



**FORT BEND ISD  
CHILD NUTRITION  
DEPARTMENT  
EMPLOYEE HANDBOOK**

**2026–2027**

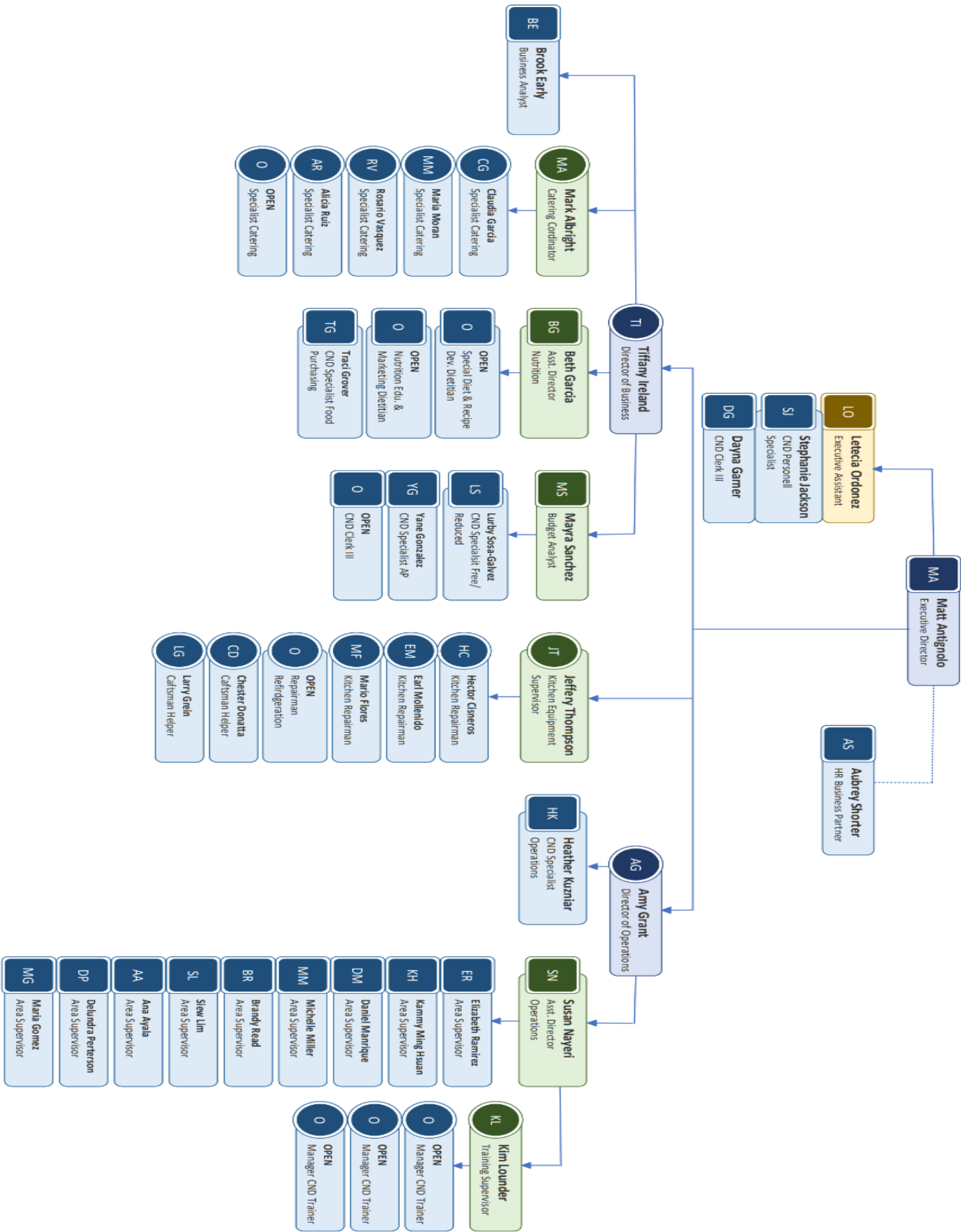
# 2026–2027 Child Nutrition Staff Handbook

## Contents

|                                                |    |
|------------------------------------------------|----|
| <b>Organizational Chart</b> .....              | 4  |
| Fort Bend ISD Child Nutrition Department ..... | 5  |
| Foreword.....                                  | 5  |
| Introduction.....                              | 5  |
| Mission .....                                  | 7  |
| Goals.....                                     | 7  |
| Child Nutrition Department .....               | 7  |
| Purpose of the Child Nutrition Department..... | 8  |
| Employment.....                                | 8  |
| Workload and Schedules .....                   | 8  |
| Lunch Break.....                               | 8  |
| Attendance and Absence Reporting.....          | 9  |
| Non-Discretionary Absences.....                | 9  |
| Discretionary Absences.....                    | 9  |
| Leave of Absence.....                          | 9  |
| Attendance.....                                | 9  |
| Time Recording (KRONOS).....                   | 9  |
| Staff Development and Meetings.....            | 10 |
| <b>On Campus Required Trainings</b> .....      | 10 |
| Training.....                                  | 10 |
| Outside Employment.....                        | 11 |
| Performance Evaluations .....                  | 11 |
| Salaries, Wages and Stipends.....              | 11 |
| Overtime Compensation .....                    | 11 |
| Safety .....                                   | 12 |
| Workers' Compensation Procedures.....          | 12 |
| My Self-Serve .....                            | 12 |
| How to access My Self-Serve .....              | 12 |
| Employee Relations and Communication.....      | 13 |

