



# 2025-2026 Volunteers in Public Schools (VIPS) Guidebook

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# Volunteers in Public Schools (VIPS)

This guidebook has been created to equip volunteers and campuses in launching long-term sustainable partnerships with support from the Department of Collaborative Communities.

Version Number: (i.e. “2020.1”) 2020.5

The contents of this handbook relate to the following Board policies:

Policy	Title	Page(s)
GK (LOCAL)	COMMUNITY RELATIONS	*
GKG(LOCAL)	COMMUNITY RELATIONS; SCHOOL VOLUNTEER PROGRAM	*

\* The above listed policies relate to areas in which Collaborative Communities is necessary. This guidebook speaks directly to Volunteers in Public Schools (VIPS).

# Introduction

## **Philosophy**

The Board believes that the highest levels of student success are best attained in a well-functioning, high-performing collaborative community of learners. The District shall collaborate and partner with the community to support students to develop Profile of a Graduate attributes and improve student outcomes and student achievement. Partnerships with parents/guardians as well as nonprofit agencies, local businesses, industry sponsors, interfaith agencies and community organizations contribute to the development of a true collaborative community.

## **District Mission**

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

## **Department of Collaborative Communities Mission**

Create and foster mutually beneficial partnerships and collaboration opportunities with key stakeholders that support and enrich student achievement and success on a transformative scale.

# District Goals and Alignment

The District has established key priorities to lead the important work across the District to help propel students for academic success and achievement. Key Priority 2 aims to create and sustain a culture and climate of professionalism, accountability, and communication (PAC) where stakeholders (students, parents, and staff) are valued, inspired, and engaged. This key priority is in direct alignment with Collaborative Communities strategic priorities, encompassing the VIPS Program and overall volunteer efforts on our campuses.



## CORE BELIEFS AND COMMITMENTS

**Core Belief 1: All students can reach their full potential.**

**Commitment:** Fort Bend ISD will provide an educational system that will enable all students to reach their full potential.

**Core Belief 2: We believe student success is best achieved...**

...through effective teachers that inspire learning.

**Commitment:** Fort Bend ISD will recruit, develop and retain effective teachers.

...in a supportive climate and safe environment.

**Commitment:** Fort Bend ISD will provide a supportive climate and a safe learning/working environment.

...by empowered and effective leaders throughout the system.

**Commitment:** Fort Bend ISD will provide and promote leadership development at all levels.

...in a well-functioning, high-performing community of learners.

**Commitment:** Fort Bend ISD will be a collaborative, efficient and effective learning community.

## MISSION AND VISION

### 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.

## 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 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 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.



### 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.



### 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 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.



### a critical thinker.

Fort Bend ISD graduates are visionary and solutions-oriented 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.

## DISTRICT GOALS



### District Goal 1

Fort Bend ISD will provide rigorous and relevant curriculum and deliver instruction that is responsive to the needs of all students.



### District Goal 2

Fort Bend ISD will provide a positive culture and climate that provides a safe and supportive environment for learning and working.



### District Goal 3

Fort Bend ISD will recruit, develop, and retain high quality teachers and staff.



### District Goal 4

Fort Bend ISD will engage students, parents, staff, and the community through ongoing communication, opportunities for collaboration and innovation, and partnerships that support the learning community.



### District Goal 5

Fort Bend ISD will utilize financial, material, and human capital resources to maximize district outcomes and student achievement.

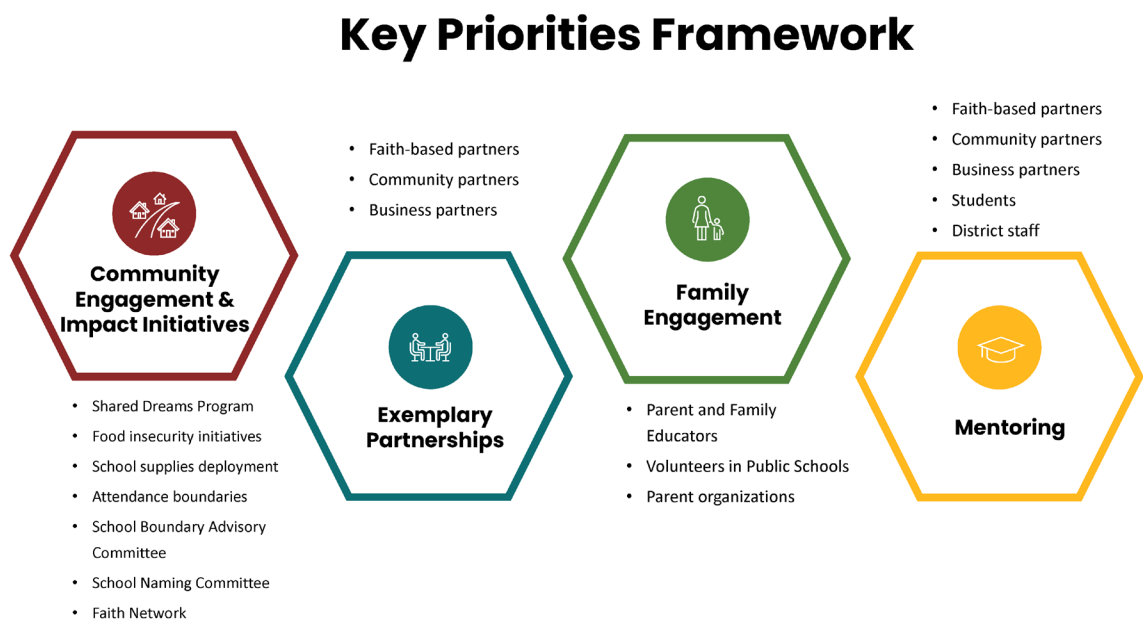
# Collaborative Communities Key Priorities

The Department of Collaborative Communities has identified four key priority areas of focus:

- (1) Community Impact Initiatives;
- (2) Partnerships;
- (3) Family Engagement; and
- (4) Mentoring

For the purposes of this guidebook, family engagement is highlighted to help provide the connection and alignment for the VIPS campus coordinators. Figure 1 below illustrates the importance of our volunteers and the impact on student achievement.

**Figure 1: Key Priorities**



# Volunteer Benefits

Volunteers participating on District campuses make a valuable contribution to the education of children. Volunteers may include parents/guardians, employees of local businesses, civic leaders, staff, and students. Each campus and all grade levels involve volunteers in a wide variety of ways, specific to the needs of that campus. Individuals who donate their time in any capacity (receiving no remuneration for services) are considered volunteers.

Many benefits are gained by utilizing volunteers in the classroom and on the campus. School volunteers can be extremely effective and valuable vehicles for promoting positive synergy between home, school, and community.

## **Student Benefits:**

- Enrich learning experiences
- Provides opportunities for exploration
- Provides additional personal and individual attention
- Reinforces learning in the classroom
- Increases motivation and improves self-image
- Equips students with positive adult role models

## **School Benefits:**

- Provides additional services without extra costs
- Releases teacher time to provide additional instructional time
- Improves student achievement, attitude, and behavior
- Provides community support
- Helps with parent / guardian understanding and cooperation
- Provides positive public relations and community attitude toward the educational system

## **Community Benefits:**

- Help with better quality education
- Assist in promoting a more responsive school system
- Provides confidence in the educational system
- Impacts student achievement and success

## **Volunteer Benefits:**

- Equips students to achieve academic success
- Provides avenue to gain new skills
- Provides platform to share knowledge and talents
- Makes a positive impact on staff and students
- Allows for more school and community involvement
- Provides active support for quality education
- Provides connections with other parents / guardians and staff

# VIPS Campus Coordinators Roles and Responsibilities

## **Meet with Principal**

To support the needs of administration, faculty, and students through the volunteer program, campus coordinators will meet regularly with the Principal or designated staff to discuss school year goals, establish a direct line of communication, clarify policies and guidelines, and plan the annual calendar together.

