Mission Bend Elementary

6200 Beechnut St  
Houston, 77083  
281-634-4240

### Mission Glen Elementary

16053 Mission Glen Dr  
Houston, 77083  
281-634-4280

### Mission West Elementary

7325 Clodine-Reddick Road  
Houston, 77083  
281-634-4320

### Neill Elementary

3830 Harvest Corner Dr  
Richmond, 77406  
281-327-3760

### Oakland Elementary

4455 Waterside Estates Dr  
Richmond, 77406  
281-634-3730

### Oyster Creek Elementary

16425 Mellow Oaks Lane  
Sugar Land, 77498  
281-634-5910

### Palmer Elementary

4208 Crow Valley Dr  
Missouri City, 77459  
281-634-4760

### Parks Elementary

19101 Chimney Rock Road  
Fresno, 77545  
281-634-6390

### Patterson Elementary

18702 Beechnut St  
Richmond, 77407  
281-327-4260

### Pecan Grove Elementary

3330 Old South Dr  
Richmond, 77406  
281-634-4800

### Quail Valley Elementary

3500 Quail Village Dr  
Missouri City, 77459  
281-634-5040

### Ridgegate Elementary

6015 West Ridgeway Dr  
Houston, 77053  
281-634-4840

### Ridgemont Elementary

4940 Raven Ridge Dr  
Houston, 77053  
281-634-4880

### Scanlan Oaks Elementary

9000 Camp Sienna Trail  
Missouri City, 77459  
281-634-3950

### Schiff Elementary

7400 Discovery Lane  
Missouri City, 77459  
281-634-9450

### Seguin Elementary

7817 Grand Mission Blvd  
Richmond, 77407  
281-634-9850

### Settlers Way Elementary

3015 Settlers Way Blvd  
Sugar Land, 77479  
281-634-4360

### Sienna Crossing Elementary

10011 Steep Bank Trace  
Missouri City, 77459  
281-634-3680

### Sugar Mill Elementary

13707 Jess Pirtle Blvd  
Sugar Land, 77498  
281-634-4440

### Sullivan Elementary

17828 Winding Waters Lane  
Sugar Land, 77479  
281-327-2860

### Townwest Elementary

13927 Old Richmond Road  
Sugar Land, 77498  
281-634-4480

### Walker Station Elementary

6200 Homeward Way Blvd  
Sugar Land, 77479  
281-634-4400

## Specialized Schools

### Progressive High School

1555 Independence Blvd  
Missouri City, 77489  
281-634-2900

### Reese CTE Center

12300 University Blvd  
Sugar Land, 77478  
281-327-7300

### Ferndell Henry CFL

7447 FM 521 Road  
Rosharon, 77583  
281-327-6000

### Early Literacy - Ridgemont

5353 Ridge Creek Circle  
Houston, 77053  
281-634-9810

### Early Literacy – Hunters Glen

695 Independence Blvd  
Missouri City, 77489  
281-634-6754

## Substitute Job Responsibilities

- I will agree with the terms and conditions for Substitute Use of Internet and the Computer Systems, Acceptable Use Agreement. (AUA)
- I will be punctual and adhere to the classroom schedule.
- I will maintain order in the classroom.
- I will follow the teacher's lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.
- I will supervise the students assigned to the regular classroom teacher at all times (i.e., homeroom, hallways, dismissal, cafeteria, etc.).
- I understand I cannot leave the campus during work hours.
- I understand I am not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.
- I understand the campus may change my assignment once I arrive. I understand that if I choose not to take the different assignment and decide to leave instead, **I will not be compensated for the day.**
- In the event I arrive at a campus and am not needed, it is my responsibility to secure another assignment. If I do not work an assignment, I understand **I will not be compensated for the day.**
- I understand that I cannot work as an Assistant Site Coordinator, Intervention Specialist or Instructional Tutor and be a Substitute concurrently during the school year.
- I understand that I must not use corporal punishment and there must be no inappropriate physical contact at any time with students.
- I understand that I must never sexually harass a student or employee, whether verbally or physical ly.
- I understand that I must wear my Substitute ID Badge at all times on the campus. If I lose my badge, I understand I cannot work until I obtain a replacement badge.
- I understand that I am required to work **one (1) time per every nine-week grading period** to remain an active Substitute for FBISD.
- I understand that if I fail to work once during each nine-week grading period, I will be removed from the Substitute roster unless I make myself unavailable in the Absence and Substitute Management System and notify my Substitute Team Member.
- I understand that I must follow all FBISD Policies and Procedures. It is my responsibility to familiarize myself with the Substitute Handbook and all District Policies and Procedures, which can be accessed via the FBISD website [www.fortbendisd.com](http://www.fortbendisd.com) and the Substitute website, [www.fortbendisd.com/subs](http://www.fortbendisd.com/subs).
- I understand it is my responsibility to complete Annual Staff Training. As a new Substitute, I will have 45 days from date of hire to complete Annual Staff Training. Every year thereafter, I will complete the Annual Staff Training prior to the deadline date provided by the District.
- I understand that substituting is part-time and that work hours are not guaranteed as I am contacted based on a need at a campus. I also understand that I am not eligible for unemployment compensation benefits during any scheduled school breaks/student breaks, including, but not limited to: Summer Break May 27, 2022 through the first day of school August 10, 2022; September 5, 2022; October 10, 2022; November 21 through November 25, 2022; December 19, 2022 through January 5, 2023; January 16, 2023; February 20, 2023; March 13 through March 17, 2023; April 7, 2023; April 10, 2023. I also understand I will not receive compensation for any school closures due to bad weather, natural disasters etc. In the event of an extended District closure, I will frequently check my FBISD email for updates and further information.
- I understand I have no employment contract with FBISD, and I may be dismissed at any time for any reason not prohibited by law or without cause, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. At-will employees are free to resign at any time.
- I understand it is my responsibility to sign the Letter of Assurance indicating to FBISD that I will return the following year as a Substitute. Should I decide not to return, it is my responsibility to submit an EXIT request.

**I have read and agree to ALL of the above job responsibilities,  
I understand my responsibilities include but are not limited to the items listed above.**

## 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 participate 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 Employee Relations Department by calling, 281-634-1270.

Employees with questions or concerns about discrimination on the basis of disability should contact: the Employee Relations Department by calling, 281-634-1270.

General questions regarding the district should be directed to the Communications Department by calling 281-634-1100, or submitted through the appropriate Let's Talk interest area.

## 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 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.

## Annual Staff Training

Substitutes are expected to complete Annual Staff Training. As a newly hired employee, Substitutes will have 45 days from the date of hire to complete Annual Staff Training. The Substitute Team will register new Substitutes for the training. Substitutes will receive email notification when they have been registered for training. Thereafter, Substitutes are responsible for completing Annual Staff Training prior to the deadline provided by the district. Substitutes will frequently check their FBISD email account for communication regarding Annual Staff Training.

## Substitute Employment Expectations

Fort Bend ISD Substitutes are required to work once during every nine-week grading period to remain an active Substitute for FBISD. The Substitute Team will run reports during every nine-week grading period to determine Substitutes who have not worked during the nine-week period. Substitutes who appear on the non-active subbing report will be contacted via email and provided with a form to complete indicating their work intentions for the next nine-week grading period. If the Substitute indicates they intend to work during the next nine-week grading period, they will not be terminated from employment. Should the Substitute indicate they do not wish to work during the next nine-week grading period, they will be terminated from employment. If there is no response, the Substitute will be terminated from employment. Substitutes are notified during the New Substitute Orientation process of this requirement.