|                                                     |    |
|-----------------------------------------------------|----|
| Name And Address Changes.....                       | 13 |
| Employment Verification Forms and Letters.....      | 13 |
| Transfers, Specifically to Cafeteria Employees..... | 13 |
| Employee Concerns and Chain of Command.....         | 13 |
| Chain of Command .....                              | 14 |
| Employee Conduct and Welfare .....                  | 14 |
| Work Schedules.....                                 | 14 |
| Substitutes .....                                   | 14 |
| CND Expectations .....                              | 15 |
| Other Important Policies .....                      | 16 |
| Food Transfers.....                                 | 16 |
| Use of Telephones/Cell Phones .....                 | 16 |
| Computer and Printer Use .....                      | 17 |
| Visitors .....                                      | 17 |
| Severe weather .....                                | 17 |
| Paper Goods & Plastic Wares.....                    | 17 |
| Civil Rights Complaints .....                       | 18 |
| Required Uniform, Hygiene and Food Safety .....     | 18 |
| Personal Hygiene .....                              | 18 |
| Hands .....                                         | 18 |
| Nails.....                                          | 18 |
| Hair - Campus Staff .....                           | 18 |
| Accessories .....                                   | 19 |
| Uniform.....                                        | 19 |
| Shirts .....                                        | 19 |
| Bottom (Pants) .....                                | 19 |
| Not Allowed.....                                    | 20 |
| Shoes .....                                         | 20 |
| Professional Standards.....                         | 20 |
| Lock Down During the School Day .....               | 20 |
| Testing Schedule .....                              | 20 |

# Organizational Chart



## **Fort Bend ISD Child Nutrition Department**

555 Julie Rivers Dr.

Sugar Land, Texas 77478

### **Foreword**

This handbook is designed to inform staff members of the regulations and procedures of the Child Nutrition Department. Its content is not intended to replace or supersede District policies or the District Employee Handbook but to address specific situations concerning Child Nutrition staff members only.

This handbook is used as a guideline. It is not intended to be all inclusive. It is your responsibility to be familiar with all procedures which affect you and your position in the department. The procedures included herein are subject to change. Additional information will be passed on to you as the need arises. The Fort Bend ISD Board Policy Manual, the Personnel Staff Handbook, the Policy & Procedure Manual, and the Child Nutrition Handbook Manual should all be consulted as the official source of information.

The issuance of this handbook shall not be interpreted as establishing a contractual relationship and provides no expectancy of continued employment. Child Nutrition staff members are hired as at-will employees and may be dismissed at any time for any reason not prohibited by law.

The Fort Bend ISD is an equal opportunity employer. The Board of Trustees and its agents, officers, and staff members shall not discriminate on the basis of race, age, disability, color, religion, sex, or national origin in making decisions regarding staff members or students

### **Introduction**

Welcome to a Supportive Caring Place to Work with Students

It is great to have you on the Child Nutrition Team!

The Child Nutrition Department is proud to serve the students, faculty, and staff of Fort Bend ISD, serving approximately 41,217 lunches and 12,628 breakfasts daily. Operating under the regulations and guidance of the United States Department of Agriculture (USDA) and the Texas Department of Agriculture (TDA), we remain self-operating and self-supporting.

Dear Child Nutrition Team,

As we begin another exciting school year, I want to share some of the initiatives and improvements taking place throughout our department. Our goal is to continue providing exceptional service to our students while creating a positive and supportive work environment for all employees.

This year, we are focused on:

- Implementing standardized training across the district to develop skilled and knowledgeable team members.
- Enhancing procedures and training programs to improve efficiency and consistency.
- Introducing revamped menus that feature a wider variety of foods. Throughout the year, students will participate in taste-testing events to help us select menu items they enjoy most. And do not worry, we will still serve favorites like pizza and chicken nuggets, just not as often!
- Launching a new menu app that will provide students and parents with easy access to daily menus and nutritional information.
- Utilizing barcode student identification badges to help speed up serving lines and improve customer service.
- Continuing our Employee Focus Group initiative because your feedback and ideas are important to us.
- Providing this Employee Handbook as a resource to help you understand department procedures, processes, and expectations.

This handbook has been created to support your success and help you navigate our department's policies and procedures. Please take time to review it carefully and become familiar with its contents. If you have any questions, please reach out to your manager, who will be happy to assist you or find the answers you need.

Our department is recognized for its excellence, and you play a critical role in that success. Every day, our students look forward to seeing you and enjoying what is often their favorite part of the school day—a great meal. You help make that experience possible by:

- Arriving at work on time and ready to contribute.
- Maintaining a positive attitude.
- Following all regulations, policies, and procedures.
- Supporting your teammates whenever possible.
- Asking for assistance when needed.
- Treating coworkers with respect and professionalism.
- Working collaboratively and recognizing that we accomplish more together than we do alone.
- Bringing energy, enthusiasm, and a little fun each day.

Working in Child Nutrition is a rewarding opportunity to make a positive impact on students' lives every day. As we serve our school communities, let us continue to do what is best for students, strive for excellence, build trust, communicate openly, value one another's unique strengths, and win as a team—the Fort Bend ISD way. Remember, when you succeed, we succeed!

Thank you for your dedication and commitment to our students. I wish you a successful and rewarding school year.

Sincerely,

Matt Antignolo  
Director, Child Nutrition Department

## **Mission**

The Child Nutrition Department is committed to providing students with approved quality, nutritious food, supporting academic excellence, achieving economic stability, and offering nutritional services to students, staff, and community.

## **Goals**

To increase onsite training of managers and staff to prepare and serve student-approved, tasty food.

We will expand and diversify menu offerings to enhance student engagement.

We will incorporate technological innovations to enhance program operations and student experience.

We will focus efforts on increasing student participation to ensure our program is financially sustainable.

Become recognized in FBISD schools and community as the child nutrition expert.

Marketing Child Nutrition as a Resource for the students, faculty, and community.

Increase student participation through innovative menu concepts, speedy lines, and attractive serving lines.

Develop a leadership and communication network to work closely with principals, teachers, and child nutrition staff.

Offer an internship opportunity to area colleges for food service management or dietetic students.

## **Child Nutrition Department**

The continued success of the FBISD Child Nutrition Department is due to a strong, cohesive team that communicates clearly, works together harmoniously, and helps all students and staff in the district. Child Nutrition staff members are multicultural, speaking many different

native languages such as Spanish, Vietnamese, Chinese, Urdu, Hindi, and Portuguese to name just a few.

Fort Bend ISD Child Nutrition Department has many staff members outside a school campus that are part of our department, such as Administrative and support staff, CND Maintenance Crew, Technology, and Catering. They work for the department providing valuable functions but do not prepare or provide reimbursable meals for the students. However, they are an essential part of this department.