Campus coordinators will seek to understand and establish the needs of students, campus administration, and faculty (e.g., librarian/counselor/clinic/parent educator (as needed and appropriate)). These needs may include but are not limited to special projects and District and Collaborative Communities Programs (e.g., Shared Dreams Program, Mentoring, etc.).

## **Meet with Campus Parent Organization**

Campus coordinators will meet with the Campus Parent Organization, if applicable, to discuss shared goals, including enhancement of the educational environment for students and involving parents/guardians. Communicate often and collaborate to avoid duplication of efforts.

## **Recruit Shared Dreams Program Campus Representative**

Shared Dreams, part of Collaborative Communities strategic efforts, provides short-term assistance (e.g., clothing, toiletries, school supplies, and food) to registered students in the District identified by the campus with a need.

Volunteers from every school in the District provide their time to coordinate drives on their campus, sort and organize donations, and deliver the items to Shared Dreams. Each campus will have a designated Shared Dreams Campus Representative to help with the following:

- Create at least one campus drive through coordination with Shared Dreams.
- Encourage volunteers to participate at the Shared Dreams facility during the school year at a time designated by the Shared Dreams Campus Representative.
- May help by pre-sorting collected items on the campus before sending it to Shared Dreams.

## **Recruit Volunteers**

Recruiting volunteers is an ongoing and important effort. Suggested ways to recruit volunteers include planning coffees or orientation events to welcome and encourage participation.

Campus coordinators will provide volunteers with information about District programs and initiatives as well as District and campus policies, Volunteer Code of Ethics, and [Guidelines and Procedures](#).

## **Organize Volunteers**

Organization is important because it allows individuals and groups to perform tasks more efficiently. Campus coordinators will form committees or teams to:

- Assist with ongoing campus needs (e.g., library, clinic screenings, field trips, tutors, etc.).
- Assist with special programs to fit campus needs.
- Assist with informing volunteers to complete an online [Volunteer Background Application](#) annually. The campus Executive Assistant has access to a cleared volunteer list.
- Assist with [Reporting volunteer hours online](#) to the Collaborative Communities office monthly by the 10<sup>th</sup> of each month. The “Report Volunteer Hours” link is located at [How To Volunteer](#) on the [Collaborative Communities](#) webpages.



### **Support and Communication**

Communication bridges the gap between individuals and groups through flow of information and understanding between them. Campus coordinators will use a chosen form of communication to inform, remind and recognize.

To establish communication channels:

- Meet regularly (i.e., first Tuesday of every month) with committee chairpersons once a month on a scheduled day or date.
- Be flexible and open to suggestions.

### **Coordinate Volunteer Recognition:**

Recognition helps volunteers see that the District values them and their contributions.

#### Volunteer of the Month

Campus coordinators will:

- Recognize Volunteer of the Month on the campus.
- Write thank you notes or send emails.
- Announce through coffees, newsletters, marquees, bulletin boards, photos, etc.
- Create a social media post to celebrate; feel free to tag Collaborative Communities on “X” @FBISDCommunity, and/or facebook.com/FBISDCollaborativeCommunities.

#### Volunteer of the Year

Campus coordinators will:

- Nominate the campus Volunteer of the Year with input from parent organization members, staff, other parents, etc., and obtain approval by the Principal. Notify Collaborative Communities office by email in February the Volunteer of the Year (VoY) name and picture.
- Collaborate with the Principal and/or campus administration to celebrate the Volunteer of the Year (and other volunteers) on the campus during Volunteer Appreciation Week (April 19-25, 2026) or at the end of the school year.

### **Additional Responsibilities:**

Campus coordinators will:

- Attend all District VIPS meetings or send a representative.
- Record and report off-campus hours to Collaborative Communities monthly.
- Serve as a liaison on campus and District Ambassador by informing the campus, campus volunteers and parents of District programs and initiatives.
- Relay campus ideas and concerns to District office.
- Use community newsletters and social media to encourage involvement and to inform the community about the volunteer programs on the campus.
- Take pictures and send them to Collaborative Communities along with a story for potential District communications channels.

# Volunteer Guidelines and Procedures

Per [GKG\(LOCAL\)](#), the District shall obtain criminal history records of all adults, 18 years of age and older, engaged in direct and extended contact with students both during and after school hours, whether with or without direct monitoring by District employees. The criminal history background check shall remain effective for the school year during which the application is made and must be renewed annually.

**A volunteer who refuses the District's request for a criminal history background check shall be prohibited from volunteering in any capacity.**

Volunteer applications are valid for one school year and must be resubmitted annually after July 1<sup>st</sup> to protect and enhance the safety and well-being of all individuals on the school campus. The information obtained is confidential and used only for the purpose of ensuring student safety.

## **Volunteer Background Check (See [Exhibit B](#))**

Anyone who volunteers mentors on school campuses during operating hours or at any school-sponsored function when the job involves working with campus personnel and children other than their own must:

- Complete a [Volunteer Background Application](#).
- Receive a Criminal History Clearance Notification from FBISD.
- Appear on the appropriate school year Campus Approved Volunteer List.

This applies to but not limited to the following volunteer activity:

- Field trips, class parties, chaperone events, parent, and community volunteers.
- PTO/PTA Executive Board, Booster Club Member, ProGrad.
- Shared Dreams Volunteer, Junior Achievement, etc.
- Mentors.

This does not apply to:

- Parent/guardian having lunch with "own" child.
- Parent/guardian attendance at after school PTA/PTO meetings/events, carnivals/awards assemblies.
- Parent/guardian attendance for their child at a classroom party.

After submitting the application, **"Thank you. Process completed"** will show up on the computer screen (See screenshot in [Exhibit B](#)). If this message does not appear, the application will need to be resubmitted. Please note that "Process completed" only indicates that the volunteer background application was submitted.

Volunteer eligibility notifications will be sent via email within three to five business days to the email address provided in the Volunteer Background Application to confirm eligibility. Ensure that the spam email folder is checked. To be eligible to participate as a volunteer for the school year, the volunteer's name **must** appear on the appropriate school year Campus Approved Volunteer List.

In an effort to ensure that we have a productive partnership, volunteers need to familiarize themselves with [FBISD](#) Board Policy GKG Local, which states that no person shall be allowed to perform any volunteer work on District premises without prior approval of the Principal.

Volunteers should always work within the rules of the campus as set by the Principal or District Administrator. In addition, the Principal has the final say as to what volunteer work is approved for the campus and when this work will take place. In supporting the best interests of our students and the District, a Principal (after consulting with their Assistant Superintendent) or District Administrator has the authority to remove a volunteer from a position, if the partnership has proven to be unsuitable.

### **Procedures and Code of Ethics**

All school volunteers will:

- Report to the front office and sign-in through the Raptor system. Raptor is a visitor management software for schools that enables the campus to screen and track visitors, successfully respond to any emergency, and manage volunteers.
- Wear identification badge provided by the campus while participating in volunteer activities.
- Work under the direction of the school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities. Volunteers are not allowed to be alone with children and will not interrupt a classroom.
- Work in collaboration with school staff to plan volunteer activities. When possible, school staff will match volunteer talents with tasks assigned.
- Communicate with designated staff members to ensure clear expectations, task assignments, and feedback on volunteer activity.
- Check in with the VIPS Campus Coordinator to discuss expectations. For example, younger children are not allowed to come to school with volunteers for their safety and well-being.
- Adhere to the District Volunteer Code of Ethics provided below.

All school volunteers will follow Volunteer Code of Ethics.