Should a Substitute need extended time away from Subbing due to personal reasons, and intend to return to Subbing for the district, the Substitute is required to notify their Substitute Team Member (according to alpha split provided at the beginning of the handbook). The Substitute Team member will make note of the situation and remove them from the above

mentioned report. (e.g., surgical or illness recovery, maternity leave, out of the country, caring for a sick family member, etc.) The nine-week grading periods are as follows:

- **First Nine-Week Grading Period** (August 10 through October 7)
- **Second Nine-Week Grading Period** (October 11 through December 16)
- **Third Nine-Week Grading Period** (January 5 through March 10)
- **Fourth Nine-Week Grading Period** (March 20 through May 25)

## Reporting To The Assigned Campus

### Arrival Times

It is important to familiarize yourself with the campus locations before accepting your first assignment. The schedule listed below should be followed for Substitute arrival and dismissal times, unless notified otherwise by the campus Principal. Some long-term assignments may require different arrival times.

Level	Full Day	Half Day
High School	7:10 a.m. – 3:10 p.m.	7:10 a.m. – 11:10 a.m. 11:10 a.m. – 3:10 p.m.
Middle School	8:20 a.m. – 4:20 p.m.	8:20 a.m. – 12:20 p.m. 12:20 p.m. – 4:20 p.m.
Elementary School	7:50 a.m. – 3:50 p.m.	7:50 a.m. – 11:50 a.m. 11:50 a.m. – 3:50 p.m.

Be prompt in order to start your duties at the scheduled time. If you anticipate being late, you must call the school office, so they can plan accordingly. **You are expected to remain on campus until the end of the school day, which may include the teacher’s end-of-the-day duties.** Be sure to check with the campus site administrator for instructions regarding classroom access, etc. (The Specialized campuses have a different start and end time, please contact the campus directly)

### Upon Arrival at the Campus, You Must Do the Following:

- Make sure your FBISD Substitute ID badge is clearly visible, you should not be on campus without your Substitute ID Badge;
- **Sign the Substitute Sign-In sheet and write down your arrival time.** Pick up the teacher’s Substitute folder;
- Receive directions, information (procedures, keys), and instructions concerning the campus and your classroom;
- Receive applicable emergency and non-emergency procedures/routes for (weather, fire drills, film, assembly, field trip, etc.).

### Classroom Etiquette

- Secure your personal belongings when you arrive. (Do not leave your belongings out. It is your responsibility to keep them secure. The district is not responsible for lost or stolen items.)
- Write your name on the board
- Let a neighboring teacher know you are assigned to the classroom for the day

- Review the lesson plans, books, materials, and special procedures
- Only use instructional materials provided by the teacher or other school personnel
- Locate and review emergency plans and specific behavior intervention plans for students
- If there are missing materials or supplies that you need, immediately contact the team leader, department head, or campus administrator

### Confidentiality

- All student information is confidential. Divulging information to unauthorized persons can result in termination from employment.
- Check with the campus principal/Substitute coordinator if you wish to substitute on your child's campus or in their classroom. You must receive approval from the principal before accepting an assignment on the campus.

### During the School Day

- Follow the teacher's lesson plans to the best of your ability.
- Always monitor students at all times.
- Use positive reinforcement for good behavior.
- Never use physical contact to redirect student behavior.
- Be fair, firm, and consistent as you follow the teacher's classroom rules and consequences.
- Be positive and find different ways to engage students. Your passion is contagious.
- Act at once, if an accident occurs that is serious enough to require immediate attention. Report the accident to the principal immediately and refer any first aid concerns to the school nurse.
- Since you do not know their medical history, allow students to see the nurse even if you are not convinced they are not feeling well.
- Take attendance per campus procedures.
- Follow campus procedures for allowing students to move about the building.

### At the End of the Assignment

- Complete a Substitute's Report to the classroom teacher form or leave detailed notes and your phone number should the teacher have any questions. Consider the questions below when completing your report:
  - What were you able to complete from the lesson plan?
  - What were you unable to complete and why?
  - What did you add to the lesson plan and why?
  - Which students were helpful? (Be specific and provide details)
  - Were there any problems? (Be specific and provide details)
- Leave student work organized and on the teacher's desk. If the teacher left an answer sheet and if you have the time, you can review the students' work.
- Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner. Ask students to help clean around their area before dismissal.
- Re-lock any cabinets that were locked when you arrived.
- Make sure the student's made it safely to the bus or designated areas for pick up, if applicable.
- Follow campus procedures for monitoring students during dismissal.
- Leave the teacher's desk and room as you found them.
- Sign out at the front office and include departure time. Turn in any money, keys, folders, etc.
- Check to see if you are needed for the next day.

**It is important to sign the Substitute Sign-in Sheet, in the event you are removed or not added to the assignment in the Absence and Substitute Management System, signing the sign-in sheet confirms you worked if we ever need to double check with the campus.**

## Workplace Conduct

The following are the minimum standards of conduct for Substitutes. These standards are not intended to be all-inclusive or cover every possible situation. Violations of these standards will result in corrective action ranging from a verbal/written warning to dismissal of employment. The severity of the corrective action will depend on the seriousness of the violation and the frequency of infractions committed by the employee. Minimum standards of conduct include, but are not limited to:

As a Substitute for FBISD, you are expected to:

- Abide by all federal, state, and local laws and statutes.
- Maintain a professional relationship with all students, both inside and outside of the classroom.
- Do not take pictures of students (digital, photographic, video, or electronic media).
- Refrain from the abuse or inappropriate use of alcohol or drugs during the course of the substitute assignment.
- Silence your personal cell phone during instruction and when the students are in the classroom.
- Do not exchange phone numbers with students for any reason nor social media contact information.
- Laptop computers, MP3 players, hand held video games, magazines, books, newspapers, food and drink, other than water, are not permitted in the classroom.
- Follow all policies and procedures related to social media found in Policy DH.

As a Substitute, you will follow and adhere to the Standards of Conduct, and Educators' Code of Ethics located in this Handbook.

### Satisfactory Job Performance Expectations

- Work with employees and students in a productive, cooperative, and positive manner.
- Negativity, absence of a sense of humor, or unwillingness to be flexible, cooperative, or helpful may result in not being invited to return as a substitute on that campus and/or being removed from the Substitute roster.
- Follow the teacher's lesson plans.
- Render honest, efficient, and effective services in the performance of duties.
- Obtain materials, equipment, and tools needed for the job in the prescribed manner.
- Provide the teacher with a completed 'Substitute Report to the Classroom Teacher' form.
- Be courteous to students, teachers, supervisors, administrators, other district employees, and members of the public
- Never use profanity or inappropriate comments.

### Attendance

- Report to work on time. (See school staff start times listed above.)
- Never leave the students unattended.
- Do not leave the campus during working hours. In the case of an emergency, notify the campus administrator or front office before leaving the campus. Make sure an adult is there to relieve you before departing.
- Remain at work until the end of your work assignment, which may include the teacher's end-of-day duties.
- You are not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.

### Religion in the Public Schools

FBISD strongly supports the separation of religion and government. Do not share your personal religious beliefs with students. FBISD is a very diverse school district in many ways, including religious beliefs.

Shortly after the school day begins, students in all schools recite the Pledge of Allegiance to the U.S. and Texas Flags. Immediately after, the students take part in a moment of silence. This is an individual activity required by the Texas Education

Code and is not an attempt to influence one's thoughts or views. During the moment of silence, all students/staff are expected to remain silent.

### Maintain Safety and Security Standards

- Observe and comply with safety regulations and procedures.
- Immediately report all personal injuries as the result of work-related duties to the supervisor and on the appropriate form available on each campus. (Please see the campus administrative assistant as soon as possible. Do not leave the campus without reporting injury.)
- Always wear your Substitute ID Badge on the campus.
- Exercise proper care of district facilities and property. Failure to maintain this standard will result in the employee being required to reimburse the district for necessary repairs and/or replacement through payroll deduction.
- Report damage to, or theft of, district property immediately upon discovery.