Since all these staff members are part of the Child Nutrition Department, they may be asked to help in a school when needed to serve our students. We attribute the success of our program to the trained staff that we employ and their willingness to assist this department where and when necessary.

### **Purpose of the Child Nutrition Department**

- A. To plan, prepare and serve meals that meet the nutritional requirements of the National School Lunch, Breakfast, and Snack Programs.
- B. To plan, prepare and serve high-quality meals that will be appetizing to the students and school personnel.
- C. To help students improve their eating habits by increasing nutritional awareness through nutrition education.
- D. To provide meals at a minimum cost and with a minimum amount of waste.
- E. To prepare and serve meals in a safe and sanitary environment.

### **Employment**

#### **Workload and Schedules**

Each kitchen is actively engaged in the preparation and serving of nutritious meals to the students and staff of Fort Bend Independent School District.

The Manager in each kitchen is responsible for preparing work schedules, which will ensure all job tasks are performed in the most effective and efficient manner possible.

Each kitchen is staffed according to the average number of meal equivalences served daily. Elementary and Secondary kitchens are staffed with 7-hour and 4 1/2-hour employees.

All employees shall follow the work schedule designated for their kitchen.

#### **Lunch Break**

All Child Nutrition Employees receive an earned lunch meal; these meals are non-transferable and must be consumed on the cafeteria's premises. Employees are not obliged to clock out for lunch; therefore, the lunchtime shall be scheduled by the Manager and shall vary from day to day based on daily duties.

## **Attendance and Absence Reporting**

### **Non-Discretionary Absences**

Non-discretionary absences, such as those resulting from illness or emergencies, must be reported as soon as the employee becomes aware of the need to be absent. Employees are required to notify their immediate supervisor at least one hour prior to the start of their scheduled shift whenever possible.

Specialists and Assistant Managers must notify the Cafeteria Manager by telephone, using either a personal or office phone, and follow up with an email notification. The appropriate supervisor must be copied on the email to ensure all necessary parties are informed of the absence.

### **Discretionary Absences**

Discretionary absences, including personal leave requests, must be submitted using the DEC-E-1 form and provided to the appropriate supervisor as soon as possible, but no less than five (5) working days in advance of the requested leave date.

Submission of a leave request does not guarantee approval. Employees should not make travel arrangements, purchase tickets, or commit to plans until the request has been approved. Employees are encouraged to schedule vacations and other discretionary leave during school breaks and non-work periods whenever possible to minimize disruptions to department operations.

### **Leave of Absence**

Information regarding Leaves of Absences can be found on the district website: [www.fortbendisd.com](http://www.fortbendisd.com). Leave of Absence information is under the Departments Tab>Human Resources>For Employees> Leave Information. If you need help finding this page, please ask your cafeteria manager. It is not necessary to visit the CND office to request a leave of absence.

### **Attendance**

CND's main function is to provide nutritious meals for students. Therefore, it is critical that employees show up to work on time every day. The students and staff are counting on you because every absence and late arrival has an impact on operations. Employees are expected to be at their place of work each workday during scheduled working hours unless an absence is approved in advance using the DEC-E-1. Employees are expected to arrange personal affairs and vacation after hours, so they do not interfere with their work at FBISD.

### **Time Recording (KRONOS)**

Kronos is the district's official timekeeping system and is used to record hours worked and calculate payroll for hourly employees. Accurate pay depends on employees consistently recording their work time correctly.

All hourly employees are required to complete biometric enrollment within their first week of employment. Employees must be in full uniform and prepared to begin work before clocking in. Clocking in before arriving at the worksite, before being in proper uniform, or before being ready to perform assigned duties is prohibited and may result in discipline up to and including termination of employment.

Employees are required to clock in at the beginning of their scheduled shift and clock out at the end of their scheduled shift.

It is each employee's responsibility to review their time records regularly, at least once per week, to ensure all punches are accurate and to promptly report any missed or incorrect punches. Excessive missed punches or failure to follow established timekeeping procedures may result in corrective action, up to and including termination of employment.

Accurate timekeeping is essential to ensure employees are paid correctly and to maintain compliance with district payroll and labor requirements.

### **Staff Development and Meetings**

Staff meetings, in-service sessions, and training programs are scheduled throughout the school year on designated workdays as outlined on the 180/187 district work calendar. Attendance at these meetings and training courses is mandatory for all employees.

These sessions are essential to ensuring staff receive essential information, updates, and professional development necessary to perform their job responsibilities effectively. Failure to attend required meetings or training may result in discipline, in accordance with district policies and procedures.

Employees are expected to adhere to the department's dress code and report in appropriate work attire for all staff meetings, in-service days, and training sessions.

### **On Campus Required Trainings**

Weekly HACCP and Safety Meetings are held at the campus monthly for all employees. The employees shall sign off on the topic of discussion for the month.

### **Training**

The Supervisors are responsible for conducting the training program each school year, regardless of the number of applicants hired into the department.

At the discretion of the Child Nutrition Department, substitutes are placed through a training program. They are instructed on Child Nutrition Department practices and procedures. The length of the training is dependent upon the individual substitute and the training needed.

## Outside Employment

Consistent with Board Policy DBD (Local), employees may not accept outside employment that will interfere with the performance of their regular duties.

## Performance Evaluations

Employees' annual performance will be evaluated by their direct manager or supervisor at the beginning, middle, and end of each school year. Employees will be evaluated on their adherence to the rules in this handbook, ability to perform the essential functions of their position, compliance with Program policies and procedures, and their contribution to the program at the employment site.

We want our employees to succeed. When areas of weakness are identified, the immediate supervisor will work with the employee to improve the areas that need improvement. The employee's continued professional growth is important to the success of our entire department.

## Salaries, Wages and Stipends

Employees are paid on the 15<sup>th</sup> and the last day of the month. Paraprofessionals are salaried employees whose paychecks are divided into 24 paychecks. Hourly employees are paid for the days and hours they work. Hourly CND employees are not compensated for holidays. Direct Deposit is mandated for all employees of the district.