- **Dependability**
  - A volunteer shall be responsible for his/her scheduled times and must notify the VIPS Campus Coordinator and/or school staff immediately if not able to meet this commitment.
- **Respect for Authority**
  - A volunteer shall respect the authority of the school staff and the school administration.
- **Confidentiality**
  - A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff. If help with a student is needed, discuss the matter professionally with the teacher, counselor, Assistant Principal or Principal.
- **Impartiality**
  - A volunteer shall favor no one side or party more than another in all school situations.
- **Objectivity**
  - A volunteer shall not let his/her personal feelings enter his/her work as a volunteer.
- **Appearance**
  - A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

# Volunteer Hours

A volunteer hour is sixty minutes of contributed service in an educational program. The time may be served on a one-time basis for a special purpose or may be part of a regularly scheduled program. The person volunteering may be part of a business, civic, military, governmental organization, an individual from the community, a parent/guardian, or a student.

## Importance of Tracking Volunteer Hours

Volunteer hours are part of the summative data for a school and this data becomes part of the overall evaluation for a school. When the number of volunteer hours and the areas of volunteer work are known, the school can determine its needs and set priorities. The volunteers, their talents, and the amount of time given can influence program approaches, materials and equipment, schedules, and other structuring choices to build a program that has a high likelihood of student success.

## Volunteer Examples and Types

- Participation in PTA/PTO meetings, committee, and fundraising meetings
- Activities that may occur at home (e.g., phone calls, craft projects, etc.)
- Creating communication and recruitment materials (i.e., newsletter)
- Preparation for school breakfasts or luncheons
- Chaperoning, in and out of town

## Reporting Volunteer Hours

- 1) Report off-campus volunteer hours *online*. The link is at [www.fortbendisd.com/Page/131868](http://www.fortbendisd.com/Page/131868). at [www.fortbendisd.com/Page/131868](http://www.fortbendisd.com/Page/131868).
- 2) **Do not** report hours tracked through Raptor at the campus.
- 3) Submit *UNREPORTED* hours only (Raptor = reported hours).
- 4) To complete the online Report Volunteer Hours form, the following information is needed:
  - a. Campus Name
  - b. Month ending being reported
  - c. Total outside hours (this does not include Raptor)

Please note: Volunteer hours are due to [CollaborativeCommunities@fortbendisd.gov](mailto:CollaborativeCommunities@fortbendisd.gov) on the 10<sup>th</sup> of each month.

# Volunteer of the Year Selection Process

The VIPS of the Year is a process that is led by the VIPS Campus Coordinator and approved by the campus Principal to recognize the hard efforts conducted by the volunteers on campus. Selection guidance and criteria are provided below.

VIPS Campus Coordinator will:

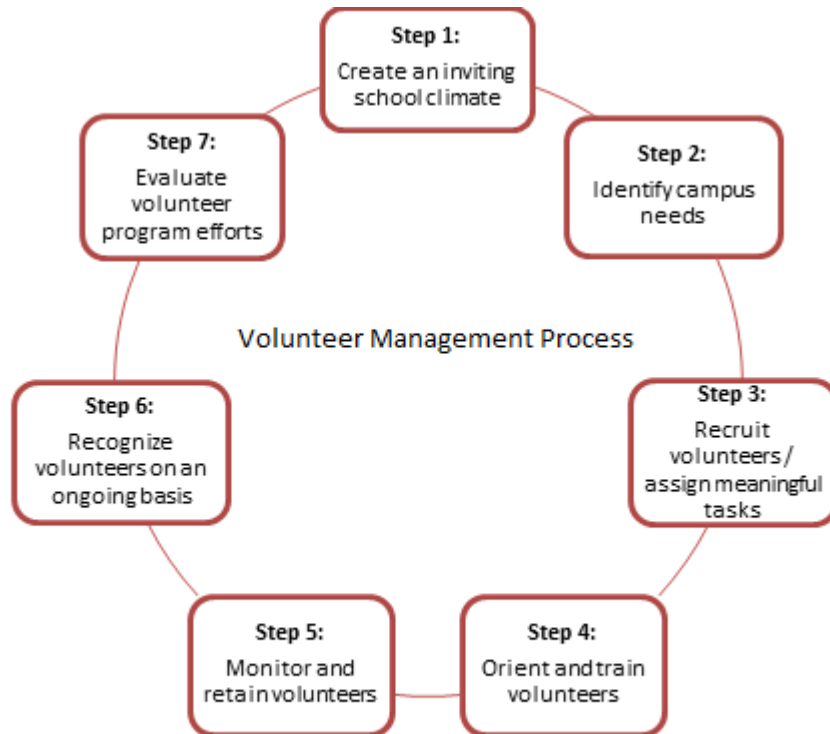
- Consult with key stakeholders on campus including but not limited to, campus Principal, co-chair, committee chairs, PTA/PTO president, campus secretary, and parent educator.
  - Note: If teachers are included as part of the selection process, remember the teachers may not know all the volunteers.
- Ensure that the nominated candidate has an approved Volunteer Background check for the current school year.
- Consider unique ways in which the potential VIPS of the Year has supported the campus. Also consider the following:
  - Hours volunteered
  - Availability to work
  - Willingness to help
  - Is this the last year a particular parent / guardian will be on this campus?
  - Prior years commitment – this should not be a major contributing factor – VIPS of the Year selection is for the current school year.

The nominated candidate should not be the VIPS Campus Coordinator, PTA/PTO president (or parent organization board member) or a District employee

A campus recognition/celebration should be planned with your Principal.

# Volunteer Management Process

Volunteer management is a process. It is vital that volunteers feel welcome when they visit a campus, volunteer assignment tasks are well thought out, and volunteer efforts are recognized. Consider the seven steps below when managing the school's volunteer program.



# EXHIBIT A: VIPS Monthly To-Do List Template

*This list is simply an outline.*

*Each campus may sponsor additional volunteer projects throughout the year.*

<b>ONGOING</b>	<ol style="list-style-type: none"> <li>1. Document volunteer information.</li> <li>2. Check progress of volunteers.</li> <li>3. Recognize "Volunteer of the Month".</li> <li>4. Consider ways to recognize/appreciate your school's volunteers (e.g., school newsletter, website, bulletin board, banner, marquee).</li> <li>5. <a href="http://www.fortbendisd.com/Page/131868">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a></li> <li>6. Continue to inform parents/guardians, neighboring schools, businesses, and community organizations of volunteer needs at the school.</li> </ol>
<b>AUGUST</b>	<ol style="list-style-type: none"> <li>1. Attend the VIPS Campus Coordinators Kick-off meeting 8/19/2025. (<a href="#">Refer to online Calendar</a>)</li> <li>2. Meet with school administration and campus teams (PTO/PTA, etc.) to set goals for the school year.</li> <li>3. Plan for Kick-Off Event to welcome and orient volunteers to the school. (Schedule date for event with the Collaborative Communities office at 281-634-1109, <i>if would like a representative to attend</i>).</li> <li>4. Plan information and motivational campaign for teachers and parents. Promote the benefits of volunteerism to the student, teacher, volunteer, and school.</li> <li>5. Using <a href="#">SignUp Genius, sign up your campus volunteers.</a> * If the VIPS cannot volunteer at Shared Dreams during the designated week, please notify the Assistant Director (281-634-2916) or the <a href="#">Collaborative Communities</a> office (281-634-1109). office (281-634-1109).</li> <li>6. Establish a means of communication between staff and volunteers. Notify all participants of the type of communication will be used (e.g., email, social media, bulletin boards, newsletters).</li> <li>7. <a href="#">Monthly Report for August due by September 10th</a> will include off-site hours, the Volunteer of the Month and any special accomplishments of the program. This is the school's opportunity to shine! Send in pictures and stories for potential inclusion in District publications or in local news releases.</li> </ol>
<b>SEPTEMBER</b>	<ol style="list-style-type: none"> <li>1. No scheduled VIPS Campus Coordinators Kick-off meeting. (<a href="#">Refer to online Calendar</a>)</li> <li>2. Hold an orientation session, breakfast, coffee, or meeting to welcome volunteers to the school.</li> <li>3. Schedule training needed for volunteers.</li> <li>4. Make sure all volunteers have completed and cleared Volunteer Background Application and understand the importance and necessity of being scanned in through Raptor as a volunteer when entering a school.</li> <li>5. School / Business Partners often provide volunteers for on-going programs and special projects. Welcome these volunteers and familiarize them with campus procedures, Raptor, etc. Be sure to invite these volunteers to any volunteer appreciation event and / or student performance at the school.</li> <li>6. Encourage teachers to turn in any ideas for involvement of volunteers.</li> <li>7. <a href="#">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a> is due by October 10th</li> </ol>
<b>OCTOBER</b>	<ol style="list-style-type: none"> <li>1. Attend the VIPS Campus Coordinators meeting 10/22/2025. (<a href="#">Refer to online Calendar</a>)</li> <li>2. Recognize a teacher who is making effective use of volunteers.</li> <li>3. Parental Involvement Day takes place in November. Help plan some special activities to celebrate and encourage parents/guardians to become involved in the school.</li> <li>4. <a href="#">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a> is due by November 10th</li> </ol>
<b>NOVEMBER</b>	<ol style="list-style-type: none"> <li>1. No scheduled VIPS Campus Coordinators meeting. (<a href="#">Refer to online Calendar</a>)</li> <li>2. Gather feedback from teachers as to how the volunteers in their classroom are working out. Keep the lines of communication open.</li> <li>3. Celebrate National Parent Involvement Day.</li> <li>4. <a href="#">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a> is due by December 10<sup>th</sup>.</li> </ol>
<b>DECEMBER</b>	<ol style="list-style-type: none"> <li>1. Attend the VIPS Campus Coordinators Meeting 12/10/2025. (<a href="#">Refer to online Calendar</a>)</li> <li>2. <a href="#">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a> due by January 10th.</li> </ol>