### Refrain from Inappropriate Behavior, which includes but is not limited to

- Using work time, material, and/or district facilities and equipment for personal work and activities including excessive use of district telephones.
- Using the teacher's computer unless approved/authorized.
- Removing or borrowing district property without permission
- Threatening, intimidating, using profanity, or interfering with other employees on district property, at any time.
- Distributing or posting literature on district property or posting/removing bulletin board notices without proper authorization from the Communications Department
- Unauthorized soliciting or selling on district premises during hours of duty.
- Acting in a manner that interferes with or disrupts the work environment, morale, or teamwork.
- Allowing any unauthorized individual into any district facility.
- Smoking tobacco, using or being under the influence of illegal drugs, or using alcoholic beverages on district property or during a school-sponsored event.
- Sexually harassing another district employee or student.
- Sleeping while on duty in the classroom.
- Failure to follow the teacher's lesson plans.
- Verbally or physically abusing or harassing students and staff.
- Using inappropriate language or actions when dealing with students. Using inappropriate or unapproved books, videos, etc. in the classroom.
- Do not provide students with your personal contact information or ask the students for their personal information, including all social media accounts.
- Unauthorized use of the computer or Internet; printing or copying of any documents not authorized by the teacher and not directly related to the classroom assignments.
- Working on personal business during the school day.
- Leaving the students unattended at any time or leaving school prior to the job end time without authorization from the building administrator.
- Soliciting students for private enterprises (i.e., if you have a tutoring business or language school as a private business).

### Cancellation of Assignments

When a Substitute accepts an assignment, he/she is making a commitment to the school. Assignments should only be cancelled in the event of an emergency. If an emergency arises, the Substitute should cancel the job as soon as possible. **The Substitute must also notify the school of the cancellation.**

To notify the Absence and Substitute Management system that you will no longer be able to fill an assignment:

- You must know the specific Job ID Number.

- Release the job as soon as you know that you are unable to meet the commitment. If you need to cancel within 0-48 hours prior to the job start time, please call the school to let them know why you need to cancel the assignment. If it is before/after school hours, leave a voice message indicating that you are no longer available.
- The campus will need to release you from any assignment
- Remember, if you accept an assignment the campus and students are relying on your to be in attendance.

## Compensation

### 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 complete the online direct deposit set up through their My Self -Serve account within 5 business days of their effective hire date. The district offers all employees an automatic payroll deposit. Employees may have paychecks electronically deposited (“direct deposit”) into an account of 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 Department entered through My Self-Serve. Direct deposit forms are available in the Payroll Office located in the Annex Building. 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 regarding direct deposit.

### Payroll Deductions Policy CFEA

Temporary and part-time employees who are not eligible for TRS membership must participate in the Deferred Compensation FICA Alternative Plan.

The FICA Alternative Plan is a 457(b)-retirement savings plan provided for Substitutes, part time staff and other employees who do not work enough hours or otherwise do not qualify to participate in TRS. Fort Bend ISD does not participate in the Social Security program. The 457 FICA is the alternative to Social Security. Employees in the plan are required to contribute 7.5% of their pay. Employees can elect to receive all of their contributions plus interest (if applicable) when they leave the district.

Substitutes who are TRS Retirees, will not contribute to the 457 FICA Alternative Plan.

### Travel Expense Reimbursement

Substitutes do not qualify for travel reimbursement at any time or while working a long-term split campus assignment. If a Substitute is working a long-term assignment for one employee/position, which works at multiple campuses, the Substitute will not receive reimbursement for travel to and from the campuses.

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

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](http://www.pswca.org). A link to the site is available on the TASB Website at [www.tasbrmf.org](http://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.

### Substitute steps if injured while working

1. Report the injury to the campus administrator immediately
2. The campus workers' compensation representative will provide you with the workers' compensation packet
3. Substitute will complete the packet and return to campus personnel as soon as possible
4. The campus workers' compensation representative will submit the First Report of Injury on your behalf
5. Substitute does not seek or require medical attention, inform the campus representative
6. Substitute seeks medical attention and can return to work with restrictions:
  - a) If Substitute is working in a long-term assignment the DWC-73 form will be returned to the campus
  - b) The campus will determine if they are able to accommodate any restrictions
  - c) If Substitute is working day-to-day assignments, the DWC-73 form will be submitted to the Substitutes Advisor in the Substitute Office
  - d) The Substitute Advisor will determine if the district is able to accommodate any restrictions
  - e) If campus/district is not able to accommodate restrictions, the Substitutes Absence & Substitute profile will be restricted until released by doctor and information is received and updated

### Unemployment Compensation

Substituting is considered a part-time position and work hours are not guaranteed as Substitutes are contacted based on a need at a campus. Substitutes are not eligible for unemployment compensation benefits during any scheduled school breaks/student breaks. Substitutes do not receive unemployment compensation benefits for any school closures due to bad weather, natural disasters etc.

### Teacher Retirement

Substitute's not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS.

### Notice Regarding Pay Checks

**PLEASE NOTE** – It is the substitute's responsibility to monitor his/her jobs in the Absence and Substitute Management system to ensure all jobs worked during the pay period have been entered.

- The Substitute must notify the campus immediately should they notice a date they worked and are not plugged in as working. The campus contact person will notify the Substitute Team member to confirm the Substitute worked and is paid for working the correct number of days.

- Should you notice a missed date after the pay period pay date, please contact your Substitute Team member immediately.
- It is imperative that all substitutes “sign in and out” at every campus on their Substitute Sign In sheet for every type of assignment worked.
- Make sure to include your arrival/departure times and monitor your assignments weekly in the Absence and Substitute Management System.
- Your signature is verification you worked and will receive pay in the event you are not plugged in, or removed from working an assignment in the Absence and Substitute Management System.
- If you are inadvertently removed from or not plugged into an assignment, and your name is not located on the Substitute Sign In sheet, you will not be paid for working the day.

#### Substitute Pay Rate Information

Category	Daily Rate	Long-term Rate Over 10 Days	Long-term rate Over 30 Days
60 + College Hours	\$85	\$120	N/A
Degreed (Bachelor’s or higher)	\$100	\$130	\$160
Texas Certified Teacher	\$105	\$160	\$185 (only if subbing in certified content area)
Registered Nurse	\$125	\$150	\$175
Counselor	\$230	NA	NA
Assistant Principal	\$370	NA	NA
Principal EM/MS	\$410	NA	NA
Principal HS	\$500	NA	NA

#### Para-Professional Assignments

When working in a long-term para-professional/aide assignment, you do not qualify for the 30-day long-term rate of pay. No matter what your Category is, you will **NOT** be paid the long-term rate over **30 days** when working in a **long-term para/aide position**.

#### Texas Certified Substitute Teachers

- In order to be eligible for the Long-term rate over 30 days, you **MUST** be certified in the same content area and level as the position you are subbing for. If you are certified in the same content area, you will qualify for the Over 30-day rate of pay as of the 30<sup>th</sup> day worked in the assignment. You will be retroactively paid as of day one of the long-term assignment.
- If you are certified, but not certified in the content area and level as the position you are subbing for, you will **NOT** be eligible for the Long-term over 30-day rate. Your rate will remain at the Long-term rate over 10 days for the duration of the assignment.
- For the 2022-2023 School Year **ONLY**, Certified Substitutes working a Special Education Teaching assignment, only need to hold one certification to qualify for the 30-day rate of pay. As you reach the 30<sup>th</sup> day worked in the assignment, you will be retro paid the 30-day rate. (You do not need to be certified in the content area or Special Education to receive this rate of pay.)
- Paraprofessional/Aide assignments **DO NOT** qualify for the Long-term over 30-day rate.

#### Texas Certified Substitute Teachers/Registered Nurses

- Must hold a current, valid Texas teaching/registered nurse certificate/license
- Certification must be viewable with the State Board of Education/State Board of Nursing to receive the certified rate of pay
- **REGISTERED NURSES** must be working Nurse Assignments to qualify for the Nurse rate of pay. If working a teaching assignment, you will earn the Texas Certified Teacher rate of pay.