Listed below are the work calendars and the pay dates in the department:

180 - Cafeteria Specialists and Assistant Managers

**September 15<sup>th</sup> to June 30<sup>th</sup>**

187 – Cafeteria Managers

**September 15<sup>th</sup> to June 30<sup>th</sup>**

210 – Supervisors, Coordinator Catering, and Catering Specialists

**August 15<sup>th</sup> to July 31<sup>st</sup>**

238 – Office Staff

**July 15<sup>th</sup> to June 30<sup>th</sup>**

260 – Supervisor Kitchen Equipment and Staff

**July 15<sup>th</sup> to June 30<sup>th</sup>**

## Overtime Compensation

All employees must receive permission prior to working beyond their work schedule. It is the employee's responsibility to track their hours to comply with this policy. All schedule changes or adjustments must be approved by your immediate supervisor prior to change. Failure to follow these requirements may result in discipline, up to and including termination of employment.

## Safety

Failure to follow safety policies and procedures will result in citations and other disciplinary measures including potential termination of employment.

## Workers' Compensation Procedures

- Employees must report all accidents to immediate supervisors and CND Specialist Personnel or HR Business Partner immediately.
- Complete workers' comp packet immediately but no later than one day.
  - If an employee needs to visit the doctor, a Work Status Report form must be completed by the doctor and returned to the immediate supervisor or CND Specialist Personnel or HR Business Partner. Employees are not allowed to work/clock-in without prior approval from Supervisor or a member of the Senior Leadership Team.
- If an employee was injured in a vehicle accident, then an Accident Report form must be completed, along with the workers' compensation packet.

## My Self-Serve

FBISD employees use My Self-Serve, accessible from the Staff website while at work or from home, to access personal information. Employees log onto My Self-Serve using their network login information.

Common resources and tasks associated with the application include:

Updates to Contact Information (personal address, phone number, and emergency contacts)

View/print payroll statements

Enroll and view summary of benefits selections, and designation of beneficiaries

View compensation history and annual leave balance

Update tax preferences

**\*\* IMPORTANT TO REMEMBER:** Log into My Self at least once a month to avoid password lockout.

## How to access My Self-Serve

- Open web browser
- Go to [www.fortbendisd.com](http://www.fortbendisd.com)
- Click on the Staff Tab
- Click on Staff Links
- Click on My Self-Serve
- User ID: FirstName.LastName
- Password: Your unique network password
- Your unique network password. If you do not know your password, call 281.634.1300 to get your password reset

## Employee Relations and Communication

### Name And Address Changes

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

### Resignation

Employees are encouraged to submit resignations via My Self-Serve. However, written notice in other formats will also be accepted.

### Employment Verification Forms and Letters

Employment and Salary Verification Forms are completed by the Human Resources office, not the Child Nutrition office. It is the staff member's responsibility to deliver the requests to Human Resources in the Administration Building on 16431 Lexington Blvd., Sugar

### Transfers, Specifically to Cafeteria Employees

Employee transfer requests for the upcoming school year are accepted during the month of April. All forms must be submitted by April 30. Employees will be notified by the end of May if their request is approved or denied. Every effort is made to accommodate requests. Approval is granted based on department and campus needs.

The following are the eligibility requirements considered for a request to transfer:

- Six months in current position
- Consistent attendance no history of discipline for last six months

Employees who meet eligibility should complete a Transfer Request Form and submit it to their direct supervisor.

*Note: Employee transfer requests during the school year will be reviewed by either the Assistant Director or Director of Operations for approval.*

### Employee Concerns and Chain of Command

Employees are encouraged to address workplace concerns with their immediate supervisor whenever possible to seek resolution at the lowest appropriate level. If the concern is not resolved, employees should follow the established chain of command outlined below.

However, concerns involving discrimination, harassment, retaliation, bullying, student neglect, accidents, theft, or any other situation that may require an investigation should be

reported immediately to management and/or Human Resources, regardless of the chain of command.

### Chain of Command

#### A. Operations

Manager >Supervisor>Assistant Director>Director>Executive Director

#### B. Office Paraprofessionals

Immediate Supervisor>Director>Executive Director

#### C. Catering

Catering Coordinator>Director of Business>Executive Director

#### D. Kitchen Repairmen

Supervisor>Executive Director

If an employee's concern remains unresolved after exhausting the applicable chain of command, the employee may schedule a meeting with the Human Resources Business Partner to discuss the matter and explore appropriate next steps.

**Note:** Employees are not required to follow the chain of command when reporting allegations of discrimination, harassment, retaliation, bullying, student neglect, theft, safety concerns, or other matters warranting a formal investigation. These concerns may be reported directly to Human Resources Business Partner.

## Employee Conduct and Welfare

### Work Schedules

All staff should adhere to their assigned work schedule. All changes and adjustments to employee work schedules must have prior approval by the immediate supervisor. *Note: Non-exempt office employees are not allowed to alter their lunch time without prior approval from immediate supervisor.*

### Substitutes

- You must have access to a telephone since he/she is called as needed for work.
- Must have reliable transportation since he/she is sent to various locations within the district to work.
- Shall work a minimum of 2 days every week, and either use the 7 hour or the 4.5-hour work schedule.
- Any changes to schedule shall be approved by the Director of Operations or the Assistant Director of Operations

- The Department has the option to place all substitutes through a training program and shall execute this option when hired.

## **CND Expectations**

- Everything an employee does at work should be in the service of the Department's goal of providing a safe, healthy environment for all children, faculty, and employees.
- Recognize and respect the rights and property of students, faculty, co-workers and maintain confidentiality in all matters related to students, co-workers, and the departmental operation.
- Report to work according to the assigned schedule and give adequate notice if the employee is unable to report to work.
- Employees are allowed to clock in at work between five and seven minutes prior to their designated start time. This ensures the employees will be clocked in and at their designated work locations at their designated start time. Employees shall not leave their designated work area until five (5) minutes before departure time. Employees shall not clock out without the Manager's approval.
- Know and comply with Program and District procedures and policies.
- Follow all applicable health and safety protocols and report injuries or unsafe conditions to the supervisor immediately.
- Use District and Program time, funds, property for authorized activities only.
- Address concerns, complaints, or criticism through the appropriate channels and in an appropriate manner.
- Always speak, dress, and behave professionally.
- Maintain positive behavior and tone and be respectful to students, staff, and parents daily.
- Never engage in any form of harassment or abuse. Refer to the district's Employee Handbook for further information about harassment, abuse, their definitions, and consequences.
- Exercise self-control and do not display strong anger or violence toward anyone
- Do not gossip or make negative comments about students, faculty, or coworkers at work or away from the workplace.
- Work with the kitchen team to create an environment conducive to proper food preparation and service.
- Participate in training to improve effectiveness in job performance.
- Always exhibit exceptional customer service.
- Acquire and always display a Fort Bend ISD identification badge.
- Child Nutrition Department Personnel shall comply with all Health Requirements established by the City, County or State Health Authorities.
- Employees shall guard against food waste of any kind.