<b>JANUARY</b>	<ol style="list-style-type: none"> <li>1. No scheduled VIPS Campus Coordinators meeting. (<a href="#">Refer to online Calendar</a>)</li> <li>2. January is National Mentoring Month. Recognize mentors on the campus.</li> <li>3. Meet with school administration to discuss current programs. Brainstorm ideas for improvement and congratulate each other on all the things done well.</li> <li>4. Begin thinking of some of the program's tremendous accomplishments. (Was a new program piloted? Was it an innovative and effective way devised to include School / Business Partners?) Share this information with the Collaborative Communities department.</li> <li>5. Consider a second welcome coffee for the volunteers to inform them of spring volunteer opportunities.</li> <li>6. Begin Volunteer of the Year selection process – collaborate with the PTA / PTO President and Campus Principal. <b>Nomination must be approved by Principal.</b></li> <li>7. <a href="#">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a> due by February 10th</li> </ol>
<b>FEBRUARY</b>	<ol style="list-style-type: none"> <li>1. Attend the VIPS Campus Coordinators meeting 02/04/2026. (<a href="#">Refer to online Calendar</a>)</li> <li>2. Due - Volunteer of the Year name – collaborate with the PTA / PTO President and Campus Principal. <b>Nomination must be approved by Principal.</b></li> <li>3. <a href="#">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a> due by March 10th.</li> </ol>
<b>MARCH</b>	<ol style="list-style-type: none"> <li>1. No scheduled VIPS Campus Coordinators meeting. (<a href="#">Refer to online Calendar</a>)</li> <li>2. Submit the name and email address of the campus' Volunteer of the Year with Principal approval.</li> <li>3. Plan an activity in April to celebrate National Volunteer Week.</li> <li>4. <a href="#">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a> due by April 10th.</li> </ol>
<b>APRIL</b>	<ol style="list-style-type: none"> <li>1. No scheduled VIPS Campus Coordinators meeting. (<a href="#">Refer to online Calendar</a>)</li> <li>2. Encourage an experienced volunteer to manage a table at the Kindergarten Orientation.</li> <li>3. "National Volunteer Week" is in April! Plan an activity and CELEBRATE!</li> <li>4. <a href="#">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a> due by May 10th.</li> </ol>
<b>MAY</b>	<ol style="list-style-type: none"> <li>1. Attend the VIPS Campus Coordinators end-of-year meeting 05/20/2026. If you are vacating your role, bring your "new" coordinator(s) to this meeting. (<a href="#">Refer to online Calendar</a>)</li> <li>2. Prepare a notebook/resource list of ideas for the next VIPS Campus Coordinator. (Unless you have had so much fun that you have decided to return!)</li> <li>3. Do advance planning with the new coordinator on ways volunteers can help the school staff during the busy first week of school.</li> <li>4. Attend any registration opportunities to encourage participation of incoming parents (e.g., school supply sales, include information about online registration for Volunteer Background Applications, and Volunteer Sign-up Sheets in new parent/guardian packets).</li> <li>5. <b>Final hourly counts will be tallied for each campus. It is important that hours are reported! <a href="#">Report Volunteer Hours link</a> at <a href="http://www.fortbendisd.com/Page/131868">http://www.fortbendisd.com/Page/131868</a> due at the end of May.</b></li> </ol>

*\*Shared Dreams is using SignUp Genius to schedule 2025-2026 Shared Dreams volunteer opportunities. To view available dates/times, please visit <https://www.fortbendisd.com/Page/131867>.*



# EXHIBIT B: Volunteer Criminal History Check Job Aid

From the District website [www.fortbendisd.com](http://www.fortbendisd.com) hover on Parents & Students, then click on Criminal Background Checks.

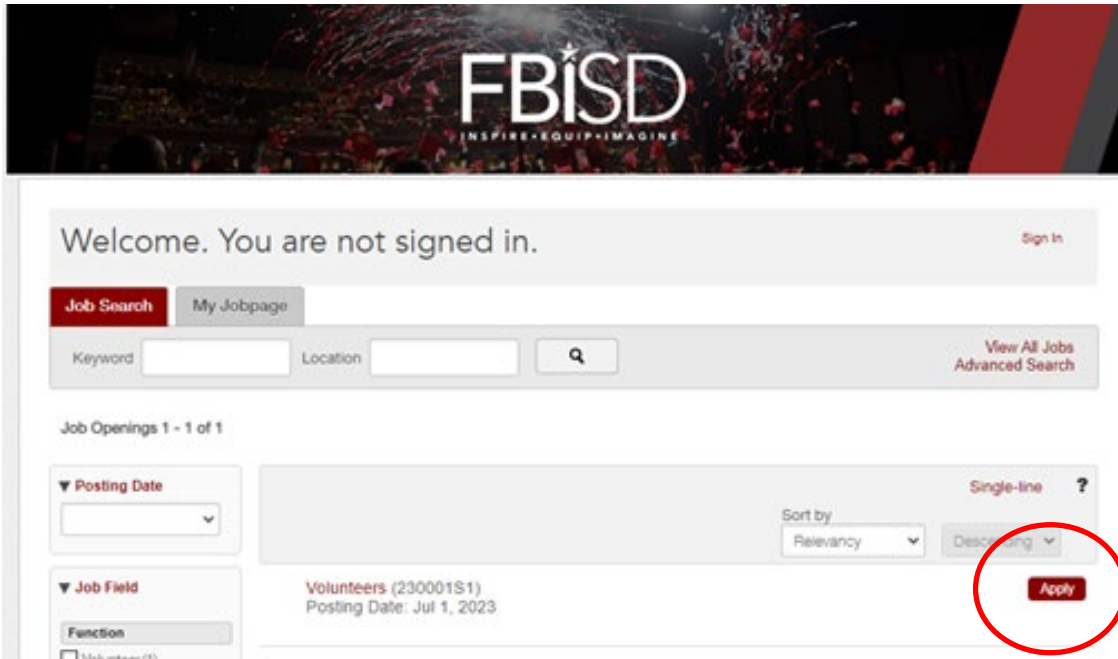
Once on this screen, click on the Volunteer Criminal History Application under LINKS on the right.