## Bachelors or Higher Degreed Substitutes

- Substitutes who hold a bachelors degree or higher, are eligible to receive the Long-term over 30-day rate of pay. This amount will **NOT** be retroactively paid as of day one in the assignment.
- Paraprofessional/Aide assignments **DO NOT** qualify for the long-term over 30-day rate.

## Principal/Assistant Principal/Counselor Substitutes

- **You MUST be certified in this area and selected by the Department of School Leadership (DSL) and/or a campus leader.**
- You must work in an Administrator position to receive the Administrator rate of pay. Visit our website to learn about [Campus Administration](#) daily rate of pay.
- You will not earn a long-term rate of pay for working long-term assignments
- If you are subbing in a teaching assignment or para-professional/aide assignment, you will earn the Texas Certified Teacher rate of pay

It is the Substitutes responsibility to know what area your certification covers (example: Gen (4-8) would not cover a PE Class) ***You MUST notify your Substitute Team Member via email of any certification/degree updates or changes***. If you receive your certification or degree after you are hired as a Substitute, we will update your information as of the date we are notified. Therefore, your pay rate will increase as of the date we are notified not the date you become certified or receive your degree. **Please email the information to your Substitute Team Member mentioned previously by alpha split.**

## Questions Regarding Pay Checks

In the event you have questions regarding a paycheck, please contact the Substitute Payroll Specialist via email and include the following information:

- Substitute Name and Employee ID number
- Date of paycheck
- Date missing from paycheck
- Campus
- Absence Management Job Number
- Provide as much detail as possible pertaining to your question

It is the Substitute's responsibility to familiarize themselves with the Substitute Pay Schedule for the current school year. The Substitute pay schedule is included below and can be located on the Substitute Website, [www.fortbendis.com/subs](http://www.fortbendis.com/subs) linked under Resources.

Before emailing the Substitute Payroll Specialist, please make sure you have referred to the Substitute Pay Schedule and checked the dates you have worked in the Absence & Substitute Management System.

Always check your My Self Serve account to check the accuracy of your paychecks.



2022-2023 Substitute Pay Schedule

Pay Begin Date	Pay End Date	Pay Date
July 18	August 7	August 31 *
August 8	August 21	September 15
August 22	September 4	September 30
September 5	September 18	October 14
September 19	October 2	October 31
October 3	October 16	November 15
October 17	October 30	November 30
October 31	November 13	December 15
November 14	December 4	December 30*
December 5	December 18	January 13
December 19	January 8	January 31*
January 9	January 22	February 15
January 23	February 5	February 28
February 6	February 19	March 15
February 20	March 5	March 31
March 6	March 26	April 14*
March 27	April 9	April 28
April 10	April 23	May 15
April 24	May 7	May 31
May 8	May 21	June 15
May 22	June 4	June 30

**\*Indicates a three week payroll**

- It is important to notice the beginning and end dates for each pay period.
- When determining pay accuracy, please make sure you are aware of the dates worked during each pay period.
- Refer to this pay schedule as well as your Absence & Substitute System profile to verify the dates you worked and should be paid for during each pay period.

# Long-term Assignments

## Subbing in Long-term Assignments

Substitutes must work 10 full consecutive days in the same position, on the 11<sup>th</sup> day worked, the assignment becomes long-term. If a day is missed during the first 10 days of the assignment, your count will start over on the day you return to the assignment. Your pay rate will increase on the 11<sup>th</sup> day worked in the assignment. Please see the Substitute Pay Schedule to determine which paycheck you will receive your long-term rate of pay on.

Every employee position in the district is identified by a position number. Long-term assignments are identified by the position number. If you accept and commit to one long-term assignment, the assignment ends or you choose to change to another long-term assignment for a different position number, the first long-term assignment ends and your pay rate as well as the long-term count will start over on your first day of the new long-term assignment. With that being said, you are required to work 10 full consecutive days in the new assignment to qualify for the long-term rate which will begin on the 11<sup>th</sup> day worked.

A long-term assignment is defined as consecutive days worked. If you accept a long-term assignment but you are only able to work 2-3 days a week of the long-term period (shared long-term with another Substitute) you will not qualify for the long-term rate of pay.

**Absences taken during the first, 10 full consecutive days, which will be approved for the continuation of the long-term count:** (Substitutes are not paid for dates they do not work)

- **Jury Duty** – Substitute is required to provide the jury duty summons to their Substitute Advisor
- **Family/Medical Emergency** – Substitute is required to provide a medical note to their Substitute Advisor

Substitutes who are working a long-term assignment should not have more than four (4) consecutive absences during the long-term assignment. If you miss more than four (4) consecutive days from a long-term assignment, your long-term rate will revert to your base rate of pay and your long-term count will start over as of the date you return to the assignment. Should you miss more than four (4) consecutive days during a long-term assignment, you will need to notify your Substitute Advisor in the Substitute Office as soon as possible via email. Please include the following information

- Substitute Name
- Substitute Employee ID number
- The nature of the dates missed
- The Substitute Advisor will determine, based on the nature of the absence if your long-term status will continue
- You may be asked to provide a doctor's note, jury duty notification, etc.

Each situation will be taken into consideration. Remember you must inform your Substitute Advisor if the above information does not apply.

A long-term assignment is not a contract; a principal may choose to terminate the assignment or remove the Substitute at any time during a long-term assignment. Long-term assignments can be entered in the Absence & Substitute system for several weeks or months at a time. A long-term assignment can end early for any of, but is not limited to the following reasons:

- Long-term leave assignment – if the employee returns from leave
- Long-term Vacancy – if the position is filled by a full-time employee

Campuses will work to fill teaching assignments with certified substitutes first. If a certified substitute is not available, the campus can secure a non-certified Substitute for a long-term position. Only Degreed (Bachelor's/higher) and Texas Certified substitutes qualify for the 30-day or more, long-term rate. A few things to note:

- If you are working in a long-term **Aide/Paraprofessional** assignment, you **DO NOT** qualify for the 30+ day long-term rate of pay

The campus representative will generally contact individuals on their campus's preferred list of Substitutes for long-term assignments. Once the Substitute commits to working the assignment, the campus representative is required to submit a Substitute Recommendation Form to the Substitute Office. The purpose of the SRF:

- Changes your status in our system from Sub to long-term Sub
- Allows campuses to provide you access to enter students' grades
- Allows the campus to add your FBISD email to their campus distribution list
- Indicates to the Sub Team there is a need for a long-term substitute on their campus
- If the long-term assignment is for a Vacant Position, the Sub Team will enter the vacancy in the Absence & Substitute System and make sure the long-term Substitute is plugged in to the job accordingly
- If the long-term assignment is for a leave position, the campus will make sure the absences are entered under ONE job number and plug the Substitute into the job accordingly

It is **EXTREMELY** important when working a long-term assignment to check your Absence & Substitute profile frequently to make sure all the dates you are working during a long-term assignment are included under one job number. Equally important for certified substitutes is to check eligibility to receive the highest daily rate based on the long-term assignment and your certification.

The principal will make every reasonable attempt to utilize substitute certified in the State of Texas to fill a long-term teaching position. If a substitute with a valid Texas teaching certificate cannot be assigned, the principal may contact a substitute with a degree, or a substitute currently enrolled in an ACP program. Long-term substitutes can attend professional development day/sessions at the request of the campus administrator, and the long-term Substitute will be paid for the days. If you have been asked to work during a professional development day, please confirm with the campus Substitute contact person to assure you have been plugged into the assignment for the day.

### Half-Day Long-term Assignments

When working a half-day, long-term assignment, you **MUST** work **20 consecutive half days** to qualify for the long-term rate of pay. If you miss a day during the first 20 half days, your count will start over on the date you return to the assignment. The same absence information as above for long-term assignments applies. You will be paid half of the Substitute pay rate for days worked half day. Should you pick up another half day assignments on the same campus for the other half of the day; you will be paid the base rate of pay for that assignment.