- Any employee who was found to have removed food or equipment from the kitchen or storage will face disciplinary action, up to and including termination of employment. In addition, the Fort Bend ISD Police may be contacted.
- The REMOVAL OF FOOD FROM CAFETERIA sign shall be posted on the back door of every kitchen within the district.

Personal use of District property is prohibited. Child Nutrition equipment and food are purchased with Federal funds as well as revenue generated by breakfast and lunch sales. Equipment that is outdated or unusable must be sold at auction or disposed of as approved in accordance with the Fort Bend ISD Board Policy. Any other means of disposing of District property is prohibited, and the employee shall be subjected to disciplinary action.

Boxes must be broken down before being removed from the kitchen. Trash must be removed by two staff members. Trash duty is assigned by the Manager on a rotating basis. No food may be given away or removed from the kitchen. This constitutes theft of district and department property.

Extra food from special functions like PTO appreciation or other events must be consumed in the cafeteria.

Special potluck dinners and birthday celebrations must have prior Supervisor approval.

Child Nutrition employees are not to purchase food items from delivery trucks or salespeople while on duty. No cafeteria staff member is to request delivery of items from a company for personal use at school locations.

## **Other Important Policies**

### **Food Transfers**

Only the Manager's or Assistant Manager in charge of a school can transfer food. Transferred food must be accompanied with a transfer slip. Specialists are not permitted to transport food. Managers must call and send e-mails to the Supervisor when leaving the building, state where they are going, and why, who is in charge, and expected time of return. Also notify Supervisor when they have returned.

### **Use of Telephones/Cell Phones**

Office staff are reminded they are in a professional setting, and personal calls should be limited to a few minutes.

### **Kitchen Staff Phone Procedures**

Telephones are to be used for school business only. Campus staff may not make or receive personal calls with the campus phone or cellular phone, except in case of an emergency

with prior manager approval. Staff must notify the manager prior to leaving the kitchen/serving area to take a call.

Employees are prohibited from carrying cell phones on their person while on duty. Employees must keep cell phones on silent/vibrate when staged in the manager's office or a designated area approved by the manager. Kitchen staff may use their cell phones when they are consuming their "earned meal."

The Child Nutrition Department allows managers to use their cell phones to **communicate with the Department**. Bluetooth devices may not be worn while on duty.

### **Department Issued Phones and Laptops**

Child Nutrition employees who are issued department cellular phones are required to abide by Technology Resources - Policy CQ.

### **Computer and Printer Use**

All district and department computers and printers are for business purposes only.

Each school campus will have a computer and printer available for staff to view their pay stub. This can also be done with a home computer, at the campus library, or from the CND Administrative office computers. The computer in the manager's office MAY NOT BE USED for this purpose.

### **Visitors**

Students, family, friends, and children are not allowed in the kitchen area or behind the serving line. Child Nutrition staff will not be cashiers, serve, or place money on the account of a relative.

Only authorized staff and vendors are allowed through the cafeteria back door. All visitors must check in through the front office. This requirement ensures the safety of staff and students.

### **Severe weather**

The district may close schools for a full day or part of the day because of severe weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. Employees also will be notified by their immediate supervisor.

If school closure affects meal service on that day, any change in meal service must be approved by the supervisor and or the Director of Operations, Director of Business, or the Executive Director.

### **Paper Goods & Plastic Wares**

Paper goods, cups, cutlery sets and napkins are purchased with Child Nutrition funds and are not allowed to be given away. On occasion a principal or faculty member may request these items to be used for a special function, the manager must call the Child Nutrition

Department to get the correct pricing for those items, manager must complete and submit special food purchasing form and sent to the CND Executive Assistant.

### Civil Rights Complaints

Civil Rights issues must be brought to the Child Nutrition Manager's attention. Managers' report it to the Supervisor, Supervisor to the Director of Operations, and the Director of Operations to the Executive Director. Each cafeteria has a Civil Rights **complaint form**.

### Required Uniform, Hygiene and Food Safety

Child Nutrition staff play a vital role in maintaining sanitation standards. Good personal hygiene and correct food handling methods ensure the quality of the food we serve. A neat appearance gives customers confidence in their staff's ability to prepare and serve healthy food. Child Nutrition staff members should keep their appearance neat and their person clean.

### Personal Hygiene

#### Hands

Must be washed with soap and water as follows:

- When reporting to the job and before any food or utensils are handled.
- After each production job.
- After handling objects that are not clean, such as money handkerchiefs, tissues, garbage cans, etc.
- After using the toilet.
- After coughing or sneezing.
- Keep hands away from hair, ears, nostrils, and face during food preparation and serving.

#### Nails

Must be natural (unpolished), kept clean and cut short. When looking at the palm of your hand, you should not be able to see your nails above your fingertips. No nail polish, artificial, gel or sculptured nails may be worn.

### Hair - Campus Staff

- Must be kept clean, well arranged (no unnatural hair color such as pink, blue, purple, etc.) and covered with a hair net that covers **ALL** hair.
- Staff may wear a cap; longer hair styles must be able to be secured under the cap. The cap must be an FBISD issued cap or a plain black cap.
- Facial hair: including beards, mustaches, and sideburns must be trimmed short and neat; restraining guard must be worn if the beard/mustache is over ½ "long to be covered.

- Hair may not be adorned with anything that may fall into the food during preparation. Examples are glitter, beads, loose bobby pins, combs, etc.
- No hair bonnets or curlers will be worn to work, training, in-service, professional and staff developments.