The screenshot shows the Fort Bend ISD website. The header includes the logo and navigation links: HOME, OUR DISTRICT, DEPARTMENTS, PARENTS & STUDENTS, COMMUNITY, STAFF, EDUCATION FOUNDATION, CAREERS, and I WOULD LIKE TO... Below the header is a breadcrumb trail: Home / Departments / Human Resources / Criminal History Checks. The main content area is divided into three columns. The left column, titled 'Human Resources', contains a list of links: Department Home, Talent Acquisition (+), For Applicants (+), For Employees (+), Talent Management (+), Salary Schedules, Work Calendars, and Criminal History Checks. The middle column, titled 'CRIMINAL HISTORY CHECKS', contains text about the annual inactivation of applications on June 30 and instructions for updating applications. It also mentions that student teachers and ACP students need to review the application before completing it. The right column, titled 'LINKS', contains two links: Volunteer Criminal History Application and Student Teacher Criminal History.

Under Directions to Register, Click on the link to [Volunteer Application](#). All volunteer applicants, including returning volunteers, will be required to create a new profile.

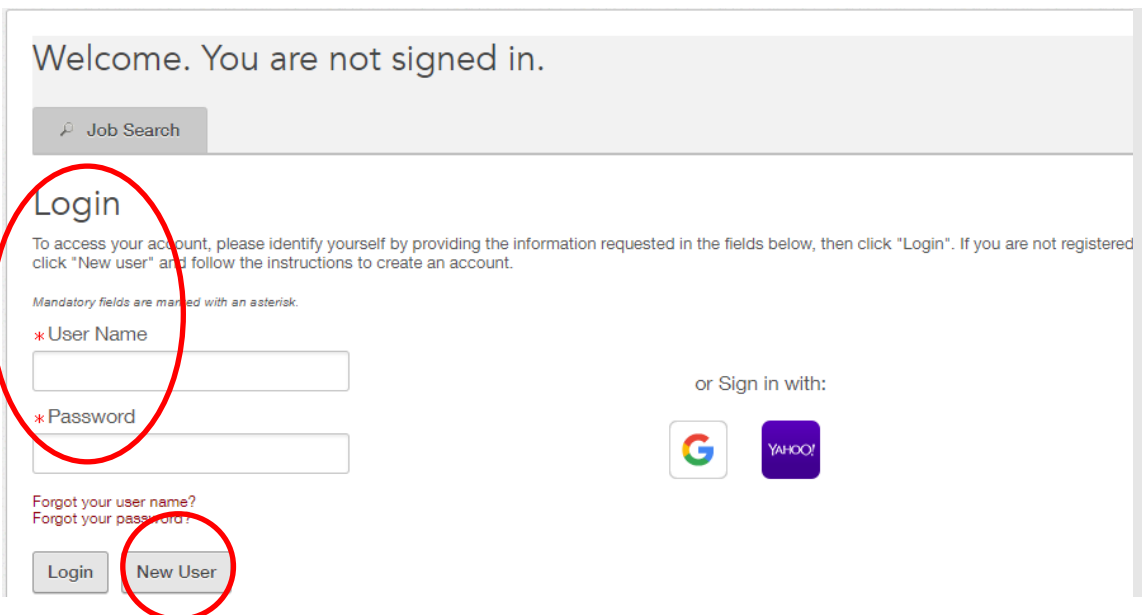
The screenshot shows the Fort Bend ISD website, specifically the Volunteer Criminal History Application page. The header includes the logo and navigation links: HOME, OUR DISTRICT, DEPARTMENTS, PARENTS & STUDENTS, COMMUNITY, STAFF, EDUCATION FOUNDATION, CAREERS, and I WOULD LIKE TO... Below the header is a breadcrumb trail: Home / Departments / Human Resources / Volunteer Criminal History Application. The main content area is divided into three columns. The left column, titled 'Human Resources', contains a list of links: Department Home, Talent Acquisition (+), For Applicants (+), For Employees (+), Talent Management (+), Salary Schedules, Work Calendars, and Criminal History Checks. The middle column, titled 'CRIMINAL HISTORY PROCEDURE - VOLUNTEERS', contains text about the annual inactivation of applications on June 30 and instructions for updating applications. It also mentions that student teachers and ACP students need to review the application before completing it. The right column, titled 'DIRECTIONS TO REGISTER', contains text about the transition to Taleo and instructions for creating a new profile. It includes a list of steps for new users and returning users.

Click **Apply**



If this is first time submitting criminal history application, click **New User** and create a **User Name** and **Password**.

*If returning*, proceed to **Login** with **User Name** and **Password**.





you are signed in.

[My Account Options](#) |

[Sign Out](#)

Click **Personal Information** and complete form, click **Save and Continue**.

**Note:**

- **Social Security is not required. Leave blank.**
- **Provide Drivers License Number, if applicable.**
- **Confirm \* Date of Birth and Year is correct before submitting application.**
- **Confirm \* Zip/Postal Code is (5) digits and not the state.**

Welcome. You are signed in. [My Account Options](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

Applying for: **Volunteers (Job Number: 230001S1)** Step 1 out of 4

**Personal Information** | Background Consent | eSignature | Review and Submit

[Save and Continue](#) [Save as Draft](#) [Quit](#)

### Personal Information

Personal Information

Please enter all relevant personal information in the fields below.

* First Name	* Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Please enter your name as it appears on your ID.</small>		
* Email Address	Preferred Language	
<input type="text"/>	<input checked="" type="radio"/> Not Specified <input type="radio"/> English	
* Primary Number		
<input type="text"/>		
Cellular Number	Home Phone Number	Work Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Drivers License Number	Social Security Number	* Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Drivers License State Initials	Please use Dashes (-) in your SSN: 999-99-9999	
<input type="text"/>	<input type="text"/>	
* Street Address (line 1)	Address (line 2)	
<input type="text"/>	<input type="text"/>	
* City	* Zip/Postal Code	* Place of Residence
<input type="text"/>	<input type="text"/>	Country
<small>Please enter 5 digit zip code.</small>		<input type="text"/>

**Background Consent, click I Accept, click Save and Continue.**

Job Search My Jobpage

Applying for: **Volunteers (Job Number: 230001S1)** Step 2 out of 4 | [Print/Email](#)

Personal Information **Background Consent** eSignature Review and Submit

Save and Continue

### Background Consent

Background Check Consent

Please read the background check statement presented below carefully and accept it or decline it by selecting the relevant radio button at the bottom of the section.

If you decline the background check, your job submission might be automatically excluded from consideration for this position.

Select a language

English

**Background Check Consent**

I hereby authorize FBISD and School District's agent(s) to obtain a consumer report on me. FBISD is authorized to use any source including, but not limited to, consumer reporting agencies, private investigators, and law enforcement agencies. Furthermore, I authorize any of these agencies to release information on me to FBISD School District or School District's agent(s). I understand that the information I am providing about age, sex, and ethnicity will not be used to determine my eligibility for employment or volunteer services, but will be used solely for the purpose of obtaining consumer information, including criminal history information. I further understand that information from my consumer report will not be used in violation of any applicable Federal or state equal employment opportunity laws. Please note that all candidates recommended for a position, whether a current employee or new to the district, will be required to pay for fingerprinting if necessary.