### Registered Nurse Long-term Assignments

Registered Nurses **MUST** work a long-term nursing assignment for 30+ full days to receive the Long-term over 30-day rate of pay. Once the full 30-day requirement is fulfilled for the assignment, you will be retroactively paid as of day one of the assignment.

## Substitute Incentive Plan

- If a Substitute worked in an identified Special Education Severe Position and at a Hard-to-Fill Identified campus on the same day, he/she will receive the greater incentive amount, **not both incentive amounts**
- Substitutes working in ***long-term assignments*** **DO NOT QUALIFY** for the Hard-to-Fill Incentive
- The incentive plan applies to full-day absences only (or two half-day assignments at the same school on the same day) The only exception will be the half days on May 24 and May 25, 2023
- Hard-to-Fill Incentive pay is paid on the final check of the following month after the dates are worked, (example: dates worked in August will be paid on the September 30, 2022, paycheck)
- The Hard-to-Fill Incentive applies to teaching positions and aide positions

Hard-to-Fill Positions

<p><b>Special Education Severe Assignments:</b></p> <ul style="list-style-type: none"> <li>• Succeeding in Academic and Independent Living Skills (SAILS)</li> <li>• Functional Living and School Health (FLaSh)</li> <li>• Academic, Behavior, and Communication (ABC)</li> <li>• Behavior Support Services (BSS)</li> <li>• Early Childhood Special Education (ECSE)</li> </ul>	<p><b>\$15/Day</b></p>
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OR

Hard-to-Fill Campuses

<p><b>Identified Title I, IR, and Hard-to-Fill Campuses</b></p>	<p><b>\$10/Day</b></p>	
<p><b>Identified title I, IR, and Hard-to-Fill Campuses</b></p>		
<p><b><u>Elementary Schools</u></b></p>	<p><b><u>Middle School</u></b></p>	<p><b><u>High Schools</u></b></p>
<p>Arizona Fleming Armstrong Barbara Jordan Blue Ridge Briargate Burton Dulles EA Jones Glover Goodman Heritage Rose Holley Hunters Glen Lantern Lane Mission Bend Mission Glen Mission West</p>	<p>Ridgegate Ridgemont Rosa Parks Townewest</p>	<p>Crockett Dulles Hodges Bend Lake Olympia McAuliffe Missouri City Quail Valley</p>
		<p>Hightower Marshall Willowridge</p>

# 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. 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 causes 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 services.
- 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 personal 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 allows 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 should 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 based on 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 or age 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 by 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 disclosures 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 the 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 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 are 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 of 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 stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school. A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent/guardian or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting. Reassure the child that he or she did the right thing by disclosing the information. As a parent/guardian of a child who is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling in the immediate area. The Texas Department of Family and Protective Services (TDFPS) also provides early intervention counseling programs.

To find out what services may be available in various counties, please visit the following Web address:

[www.dfps.state.tx.us](http://www.dfps.state.tx.us). Additional information may be found at:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://www.taasa.org/member/materials2.php>

<http://www.oag.state.tx.us>

Reports 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 for 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 Educator's 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 a 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 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
- This 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. Instructional employees complete 12 courses. Central Office employees complete six courses.

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 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 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 our 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 persuasive 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, cyberbullying, 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 based on 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 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 a 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 then 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 investigate.

### 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/southwet-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 cyberbullying, 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 using any electronic communication device, including using 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 prohibited conduct. To obtain assistance and intervention, a 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 report 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 reasonable calculated to address the conduct. A targeted student who is 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 consideration 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 may be made only by a duly constituted ARF 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 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 bullies. The determination by the Board or designee is final and may not be appealed. The procedures set forth in the Education Code [See PETITIONS AND OBJECTIONS, PROCEDURE, above] do not apply to a transfer under this provision. Education code 25.0342 for more information about these policies, please access the district's policy online at <http://pol.tasb.org/Home/Index/483>.

## Technology Resources Policy CQ

All network and computer equipment are 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 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 or 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 include 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 include 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, mealtimes, 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 may not share or post, in any format, 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 Educator's Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee 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 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 communication between all other employees and students who are enrolled in the district is 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 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 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 expected 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 communications facilitated by using 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 at 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 employer'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 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 to one or more of the limitations 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 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 sent 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 make 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 are defined by the Texas Controlled Substances Act during working hours' may be terminated. The district's policy on drug abuse and drug-free school 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 the 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/or alcohol test. An employee needs to 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 of 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:

- Crime involving school property or funds;
- Crimes involving attempts 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 include, 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 or activities;
- 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 laws.

#### Conflict of Interest Policy CB, DBD

Employees are required to disclose in writing to the district any situation that created a potential conflict of interest with proper discharge or 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 or Favors Policy DBD

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

#### Nepotism Policy DBE

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

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

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

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

No employee shall initiate or participate in, directly or indirectly, decisions involving a direct benefit to members of his or 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 degree; 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 contribute 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 contributing 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;
- Always 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 workplace.

## Copyrighted Materials Policy CYY

Employees are expected to comply with the 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.

# Complaints and Grievances

## Grievances Policy DGBA

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 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. Compliant 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](http://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, the Absence and Substitute Management System, and receive pay for working overtime. The progressive discipline 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.

### What is Progressive Discipline?

- A tool to identify and address employee and employment related problems;
- A tool used to encourage employees to modify behavior or performance to acceptable standards;
- A uniform model to address employee counseling, discipline, and documentation throughout the district.

### Progressive Discipline is NOT

- Expected to address each situation requiring corrective action that may arise in the workplace;
- A tool to harass, intimidate, or punish employees;
- A way to force an employee to resign.

***An employee may be terminated for any legally permissible reason. Please understand it is not guaranteed that a supervisor will start with the verbal warning. If an employee has received previous warnings or campuses have reported issues, these will be taken into consideration. The severity of the offense will also determine the outcome.***

### Progressive Discipline Campus Procedures

It is the campus administrator's responsibility to conduct a full investigation should they receive information regarding a Substitute who has not followed district policy while on campus. This information applies to long-term Substitutes and day-to-day Substitutes. The campus administrator will complete the following steps:

- Speak to all witnesses involved and receive written statements;
- Request a written statement from the Substitute;
- Campus administrator will hold a conference with the Substitute to discuss the reported behavior, and will provide Positive Counseling/Coaching
- Campus administrator will complete the Supervisory Log Form for the Substitute to sign;
- Should the campus administrator intend to exclude the Substitute from their campus, the campus administrator will communicate this to the Substitute.

All supervisory log forms are submitted to the Substitute Team. Depending on the behavior, the Substitute Team may take further necessary discipline actions.

### Substitute Exclusion

- A substitute can be excluded from any school site for any reason deemed necessary by the campus principal and approved by an HR Representative;
- If a Substitute is excluded from a school, a Supervisory Log Form is sent to an HR Representative. The Substitute is placed on the school's exclusion list by the HR Representative and the Substitute may not sub at that site again unless approved by the building administrator;
- An e-mail from the HR Representative describing the campus's concerns will be sent to the Substitute, so the Substitute can improve as a classroom Substitute;
- A Substitute has the right to send a rebuttal letter to the HR Representative;
- If necessary, a Substitute may be called to meet with an HR Representative for disciplinary action.

## General Procedures

### Emergency School Closing

The district may close 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: KTRK-Radio 740 AM, KPRC-Channel 2, KHOU-Channel 11, KTRK-Channel 13, KRIV (FOX) Channel 26, KHW B-Channel 39 and KXLN-Channel 45.

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 staff.