## Accessories

Any accessories that may cause a violation of Health Department regulations and sanitation standards are not allowed while conducting kitchen duties. Visible passion marks are not allowed and may result in reassignment of duties including as a back-up, dish room, and other cleaning assignments.

- You may wear Piercings ears and nose (stud style only), a ring (smooth band only), and necklaces (short to avoid dangling into dangerous equipment.)
- **NO** watches\*, false eyelashes, decorative tooth appliances or grills, visible body piercings (Tongues, Lips, Cheeks, and Eyebrows).
  - **Managers and Assistant managers will be allowed to wear a watch.**
- Staff must always wear the Official Fort Bend ISD picture badge on their person so that it is visible. Do not put pins or stickers on the badge. Only the original badge picture is to be on badge. You may not attach a different picture. If a badge is forgotten at home, staff must get a visitor's badge from the front office before clocking in.

## Uniform

A staff member who reports to work out of uniform will not be allowed to work until the staff member has the proper uniform.

### Shirts

- Scrub tops **ALL BLACK**, may be worn every day or **ALL BLACK** plain Polo shirts. FBISD purchased polo style shirts (assorted colors) may also be worn daily. Shirts should be neat in appearance and be free from any stains such as food, bleach, grease, or chemical stains. No other styles of shirts may be worn without prior approval from your immediate supervisor.
- **\*ONLY EXCEPTION:** School spirit days: on these days, a school or department shirt may be worn.
- **No** Hoodies shall be worn at all; **No** jackets or sweaters shall be worn unless working in the freezer or cooler. If you are cold, you can wear a long sleeve shirt under your shirt that matches the color of your uniform top (ex. Under Armor type).

### Bottom (Pants)

- Black (ALL BLACK) pants, a woven skirt (not knit, denim, velvet) fabric are to be worn. Skirts must be mid-to-lower knee length. Pants must come to the lower shoelace level. Men shall wear uniform style, dress style, or "Dickie" style pants.

### Not Allowed

- Jeggings
- Leggings
- Stretch pants
- Loose-fitting pant styles
- Sagging pants
- Cargo pant styles (big pockets on sides)
- Distressed jeans (Jeans can only be worn on Fridays or days decided by the Superintendent or Superintendent's designee).
- A black leather-like belt must be worn with pants with belt loops. Pants should be neat in appearance and free from any stains such as bleach or chemical stains.

### Shoes

Shoes are to be **ALL Black** including the soles; leather or leather-like material is recommended. Shoes are to be clean, flexible, well fitting, low heel closed toe and closed heel and must be **certified slip resistant**.

### Professional Standards

USDA Regulations require all Child Nutrition employees to obtain a specified number of hours of training based on their role in the department.

Director/Admin – 12 hours

Managers – 10 hours

All other staff – 6 hours

These hours must be obtained each school year.

### Lock Down During the School Day

Students, Faculty, and Child Nutrition Staff members' safety are vital to this district. When an emergency occurs that requires the school to be locked down for security issues, the Child Nutrition office should be notified; the staff will not be allowed to leave. This lockdown will be issued by the principal, administration staff, or the Police Department.

All necessary precautions must be taken to safeguard the students and adults that are in the building. If the lockdown lasts more than several hours, the Child Nutrition Staff members may have to provide a snack or dinner for the students and adults confined in the building.

### Testing Schedule

Several times during the school year testing is required at all schools, and on those test days a different menu is requested by the Campus Principal. As a result, this may require the work schedule to be adjusted to report earlier or stay later to accommodate the principal's request. With the standardized testing schedule set at the beginning of the year, staff are expected to make the necessary arrangements to be available to work.



2026 - 2027  
180 Calendar

|                  |
|------------------|
| Working Days     |
| Non-Working Days |

First Work Day: August 4  
Last Work Day: May 28

\*All 180 day staff with the exception of the Child Nutrition Department will start on August 4th. CND will report to work on August 6th and will have trainings on October 9th and February 12 scheduled holidays.

#### Workday Calendar Events

|            |                                           |  |  |  |  |  |  |
|------------|-------------------------------------------|--|--|--|--|--|--|
| <b>Jul</b> |                                           |  |  |  |  |  |  |
| 30-31      | District Professional Learning Days       |  |  |  |  |  |  |
| <b>Aug</b> |                                           |  |  |  |  |  |  |
| 3          | Teacher Work Day                          |  |  |  |  |  |  |
| 4-7        | Professional Learning Day/Students Off    |  |  |  |  |  |  |
| 10         | Teacher Planning Day/Students Off         |  |  |  |  |  |  |
| 11         | First Student Day                         |  |  |  |  |  |  |
| <b>Sep</b> |                                           |  |  |  |  |  |  |
| 25         | Professional Learning Day/Students Off    |  |  |  |  |  |  |
| <b>Oct</b> |                                           |  |  |  |  |  |  |
| 9          | Child Nutrition Training Day/Students Off |  |  |  |  |  |  |
| <b>Jan</b> |                                           |  |  |  |  |  |  |
| 4          | Professional Learning Day/Students Off    |  |  |  |  |  |  |
| 5          | Teacher Planning Day/Students Off         |  |  |  |  |  |  |
| <b>Feb</b> |                                           |  |  |  |  |  |  |
| 12         | Child Nutrition Training Day/Students Off |  |  |  |  |  |  |
| <b>Mar</b> |                                           |  |  |  |  |  |  |
| 5          | Teacher Planning Day/Students Off         |  |  |  |  |  |  |
| <b>May</b> |                                           |  |  |  |  |  |  |
| 27         | Last Student Day                          |  |  |  |  |  |  |
| 28         | Teacher Work Day                          |  |  |  |  |  |  |