☒ I Accept  
☐ I Decline

☐ Send me a copy of the inquiry report

**eSignature box, enter full name, click Save and Continue.**

Job Search My Jobpage

Applying for: **Volunteers (Job Number: 230001S1)** Step 3 out of 4 | [Print/Email](#)

Personal Information Background Consent **eSignature** Review and Submit

Save and Continue

### eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement. I certify that all the information in this application is true and complete. I understand and agree that any false or incomplete information provided by me will be good and lawful cause for either: (1) refusal to employ me, or (2) discharge or termination; or (3) non-renewal of my contract if hired. I authorize Fort Bend Independent School District ("FBISD") to investigate all statements contained herein, to investigate all information regarding my previous employment, and to contact all references listed on the application. I authorize any person or legal entity contacted by FBISD to release any information about me upon the request of FBISD. I hereby release all parties providing information to FBISD from all liability for any damage that may result from furnishing that information. I agree that all information obtained by FBISD from any person or legal entity about me shall remain confidential and not be made available to me. I authorize FBISD to obtain my criminal history record, if any, from any source. I further authorize any law enforcement agency, including but not limited to any police department or the Texas Department of Public Safety, as well as the Texas Department of Corrections, to furnish FBISD any such criminal history record. I hereby release, discharge, and agree to hold harmless FBISD, its agents, employees, trustees, and representatives, of and from any and all liability which might arise from any investigation of me in connection with my application for employment or employment with FBISD.

**Do Not E-Sign Until You Have Read The Above Statement.**

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

\*Please enter your full name:

Save and Continue

**Review and Submit, click Submit.**

**NOTE: Your application will not be submitted for processing if application is completed incorrectly.**

The screenshot shows a web interface for a job application. At the top, there are two tabs: 'Job Search' and 'My Jobpage'. Below the tabs, it says 'Applying for: Volunteers (Job Number: 230001S1)' and 'Step 4 out of 4 | Print/Email'. A progress bar shows four steps: 'Personal Information', 'Background Consent', 'eSignature', and 'Review and Submit' (which is highlighted in red). Below the progress bar is a 'Submit' button. The main heading is 'Review and Submit'. Below the heading, it says 'The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.' Below this is a table with one row: 'Personal Information | Edit'. Below the table, it says 'Personal Information'.

***After application has been successfully submitted for processing, the following message will appear.***

The screenshot shows a 'Thank You' message. At the top, there are two tabs: 'Job Search' and 'My Jobpage'. Below the tabs, it says 'Thank You'. Below 'Thank You', it says 'Process completed'. Below 'Process completed', it says 'Thank you for your job application. If your profile meets the requirements, a member of our team will contact you.' Below this, it says 'We invite you to view the available job openings and to further explore the functionalities of your account.' Below this, there is a link 'View My Submissions'.

**Within three to five business days after successfully submitting the criminal history application, volunteer applicants will receive an email with their clearance status.**

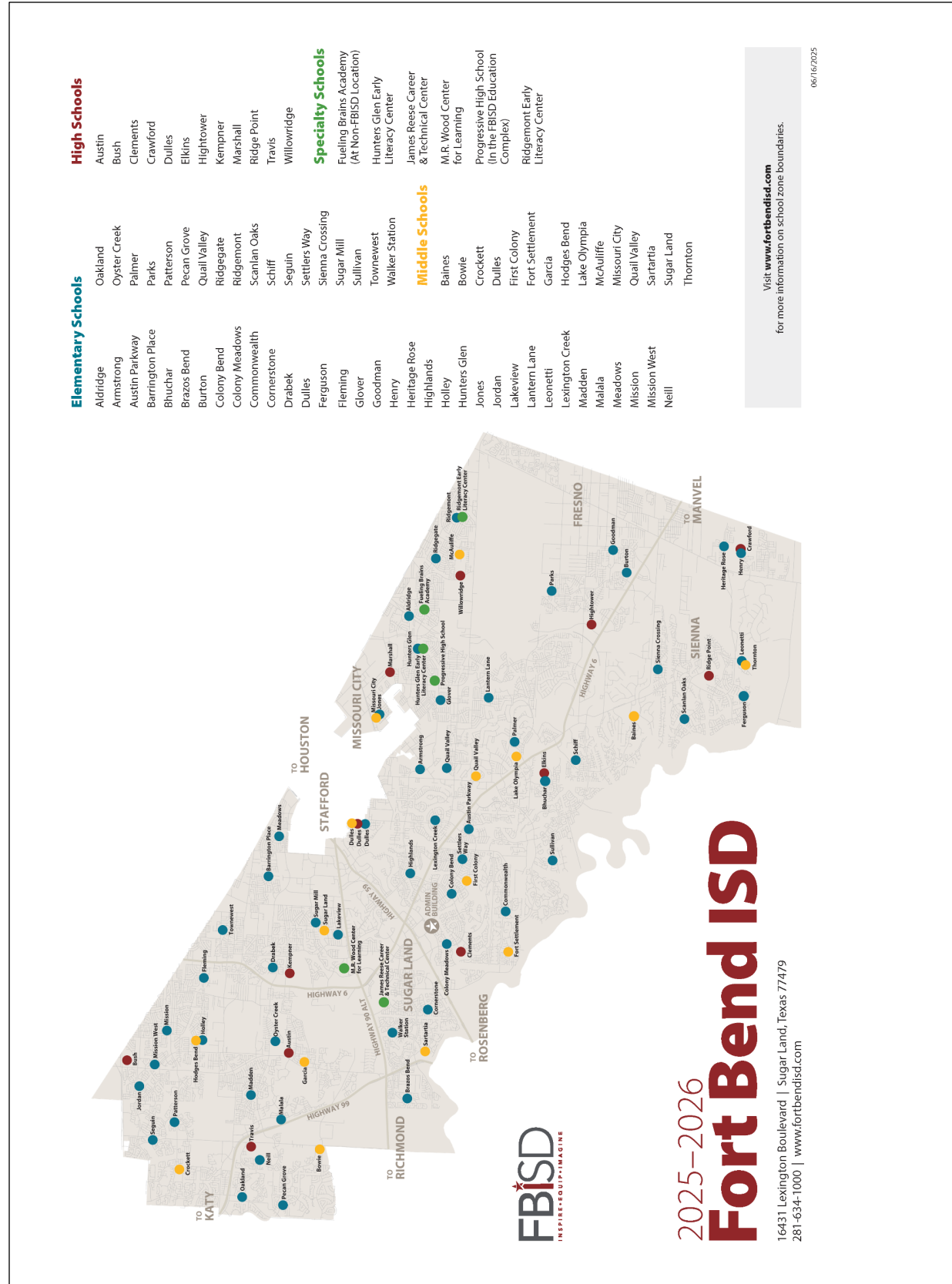
It is necessary to update your application **each school year after July 1** if you wish to be involved in the subsequent school year.

- **ALL Clearance Statutes** are ***“inactivated”*** on **June 30**.
- The ***original Criminal History Application*** must be resubmitted for each school year ***after July 1***.

## EXHIBIT C: Collaborative Communities Staff

	Position:	Email:	Phone:
Payal Pandit Talati, MPH	Executive Director	<a href="mailto:Payal.Pandit@fortbendisd.gov">Payal.Pandit@fortbendisd.gov</a>	281-634-1112
Reba Cook	Executive Assistant	<a href="mailto:Reba.Cook@fortbendisd.gov">Reba.Cook@fortbendisd.gov</a>	281-634-1109
Lydia Chavez-Garcia, MBA	Director	<a href="mailto:Lydia.Chavezgarcia@fortbendisd.gov">Lydia.Chavezgarcia@fortbendisd.gov</a>	281-634-0782
Bobbie Anderson, MHRD	Assistant Director	<a href="mailto:Bobbie.Anderson@fortbendisd.gov">Bobbie.Anderson@fortbendisd.gov</a>	281-634-2916
Jodi Rider	Coordinator, Engagement & Planning	<a href="mailto:Jodi.Rider@fortbendisd.gov">Jodi.Rider@fortbendisd.gov</a>	281-634-5117
Erik Dumantay, MSSW	Coordinator	<a href="mailto:Erik.Dumantay@fortbendisd.gov">Erik.Dumantay@fortbendisd.gov</a>	281-634-1444