## 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.

## Personal 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 access to this information or change an existing choice may be made at any time on "My Self-Serve," [www.fortbendisd.com](http://www.fortbendisd.com). New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information listed above 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 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 Change

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 (e.g., a valid driver's license). The home address, home telephone number, beneficiary and emergency contact, must be changed in "My Self-Serve," located on the Fort Bend ISD Website at [www.fortbendisd.com](http://www.fortbendisd.com)

# Termination of Employment

## **Non-Contract Employees**

Policy DFE (LOCAL)

Non-contract employees may resign their positions at any time. If a Substitute decides to resign their position, they are required to submit an Exit request through My Self-Serve.

## **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](http://www.tasb.org/policy).

The Principal or Supervisor 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 knowing 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 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 changes 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 based on 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 Educational 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 based on sex: Executive Director of Human Resources Talent Experience at (281) 634-1402.
- Section 504 Coordinator, for concerns regarding discrimination based on 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

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 their 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 locate on the back of all student and Full-time 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>.



# Absence and Substitute Management System, Powered by ReadySub

The Absence and Substitute Management System is the platform used by employees to submit their absences. The platform is also used for Substitute's to view and accept substitute jobs throughout the district. Once you are an active Substitute, you will receive a Welcome Letter from the Absence and Substitute Management System which will include your login information for the platform. You will locate the Absence and Substitute System by going to the FBISD Website, [www.fortbendisd.com](http://www.fortbendisd.com).

## Locating the Absence and Substitute Management System

- Once on the FBISD website you will click on "Staff" you will login to the Employee Portal by entering your district login information, (your Login ID is your FBISD email address and password)
- From the Employee Portal, you will click on Staff Links
- On the Staff Links page, you will click on the Absence & Substitute Management, powered by ReadySub icon

## Login to Absence and Substitute Management System

- Type in your FBISD email address ([firstname.lastname@fortbendisd.com](mailto:firstname.lastname@fortbendisd.com), unless otherwise notified)
- First time logging in – use the temporary password provided in your Welcome Email

## How to change your Password

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

## How to Accept a Job

- Click on the Dashboard
- Available jobs will appear
- Filter by preferences and/or date range
- Available Jobs tab and/or my jobs tab
- See Details
- Accept or Decline

## How to Release a Job

- Click on My Jobs tab
- Click on the Release Tab
- You can enter a reason for the teacher

## Entering Availability

- Click on Calendar
- Click on Set Availability
- Click on Drop Down Menu

- Select your type of availability

*You will use this feature if you are not able to work for an extended amount of time, or have recurring days of the week you are not available to Sub.*

## My Self-Serve

My Self-Serve is where all your employee information is located. You are required to login to your My Self-Serve account to assure your personal information is correct or updated in the event of any personal changes. My Self-Serve is the system which produces your employee ID number, where you will set up your Direct Deposit information, view your pay stubs, update your address, update your emergency contact information, complete your Ethnic Declaration, ensure your W4 is correct, consent if you wish to receive your W2 electronically, sign your Letter of Assurance for the following school year, sign your handbook acknowledgment form, and submit an exit request if you decide to leave the district.

You will receive your employee ID number when you attend New Substitute Orientation/Onboarding. It is best practice to memorize your employee ID number. You will need to know your employee ID number when contacting HR or the customer service department for assistance. You will login to your My Self-Serve account by visiting the FBISD website, [www.fortbendisd.com](http://www.fortbendisd.com).

### Locating My Self-Serve

- From the FBISD website, you will click on Staff
- Login to the Employee Portal by using your district login information
- Click on Staff Links
- Locate and click on the My Self-Serve icon
- Follow the steps for logging in

### Setting up Direct Deposit

- Click on the Payroll tab
- Click on Direct Deposit
- Under Accounts, click on the + to add your direct deposit information (you can add more than one account if you wish for your check to be split between more than one account)

### Viewing your Pay Stubs

- Click on the payroll tab
- Your paychecks will be listed in order from the most recent
- Click on the > at the end of the row for the check you wish to view (Substitute are paid by the day, the number of days you worked during the pay period will be listed under “hours”)

### Setting up your W4 Information

- Click on the payroll tab
- Click on W-4 Tax Information
- Add/update information and click SAVE

### Electronic W2 Consent

- Click on the payroll tab

- Click on W-2/W-2c
- Click on W-2/W-2c Consent
- Update and click Submit

#### Update your Address/Contact Details/Emergency Contacts

- Click on the Personal Details tab
- If you are updating the current address, click on the > next to the address listed
- Update the information and click save
- Click on contact details – click on the + to add contact information
- Click on Emergency Contacts – click on the + to add your emergency contact information

#### Verifying/Updating your Ethic Declaration

- Click on the FBISD Self Service icon
- Click on Ethic Declaration – if you included this information on your online application, the information would upload from your application. If you wish to add/update/change the information, do so and click on save. You MUST make sure your Ethic Declaration is correct for state reporting purposes

#### Accepting your Letter of Assurance for the following school year

- Click on FBISD Self Service
- Click on Employee E-Forms
- Click on View Form next to the Letter of Assurance
- Accept and save the form

#### Handbook Acknowledgement Form

- Click on FBISD Self Service
- Click on Employee E-Forms
- Click on View Form next to the Substitute Handbook Acknowledgement
- Accept and save the form

#### Submit an Exit Request

- Click on FBISD Self Service
- Click on Employee E-Forms
- Click on Exit Form
- Click on the Add a New Value tab
- Enter your information and click submit

#### Letter of Assurance

Every May, you will receive email communication to your FBISD email account indicating it is time to sign your Letter of Assurance for the next school year. The email will include a job aide for logging in to My Self-Serve to accept this form. The email will provide a deadline for accepting the form. As each school year closes, please make sure you continue to check your FBISD email for this important email. You are expected to accept this form if you wish to return for the following school year as a Substitute. If you no longer wish to Sub for FBISD, please submit an Exit request.

## Summer and Substitutes

Substitutes are not paid during the summer months by the Substitute Department. If you see absences in the Absence and Substitute Management System, do not accept the job. If a Substitute is needed to work one of the few extended learning programs, the program will contact you directly and make arrangements with the Substitute Team.

Between April and May the district will send an Internal Communication email to your district email account regarding the Summer School Program. The Substitute Team does not assist with the Summer School Program. If you wish to work for the Summer School Program, you will need to follow the steps provided in the email to apply to work the Summer School Program. If you have questions regarding the Summer School Program, please contact the Summer School Department. You can locate their website from the district website, [www.fortbendisd.com](http://www.fortbendisd.com), click on Departments and select Summer School.

During the summer months, continue to check your FBISD email for important updates and important information regarding the coming school year.

# FBISD Technology Equipment

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. (Substitutes will electronically sign their Handbook Acknowledgement Form which will indicate acceptance of this document) Before you receive any Technology Equipment, you must sign the FBISD Substitute Handbook Acknowledgement Form.
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 otherwise access the Technology Equipment.
4. While Fort Bend ISD understands that educational uses of the Technology Equipment exists 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 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 our 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 a administrator approval. Employees are advised to consider obtaining a 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, is 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 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 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.

# Frequently Asked Questions

## Please Read this Section Before Contacting the Substitute Team

### **Q. What are the Substitute Office hours and contact information?**

A. The Substitute Office Hours are (School Year) 7:00 a.m. – 4:30 p.m. (Summer Hours) 7:30 a.m. – 5:30 p.m.

[Susan.flessner@fortbendisd.com](mailto:Susan.flessner@fortbendisd.com) – 7:00 a.m. – 3:30 p.m.

[Patricia.lutz@fortbendisd.com](mailto:Patricia.lutz@fortbendisd.com) – 8:00 a.m. – 4:30 p.m.

[Sarah.trevino@fortbendisd.com](mailto:Sarah.trevino@fortbendisd.com) – 7:30 a.m. – 4:00 p.m.