# EXHIBIT D: 2025-2026 School Locations



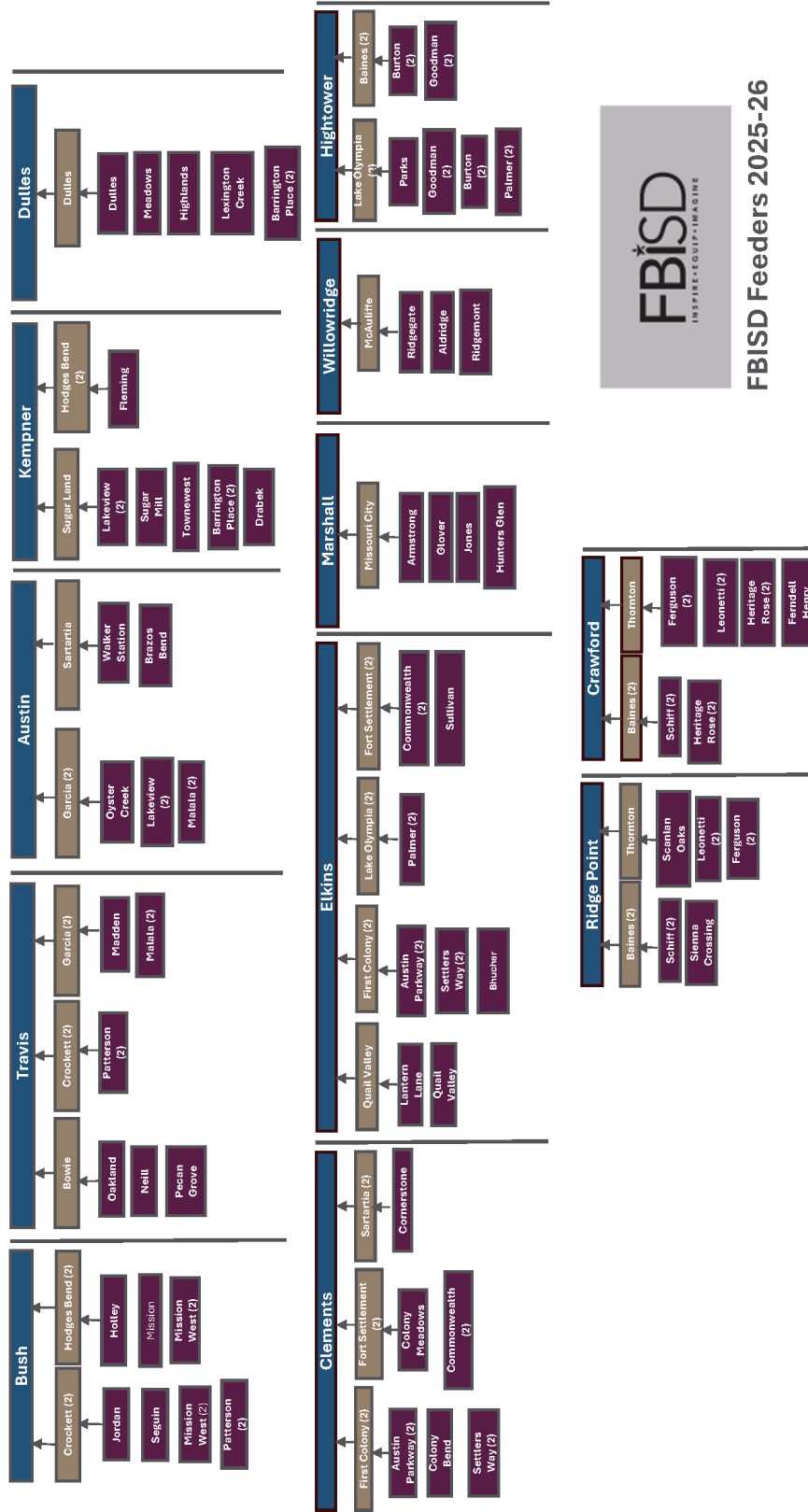


## Fort Bend Independent School District Campus and Facility Information

High School Campuses		Elementary Campuses		Ferguson Elementary		Leidington Creek Elementary		Ridgeway Elementary		James Reese Carter	
<b>Austin High School</b>	3434 Pleasant Creek Drive Sugar Land, Tx. 77498 281-634-2000 Fax: 281-634-2074	<b>Aldridge Elementary</b>	15817 Blue Ridge Road Houston, TX 77489 281-634-4520 Fax: 281-634-4533	Missouri City, Tx. 77459 281-327-6300	Missouri City, Tx. 77459 281-634-5000 Fax: 281-634-5014	4910 Raven Ridge Drive Houston, Tx. 77053 281-634-4840 Fax: 281-634-4855	4910 Raven Ridge Drive Houston, Tx. 77053 281-634-4840 Fax: 281-634-4855	6000 West Loop West Houston, Tx. 77053 281-327-7200	6000 West Loop West Houston, Tx. 77053 281-327-7200	12300 University Blvd. Sugar Land, Tx. 77479 281-327-7200	12300 University Blvd. Sugar Land, Tx. 77479 281-327-7200
<b>Bush High School</b>	6707 FM 1464 Richmond, Tx. 77407 281-634-6050 Fax: 281-634-6066	<b>Amstrong Elementary</b>	3440 Independence Blvd. Missouri City, Tx. 77459 281-634-4910 Fax: 281-634-4909	Houston, Tx. 77063 281-634-4600 Fax: 281-634-4615	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11727 Abernethy Lane Houston, Tx. 77053 281-327-2740 Fax: 281-327-2742	11727 Abernethy Lane Houston, Tx. 77053 281-327-2740 Fax: 281-327-2742	138 Avenue N Houston, Tx. 77478 281-327-6000 Fax: 281-634-3331	138 Avenue N Houston, Tx. 77478 281-327-6000 Fax: 281-634-3331	M.R. Wood Center for Learning 138 Avenue N Houston, Tx. 77478 281-327-6000 Fax: 281-634-3331	M.R. Wood Center for Learning 138 Avenue N Houston, Tx. 77478 281-327-6000 Fax: 281-634-3331
<b>Clements High School</b>	5200 Elkins Road Sugar Land, Tx. 77479 281-634-2150 Fax: 281-634-2168	<b>Austin Parkway Elementary</b>	2100 Squire Dobbin Drive Sugar Land, Tx. 77478 281-634-4040 Fax: 281-634-4057	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	9000 Camp Sierra Trail Missouri City, Tx. 77459 281-634-3950 Fax: 281-634-3915	9000 Camp Sierra Trail Missouri City, Tx. 77459 281-634-3950 Fax: 281-634-3915	1555 Independence Blvd. Missouri City, Tx. 77489 281-634-2900 Fax: 281-634-2913	1555 Independence Blvd. Missouri City, Tx. 77489 281-634-2900 Fax: 281-634-2913
<b>Crawford High School</b>	801 Caldwell Ranch Blvd Pechonah, Tx. 77583 281-327-6730	<b>Barrington Place Elementary</b>	2100 Squire Dobbin Drive Sugar Land, Tx. 77478 281-634-4040 Fax: 281-634-4057	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810
<b>Dulles High School</b>	550 Dulles Avenue Sugar Land, Tx. 77478 281-634-5600 Fax: 281-634-5681	<b>Bhuchar Elementary</b>	5503 Thompsons Ferry Road Missouri City, Tx. 77459 281-327-4400	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810
<b>Elkins High School</b>	7007 Knights Court Missouri City, Tx. 77459 281-634-2600 Fax: 281-634-2674	<b>Heritage Rose Elementary</b>	5503 Thompsons Ferry Road Missouri City, Tx. 77459 281-327-4400	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810
<b>Hightower High School</b>	3333 Huddlestone Missouri City, Tx. 77459 281-634-5240 Fax: 281-634-5333	<b>Holley Elementary</b>	16555 Bissonet Houston, Tx. 77083 281-327-5786 Fax: 281-327-3761	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810
<b>Kempner High School</b>	14777 Voss Road Sugar Land, Tx. 77459 281-634-2300 Fax: 281-634-2378	<b>McAuliffe Middle School</b>	16650 South Post Oak Houston, Tx. 77053 281-634-3360 Fax: 281-634-3393	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810
<b>Marshall High School</b>	1220 Buffalo Run Missouri City, Tx. 77459 281-634-6630 Fax: 281-634-6650	<b>Missouri City Middle School</b>	203 Martin Lane Missouri City, Tx. 77489 281-634-3440 Fax: 281-634-3473	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810
<b>Ridge Point High School</b>	500 Waters Lake Blvd. Missouri City, Tx. 77459 281-327-5200 Fax: 281-327-5201	<b>Quail Valley Middle School</b>	3019 FM 1662 Houston, Tx. 77053 281-634-3080 Fax: 281-634-3108	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810
<b>Travis High School</b>	11111 Hallem Road Richmond, Tx. 77406 281-634-7000 Fax: 281-634-7010	<b>Sartaria Middle School</b>	8125 Homeward Way Sugar Land, Tx. 77479 281-634-6310 Fax: 281-634-6373	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810
<b>Willowridge High School</b>	11111 Hallem Road Houston, Tx. 77053 281-634-2450 Fax: 281-634-2513	<b>Sugar Land Middle School</b>	321 Seventh Street Sugar Land, Tx. 77498 281-634-3080 Fax: 281-634-3108	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810
<b>Middle School Campuses</b>		<b>Baines Middle School</b>	9000 Sierra Ranch Road Missouri City, Tx. 77459 281-634-6670 Fax: 281-634-6680	Missouri City, Tx. 77489 281-634-4934	1100 West Sycamore Fresno, Tx. 77545 281-634-5985 Fax: 281-327-5986	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	11770 W. Allana Trace Drive Richmond, Tx. 77407 281-634-4920 Fax: 281-634-4934	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	7400 Discovery Lane Missouri City, Tx. 77459 281-634-9450 Fax: 281-327-9449	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810	5353 Ridge Creek Circle Houston, Tx. 77053 281-634-9810