### **Q. When can I begin Subbing?**

A. After you are officially hired as a Substitute, attend the New Substitute Orientation/Onboarding (NSO), and have received your Substitute Id Badge. You are not an official employee until you have an employee identification number and can log into both the Absence and Substitute Management System and My Self-Serve. Substitutes must attend a Substitute orientation/onboarding (NSO) and complete and submit new hire paperwork. You will receive a Welcome email with a temporary password. You will log into the Absence and Substitute Management System and enter your email address and password, once your account is activated. You will then be able to update your password for future logins.

### **Q. How do I find out what jobs are available?**

A. You will login to the Absence and Substitute Management System to set up your profile. The Absence and Substitute Management System offers several methods for accepting jobs: (1) Email Alerts to your FBISD email address, (2) Text Message Alerts (SMS text rates apply), (3) Call and/or from your Absence and Substitute Management System Dashboard. There is not a number in which to call and listen to available jobs. Always ensure you have received a Job ID Number for any job you agree to take. If the job is prearranged with a teacher, please confirm the assignment in the Absence and Substitute Management System and get the Job ID Number. **You will not be paid for any job without being plugged into a Job.**

### **Q. What do I do when I arrive at the school?**

A. Before you leave for the school, verify your assignment information in the Absence and Substitute Management System. As soon as you arrive at the school, please sign in with the staff member assigned to Substitutes. Ask for the Substitute folder. In the folder, you should find lesson plans, attendance rosters, seating charts and emergency plans, etc.

### **Q. What do I do if my Substitute availability changes?**

A. You will login into your Absence and Substitute Management System profile to update your changes to your availability. You are able to make changes to your Daily Availability as well as extended leave if necessary. If you are scheduling a leave that will keep you from subbing at least **one time per a nine-week grading period**, please notify your Substitute Team Member (listed at the beginning of the Handbook) this will prevent you from being termed for inactivity. If you wish to be removed from the Substitute list, please submit an Exit form through your My Self-Serve account. You will not be able to request monies from your 457 Plan until we receive and process your exit request.

### **Q. How will I know how I am performing as a Substitute?**

A. Principals and teachers can complete a Special Report form to let the Substitute Team know if you are doing a great job or if there are concerns. We will email you a letter informing you of the concern(s) and provide you with directives to follow in order to continue subbing. Substitutes are subject to Progressive Discipline. Please refer to the section titled Progressive Discipline in this Handbook for further information.

### **Q. If I reject a job for a particular day, will I still be able to see other jobs in the Absence and Substitute Management System?**

A. Yes

### **Q. Can an employee assign me to, or request me for, his/her absence?**

A. Yes. If an employee prearranges with you to Substitute for him/her, they will enter the absence in the Absence and Substitute Management System as a prearranged Substitute. The Absence and Substitute Management System will list a Job ID that proves you have been entered by the teacher as their Substitute. It is your responsibility to ensure you have a Job ID before you go to the assignment. If the teacher forgets to note in the Absence and Substitute Management System that they prearranged for a Substitute, the system will show the assignment as available and other Substitutes will be able to accept the job and receive the Job ID. The Substitute, who can provide the Job ID when signing in at the campus, will be the one who remains on the campus and will receive compensation for the assignment. If you arrived at the campus without the Job ID, you will not be paid unless a different assignment is located for you. Therefore, it is important for Substitutes to check their assignments in the system before leaving home.

**Q. How can I be in a teacher assignment when I did not accept nor agree to take the assignment?**

A. The teacher can automatically assign you to the assignment without first confirming with you. Since this is not standard procedure, please contact the campus staff who handle Substitutes and advise them of what has occurred.

**Q. What should I do if I see assignments in the Absence and Substitute Management System during the summer months when “school” is not in session?**

A. Do not accept the assignment. It may be that there are teachers on campus that work during the summer months and when creating an absence, the teacher may forget to enter “no substitute required” for the absence.

**Q. As a Substitute am I allowed to work during the summer?**

A. No, only full-time employees are allowed to work during the summer months for the summer school program. If you are interested in working for the summer school program, you will need to contact the person in charge of the summer school program directly for information. There are substitute opportunities for you during this time of the year, but it is not handled by the Substitute Office. The Substitute Office can direct you to the program organizer. The Substitute Office does not pay Substitutes to work during the summer months.

**Q. What if the days I am available to work change from week to week?**

A. You can change this information yourself in your Absence and Substitute Management System profile. Refer to the Absence and Substitute Management system Navigation link on the Substitute Website. [www.fortbendisd.com/subs](http://www.fortbendisd.com/subs).

**Q. Can I call the Absence and Substitute Management System to listen for jobs?**

A. No, we would like you to be proactive in looking for and accepting jobs. Job-hunting can be done 24 hours a day, seven days a week, by logging into the Absence and Substitute Management System to search for assignments.

**Q. How many jobs must I work to remain active as a Substitute?**

A. We require Substitute to work **1 time per each-nine week grading period** to remain an active Substitute for Fort Bend ISD. We have unfilled jobs every day. **If you do not work 1 time per a nine-week grading period, and do not notify your Substitute Team Member for a requested leave, you will be exited from employment.** Once removed, you will need to re-apply for the Substitute position. If you no longer wish to work as a Substitute for the district, please submit and exit request through your My Self-Serve account. (Please refer to the inactive report dates listed in this Handbook)

**Q. If I reject or cancel jobs, will I automatically be removed from the Substitute list?**

A. The Absence and Substitute Management System will still call you for other jobs if you meet the criteria. However, we do monitor the activity of cancelled jobs. If we identify a pattern of cancellations, we will contact you in order to review the reasons for cancellation. This could result in your removal from the Substitute list.

**Q. Do I need to remember my Absence and Substitute Management System Job ID?**

A. Yes. The Job ID is your assurance that the Absence and Substitute Management System registered your acceptance of the job. You will also need this number if you need to cancel the job. Each job is given a unique number, so carry your printed job assignment and number with you to the campus. Remember that if two Substitutes show up for the same job, the Substitute with proof of the confirmation number will be granted the assignment.

**Q. Can I cancel a previously accepted job in the event of an emergency?**

A. Yes. If you are cancel a job within 48 hours of the start time of the job, you must contact the campus to inform them. If it is before/after school hours, leave a voice message. Always try to cancel your jobs as early as possible, so another Substitute can accept the assignment. If it is 48 hours or less before the start time, the school will have to release you from the assignment.

**Q. Does the Absence and Substitute Management System call on the weekend?**

A. Yes. However, you can set quiet hours in your profile starting at a certain time, if you do not want to receive phone calls during the evening, etc. You can turn off the calling feature all together. The Absence and Substitute Management System is defaulted to only send out email alerts. All other alerts will need to be updated by the Substitute.

**Q. Do I call the Substitute Office if I need directions to a campus?**

A. No. It is your responsibility to print out a map or get directions before you go to the campus. We suggest you also put the campus phone number on the map should you have problems finding the school. Often, campus staff are familiar with the area and can give you more detailed directions if you are lost.

**Q. When I became a Substitute, I did not have a teaching certificate, now I have passed my content area TExES exam. Can I start to receive the certified daily pay rate?**

A. No. In order to receive the Texas certified pay rate, you must hold a valid Texas teaching certificate, Probationary, Standard, and Lifetime/Provisional. If you are in an alternative certification program (ACP), you must pass your content area(s) and pedagogy exams AND receive a Probationary certificate from SBEC. It is your responsibility to notify your Substitute Team Member, via email when you receive your Texas Certificate. **We must be able to view your certification on the SBEC website in order to change your rate of pay.** We will update your pay rate as of the date we are notified, not the date you become certified. **Important:** It is the Substitute's responsibility to know what content area their certification applies to. (Example: Gen 4-8 would not apply to P.E.) The new rate will go into effect the pay period following the date certification can be viewed in SBEC. We will not retro pay the amount.

**Q. I have a valid out-of-state teaching certificate; will I receive the certified daily pay rate?**

A. No. Only holders of a Texas teaching certificate receive the certified daily rate. Once you have your out-of-state certificate evaluated by SBEC and you receive your one-year Texas certificate, you can receive the certified daily rate. It is your responsibility to notify your Substitute Team Member when you receive your one-year certificate. **Certification must be viewable on the SBEC website in order to receive the higher rate.** **Important:** It is the Substitute's responsibility to know what content area their certification covers, (Example: Gen 4-8 would not cover P.E.). The new rate will go into effect the pay period following the date certification is viewable with SBEC. We will not retro pay.

**Q. I just started subbing after I finished student teaching. I have passed my content area exam and PPR exam. Will I receive the certified daily pay rate?**

A. No. We need a copy of your official transcripts with your degree posted since you will finish student teaching prior to receiving your degree. Once you have the degreed transcripts and see that SBEC has recommended you for a Standard teaching certificate, we can pay you the certified daily rate. It is your responsibility to notify your Substitute Team Member when you are recommended for your Standard certificate and/or to let us know when you submitted a copy of your degreed transcript. **Certification must be viewable on the SBEC website in order to receive the higher rate.** **Important:** It is the Substitute's responsibility to know what content area their certification covers, (Example: Gen 4-8 would not cover P.E.). The new rate will go into effect during the pay period following the date certification is viewable on the SBEC website. We will not retro pay.

**Q. I am a retired Texas teacher; can I accept long-term assignments?**

A. That depends on the type of long-term assignment. You can take a long-term assignment for an absent employee, but you **must check with TRS regarding subbing in vacant positions.** Retirees should carefully review all requirements that apply to long-term temporary work. If the retiree's work is not in compliance with TRS requirements, TRS could revoke your retirement entirely, or you could lose monthly annuity payments for work that exceeds the allowable amount. It is the responsibility of the retiree to contact TRS to discuss the possible impact of subbing on their benefits. Employees who have retired from TRS should ask the Principal or campus representative if the long-term assignment is for a current employee or for an employee who resigned or separated from the district. It is the retiree's responsibility to understand and follow the guidelines for returning to work after they retire. You can contact TRS at [www.trs.state.tx.us](http://www.trs.state.tx.us) or view the online document

pertaining to employment after retirement at [http://www.trs.state.tx.us/benefits/documents/employment\\_after\\_retirement.pdf](http://www.trs.state.tx.us/benefits/documents/employment_after_retirement.pdf). And/or call 1-800-223-8778. **For TRS purposes, a Substitute is a person who serves on a temporary basis in the place of a current employee and NOT in a vacant position.**

***Q. I am working a long-term assignment and need to take a day off. What is the process for requesting time off?***

A. The Substitute Teams expectation is that a Substitute may not have more than four (4) consecutive absences during a long-term assignment. However, if there are extenuating circumstances, the Substitute must consult the Substitute representative on the campus who will contact the Substitute Team representative. Failure to notify the campus in advance or exceeding the allowed four (4) consecutive absences could result in the long-term assignment being cancelled and the Substitute not receiving full compensation (if consecutive absences are not approved, your long-term rate of pay will return to the base rate). Any decisions regarding the number of absences approved will be made by the Substitute Team Member in conjunction with the campus administrator. If you are working a long-term assignment and have an approved absence within the first ten consecutive full days, you will not receive the long-term rate until you have worked a total of 10 full consecutive days. Monday and Friday absences are hard to fill; thus, your request for time off on these days may not be approved.

***Q. I am working a long-term assignment and the principal wants me to have computer/email access. What do I need to do?***

A. All Substitutes have computer and district email access. Substitutes working in a long-term assignment over 10 full consecutive days receive computer/email access for that campus. Once the Substitute Team receives the principal's Substitute Recommendation Form (SRF), the assignment information will be updated in the system, and you will be granted computer and email access tied to the campus for which you are working the long-term assignment. The SRF requests are generally processed within a few business days. It is important for the Substitute Team to know about the long-term assignment at the beginning of the assignment in order to avoid delays with computer/email access and pay. There is no need for you to contact the Substitute Team regarding your long-term assignment. You do however want to check with the campus Substitute contact person to make sure they have submitted the necessary documentation.

***Q. I need to update my address/phone number and last name due to a recent marriage. How do I get these changed in the Absence and Substitute Management System?***

A. Please update your online Substitute application. Your application should always have your current contact information phone numbers, address, and email. You also need to change your address and phone number through your My Self-Serve profile. You must complete a Name Change Form with the Human Resources Department and bring the appropriate documentation (marriage license, divorce papers, etc.).

***Q. I accepted a job through the Absence and Substitute Management System and have a Job ID. However, when I arrived at the campus, the teacher was there but forgot to cancel the assignment. What do I do?***

A. The campus will offer you an unfilled assignment on the same campus upon your arrival, if available. You will need to accept the new assignment or choose to go home without pay. You may also log back into the Absence and Substitute Management System (once the campus has removed you from the original assignment) to search for unfilled jobs on other campuses. If this situation happens to you more than once, please call and discuss the situation with your Substitute Team Member. Please be aware that teachers can cancel an absence up to two hours before school starts, and a campus verifier can cancel a job any time prior to the start time. It is your responsibility to make sure the status of your confirmed job is still active before you are in route to the campus. If you choose to leave the campus without pay or to look for an assignment on another campus, please ask the campus verifier to take you out of the absence before you leave the campus.

***Q. I have a form from TRS for buying back years, who fills this out?***

A. The form is filled out by the Payroll Department Supervisor, 281-634-1221.

***Q. I need to get a letter from the district verifying employment, whom do I contact?***

A. You can complete the Employment Verification section of the Talent Connect area on the FBISD Website. [www.fortbendisd.com/subs](http://www.fortbendisd.com/subs) > Talent Connection > Employee Verification. You may also call 281-634-1270 and the receptionist in Human Resources can assist you. Please keep in mind there may be a 48-hour turn-around time.

***Q. I am an FBISD full-time employee and would like to change my position to Substitute, what do I do?***

A. Once you have decided to transition to a Substitute position, we ask that you allow your campus leader time to find a replacement. The transition to a Substitute position is a multi-step process as you will need to be fully paid out of your current contract. You will also need to complete Substitute forms, be fully established in the system as a Substitute, and receive your Substitute ID badge before you are able to begin subbing.

**Step 1:** Inform your principal and direct supervisor of your intentions to vacate your current position. Agree upon your last date worked in your role. (The Substitute Team will let you know when you begin accepting Substitute assignments)

**Step 2:** Send an email to Susan Flessner in the Substitute Office regarding your intentions and apply to the Substitute job posting in Taleo as an internal candidate. Please ensure you have uploaded your official college transcripts indicating your highest level of education, as this will determine your eligibility, category, and daily rate.

**Step 3:** Once your last day working in your current position has been communicated by your Supervisor/Principal, the Substitute Team will initiate the Employee Change Form.

**Step 4:** The Substitute Team will communicate with you, via your FBISD email, regarding New Substitute Orientation (NSO) and other expectations of the position.

**Important:** You must receive your Substitute ID Badge and attend New Substitute Orientation before you can begin subbing. During NSO, you will learn more about how to accept Sub assignments. You will also receive other important information pertaining to the expectations and responsibilities, which will ensure you are ready to serve our students and staff.

## Appendix

Employee Grievance Form [DGBA (Exhibit A)]

Acceptable Use Policy

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 3110 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: \_\_\_\_\_

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

#### Restrictions:

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

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

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

#### **Disclaimer of Liability:**

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

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

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Revised 7-26-04

I understand and will abide by the Fort Bend ISD Acceptable Use Policy for Internet and Computer Systems. I have also read and understand the Student Acceptable Use Policy. (Instructional staff only.) I further understand non-compliance 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

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, and 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 of 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.