## FBISD Feeders 2025-26

# EXHIBIT E: 2025-2026 School Calendar



## 2025 - 2026 Instructional Calendar

### August

July 31st-Aug 1st ..... District Professional Learning Days/  
No Students  
4th ..... Teacher Work Day/No Students  
5th-8th ..... Professional Learning Days/No Students  
11th ..... Teacher Planning Day/No Students  
12th ..... First Day of Classes 1st Semester

### September

1st ..... Student/Teacher Holiday/Labor Day  
25th ..... Early Release-Elementary  
26th ..... Professional Learning Day/No Students

### October

13th-17th ..... Student/Teacher Holiday  
20th ..... Teacher Planning Day/No Students

### November

24th-28th ..... Student/Teacher Holiday

### December

18th ..... Early Release – MS/HS  
19th ..... Early Release/All Students  
22nd-31st ..... Student/Teacher Holiday/Winter Break

### January

1st-2nd ..... Student/Teacher Holiday/New Year's Day  
5th ..... Teacher Work Day/No Students  
6th ..... Professional Learning Day/No Students  
7th ..... Teacher Planning Day/No Students  
8th ..... First Day of Classes 2nd Semester  
19th ..... Student/Teacher Holiday/Martin Luther King Jr. Day

### February

12th ..... Early Release-Elementary  
13th ..... Professional Learning Day/No Students  
16th ..... Student/Teacher Holiday/  
Inclement Weather Make-Up Day

### March

6th ..... Teacher Planning Day/No Students  
16th-20th ..... Student/Teacher Holiday

### April

3rd ..... Student/Teacher Holiday

### May

25th ..... Student/Teacher Holiday/Memorial Day  
27th ..... Early Release MS/HS  
28th ..... Early Release – All Students/Last Day for Students  
29th ..... Teacher Work Day/No Students/  
Inclement Weather Make-Up Day

### June

19th ..... Student/Teacher Holiday/Juneteenth

### July

6th-10th ..... District Office and Campuses Closed

### KEY

<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Teacher Work Day	[ ] Beginning/End of Nine Weeks
<span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Professional Learning	{ } Exams
<span style="background-color: red; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Teacher Planning	<span style="background-color: pink; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Early Release ES
<span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> First Day of Semester	<span style="background-color: brown; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Early Release HS/MS
<span style="background-color: brown; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> District Professional Learning Day	<span style="background-color: lightblue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Early Release HS/MS/ES
<span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Holiday	<span style="border: 1px dashed black; display: inline-block; width: 10px; height: 10px;"></span> Inclement Weather Make-up Day

This Calendar Reflects the Following	ES	MS	HS
Total Days of Instruction	171	171	171
Total Teacher Contract Days	187	187	187
Operational Minutes per Full Day	440	440	440
Operational Minutes per Early Release Days	240	270	245
Total Operational Minutes Pre-Waiver	74,440	74,560	74,460
Waiver Minutes for Professional Learning	2,100	2,100	2,100
Total Operational Min. w/ Approved Waivers	76,540	76,660	76,560
Bank of Operational Minutes	940	1,060	960

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

S	M	T	W	T	F	S
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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
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18	19	20	21	22	23	24
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19	20	21	22	23	24	25
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31						

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S	M	T	W	T	F	S
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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	81 Days
1st Nine Weeks	8/12 - 10/10 42
2nd Nine Weeks	10/21 - 12/19 39

2nd Semester Grading Period	90 Days
3rd Nine Weeks	1/8 - 3/13 43
4th Nine Weeks	3/23 - 5/28 47

Cultural and religious observances of families in FBISD can be accessed on the [Diversity Calendar](http://www.fortbendisd.com/diversity) at [www.fortbendisd.com/diversity](http://www.fortbendisd.com/diversity).  
Board Approved 1/29/2025

# EXHIBIT F: 2025-2026 Meeting Calendar

## 2025-2026 Meeting Schedule VIPs Campus Coordinators & Shared Dreams Representative

Date	VIPs Campus Coordinators Meeting	Time	Location	Room
08/19/2025	VIPs Campus Coordinators Kick-Off	9:30–11:00 a.m.	*Admin. Bldg.	Board Room
10/22/2025	VIPs Monthly Meeting	9:30–11:00 a.m.	*Admin. Bldg.	Board Room
11/20/2025	National Parental Involvement Day			
12/10/2025	VIPs Monthly Meeting	9:30–11:00 a.m.	*Admin. Bldg.	Board Room
02/04/2026	VIPs Monthly Meeting	9:30–11:00 a.m.	*Admin. Bldg.	Board Room
02/14/2026 - 02/20/2026	Random Acts of Kindness Week			
04/19/2026 - 04/25/2026	Volunteer Appreciation Week			
TBD	VIPs Appreciation	TBD	TBD	TBD
05/04/2026 - 05/08/2026	Teacher Appreciation Week			
05/20/2026	VIPs End of Year Meeting <i>Invite next year's VIPs Coord.</i>	9:30–11:00 a.m.	*Admin. Bldg.	Board Room

*\*Administration Bldg. is located at 16431 Lexington Blvd, Sugar Land, TX 77479*

Date	Shared Dreams Representative Meeting	Meeting Time	Location
09/04/2025	Shared Dreams Kick-Off	10:00–11:00 a.m.	*Shared Dreams
01/15/2026	Shared Dreams Meeting	10:00–11:00 a.m.	*Shared Dreams
03/05/2026	Shared Dreams Meeting	10:00–11:00 a.m.	*Shared Dreams

*\*Shared Dreams is located at 1555 Independence Blvd., Missouri City, TX 77489*