#### Non-Working Calendar Events

|             |                        |  |  |  |  |  |  |
|-------------|------------------------|--|--|--|--|--|--|
| <b>Sept</b> |                        |  |  |  |  |  |  |
| 7           | Labor Day              |  |  |  |  |  |  |
| <b>Oct</b>  |                        |  |  |  |  |  |  |
| 12-16       | Fall Break             |  |  |  |  |  |  |
| <b>Nov</b>  |                        |  |  |  |  |  |  |
| 23-27       | Thanksgiving Break     |  |  |  |  |  |  |
| <b>Dec</b>  |                        |  |  |  |  |  |  |
| 21-31       | Winter Break           |  |  |  |  |  |  |
| <b>Jan</b>  |                        |  |  |  |  |  |  |
| 1           | New Year's Day         |  |  |  |  |  |  |
| 18          | Martin Luther King Day |  |  |  |  |  |  |
| <b>Feb</b>  |                        |  |  |  |  |  |  |
| 15          | President's Day        |  |  |  |  |  |  |
| <b>Mar</b>  |                        |  |  |  |  |  |  |
| 8-12        | Spring Break           |  |  |  |  |  |  |
| 26          | Good Friday            |  |  |  |  |  |  |
| <b>Apr</b>  |                        |  |  |  |  |  |  |
| 30          | Holiday                |  |  |  |  |  |  |
| <b>May</b>  |                        |  |  |  |  |  |  |
| 31          | Memorial Day           |  |  |  |  |  |  |

#### Entitlements

|   |                     |
|---|---------------------|
| 5 | Local Sick Days     |
| 5 | State Personal Days |

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 01 | 02 | 03 | 04 |
| 05        | 06 | 07 | 08 | 09 | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 01 |
| 02          | 03 | 04 | 05 | 06 | 07 | 08 |
| 09          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    | 01 | 02 | 03 | 04 | 05 |
| 06             | 07 | 08 | 09 | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 01 | 02 | 03 |
| 04           | 05 | 06 | 07 | 08 | 09 | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 01            | 02 | 03 | 04 | 05 | 06 | 07 |
| 08            | 09 | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 01 | 02 | 03 | 04 | 05 |
| 06            | 07 | 08 | 09 | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 01 | 02 |
| 03           | 04 | 05 | 06 | 07 | 08 | 09 |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| February 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 01 | 02 | 03 | 04 | 05 |
| 06            | 07 | 08 | 09 | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

| March 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 01 | 02 | 03 | 04 | 05 | 06 |
| 07         | 08 | 09 | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    | 01 | 02 |
| 03         | 04 | 05 | 06 | 07 | 08 | 09 |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |

| May 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 01 |
| 02       | 03 | 04 | 05 | 06 | 07 | 08 |
| 09       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| June 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    | 01 | 02 | 03 | 04 | 05 |
| 06        | 07 | 08 | 09 | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |



2026 - 2027  
187 Calendar

|                  |
|------------------|
| Working Days     |
| Non-Working Days |

First Work Day: July 30  
Last Work Day: May 28

#### Workday Calendar Events

|                                    |                                        |  |
|------------------------------------|----------------------------------------|--|
| <b>Jul</b>                         |                                        |  |
| 30-31                              | District Professional Learning Days    |  |
| <b>Aug</b>                         |                                        |  |
| 3                                  | Teacher Work Day                       |  |
| 4-7                                | Professional Learning Day/Students Off |  |
| 10                                 | Teacher Planning Day/Students Off      |  |
| 11                                 | First Student Day                      |  |
| <b>Sep</b>                         |                                        |  |
| 25                                 | Professional Learning Day/Students Off |  |
| <b>Oct</b>                         |                                        |  |
| 9                                  | Teacher Planning Day/Students Off      |  |
| <b>Jan</b>                         |                                        |  |
| 4                                  | Professional Learning Day/Students Off |  |
| 5                                  | Teacher Planning Day/Students Off      |  |
| <b>Feb</b>                         |                                        |  |
| 12                                 | Teacher Planning Day/Students Off      |  |
| <b>Mar</b>                         |                                        |  |
| 5                                  | Teacher Planning Day/Students Off      |  |
| <b>May</b>                         |                                        |  |
| 27                                 | Last Student Day                       |  |
| 28                                 | Teacher Work Day                       |  |
| <b>Non-Working Calendar Events</b> |                                        |  |
| <b>Sept</b>                        |                                        |  |
| 7                                  | Labor Day                              |  |
| <b>Oct</b>                         |                                        |  |
| 12-16                              | Fall Break                             |  |
| <b>Nov</b>                         |                                        |  |
| 23-27                              | Thanksgiving Break                     |  |
| <b>Dec</b>                         |                                        |  |
| 21-31                              | Winter Break                           |  |
| <b>Jan</b>                         |                                        |  |
| 1                                  | New Year's Day                         |  |
| 18                                 | Martin Luther King Day                 |  |
| <b>Feb</b>                         |                                        |  |
| 15                                 | President's Day                        |  |
| <b>Mar</b>                         |                                        |  |
| 9-12                               | Spring Break                           |  |
| 25                                 | Good Friday                            |  |
| <b>Apr</b>                         |                                        |  |
| 30                                 | Holiday                                |  |
| <b>May</b>                         |                                        |  |
| 31                                 | Memorial Day                           |  |

#### Entitlements

|   |                     |
|---|---------------------|
| 5 | Local Sick Days     |
| 5 | State Personal Days |

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 01 | 02 | 03 | 04 |
| 05        | 06 | 07 | 08 | 09 | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 01 |
| 02          | 03 | 04 | 05 | 06 | 07 | 08 |
| 09          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    | 01 | 02 | 03 | 04 | 05 |
| 06             | 07 | 08 | 09 | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 01 | 02 | 03 |
| 04           | 05 | 06 | 07 | 08 | 09 | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 01            | 02 | 03 | 04 | 05 | 06 | 07 |
| 08            | 09 | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 01 | 02 | 03 | 04 | 05 |
| 06            | 07 | 08 | 09 | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 01 | 02 |
| 03           | 04 | 05 | 06 | 07 | 08 | 09 |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| February 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 01 | 02 | 03 | 04 | 05 | 06 |
| 07            | 08 | 09 | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| March 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 01 | 02 | 03 | 04 | 05 | 06 |
| 07         | 08 | 09 | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    | 01 | 02 | 03 |
| 04         | 05 | 06 | 07 | 08 | 09 | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| May 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 01 |
| 02       | 03 | 04 | 05 | 06 | 07 | 08 |
| 09       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| June 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    | 01 | 02 | 03 | 04 | 05 |
| 06        | 07 | 08 | 09 | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |



2026 - 2027  
210 Calendar

|                  |
|------------------|
| Working Days     |
| Non-Working Days |

First Work Day: July 13  
Last Work Day: June 14

#### Workday Calendar Events

|            |                                        |  |
|------------|----------------------------------------|--|
| <b>Jul</b> |                                        |  |
| 30-31      | District Professional Learning Days    |  |
| <b>Aug</b> |                                        |  |
| 3          | Teacher Work Day                       |  |
| 4-7        | Professional Learning Day/Students Off |  |
| 10         | Teacher Planning Day/Students Off      |  |
| 11         | First Student Day                      |  |
| <b>Sep</b> |                                        |  |
| 25         | Professional Learning Day/Students Off |  |
| <b>Oct</b> |                                        |  |
| 9          | Teacher Planning Day/Students Off      |  |
| <b>Jan</b> |                                        |  |
| 4          | Professional Learning Day/Students Off |  |
| 5          | Teacher Planning Day/Students Off      |  |
| <b>Feb</b> |                                        |  |
| 12         | Teacher Planning Day/Students Off      |  |
| <b>Mar</b> |                                        |  |
| 5          | Teacher Planning Day/Students Off      |  |
| <b>May</b> |                                        |  |
| 27         | Last Student Day                       |  |
| 28         | Teacher Work Day                       |  |

#### Non-Working Calendar Events

|             |                        |  |
|-------------|------------------------|--|
| <b>Sept</b> |                        |  |
| 7           | Labor Day              |  |
| <b>Oct</b>  |                        |  |
| 12-16       | Fall Break             |  |
| <b>Nov</b>  |                        |  |
| 23-27       | Thanksgiving Break     |  |
| <b>Dec</b>  |                        |  |
| 21-31       | Winter Break           |  |
| <b>Jan</b>  |                        |  |
| 1           | New Year's Day         |  |
| 18          | Martin Luther King Day |  |
| <b>Feb</b>  |                        |  |
| 15          | President's Day        |  |
| <b>Mar</b>  |                        |  |
| 8-12        | Spring Break           |  |
| 26          | Good Friday            |  |
| <b>Apr</b>  |                        |  |
| 30          | Holiday                |  |
| <b>May</b>  |                        |  |
| 31          | Memorial Day           |  |

#### Enrollments

|   |                     |
|---|---------------------|
| 5 | Local Sick Days     |
| 5 | State Personal Days |

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 01 | 02 | 03 | 04 |
| 06        | 08 | 07 | 08 | 09 | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 01 |
| 02          | 03 | 04 | 05 | 06 | 07 | 08 |
| 09          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    | 01 | 02 | 03 | 04 | 05 |
| 06             | 07 | 08 | 09 | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 01 | 02 | 03 |
| 04           | 05 | 06 | 07 | 08 | 09 | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 01            | 02 | 03 | 04 | 05 | 06 | 07 |
| 08            | 09 | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 01 | 02 | 03 | 04 | 05 |
| 06            | 07 | 08 | 09 | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 01 | 02 |
| 03           | 04 | 05 | 06 | 07 | 08 | 09 |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| February 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 01 | 02 | 03 | 04 | 05 | 06 |
| 07            | 08 | 09 | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| March 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 01 | 02 | 03 | 04 | 05 | 06 |
| 07         | 08 | 09 | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    | 01 | 02 | 03 |
| 04         | 05 | 06 | 07 | 08 | 09 | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| May 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 01 |
| 02       | 03 | 04 | 05 | 06 | 07 | 08 |
| 09       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| June 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    | 01 | 02 | 03 | 04 | 05 |
| 06        | 07 | 08 | 09 | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |



2026 - 2027  
238 Calendar

|                  |
|------------------|
| Working Days     |
| Non-Working Days |

First Work Day: July 1  
Last Work Day: June 30

#### Workday Calendar Events

|            |                                        |  |
|------------|----------------------------------------|--|
| <b>Jul</b> |                                        |  |
| 30-31      | District Professional Learning Days    |  |
| <b>Aug</b> |                                        |  |
| 3          | Teacher Work Day                       |  |
| 4-7        | Professional Learning Day/Students Off |  |
| 10         | Teacher Planning Day/Students Off      |  |
| 11         | First Student Day                      |  |
| <b>Sep</b> |                                        |  |
| 25         | Professional Learning Day/Students Off |  |
| <b>Oct</b> |                                        |  |
| 9          | Teacher Planning Day/Students Off      |  |
| <b>Jan</b> |                                        |  |
| 4          | Professional Learning Day/Students Off |  |
| 5          | Teacher Planning Day/Students Off      |  |
| <b>Feb</b> |                                        |  |
| 12         | Teacher Planning Day/Students Off      |  |
| <b>Mar</b> |                                        |  |
| 5          | Teacher Planning Day/Students Off      |  |
| <b>May</b> |                                        |  |
| 27         | Last Student Day                       |  |
| 28         | Teacher Work Day                       |  |

#### Non-Working Calendar Events

|             |                        |  |
|-------------|------------------------|--|
| <b>Sept</b> |                        |  |
| 7           | Labor Day              |  |
| <b>Oct</b>  |                        |  |
| 12-16       | Fall Break             |  |
| <b>Nov</b>  |                        |  |
| 23-27       | Thanksgiving Break     |  |
| <b>Dec</b>  |                        |  |
| 21-31       | Winter Break           |  |
| <b>Jan</b>  |                        |  |
| 1           | New Year's Day         |  |
| 18          | Martin Luther King Day |  |
| <b>Feb</b>  |                        |  |
| 15          | President's Day        |  |
| <b>Mar</b>  |                        |  |
| 8-12        | Spring Break           |  |
| 26          | Good Friday            |  |
| <b>May</b>  |                        |  |
| 31          | Memorial Day           |  |

#### Enrollments

|   |                     |
|---|---------------------|
| 5 | Local Sick Days     |
| 5 | State Personal Days |
| 5 | Paid Time Off       |

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 01 | 02 | 03 | 04 |
| 06        | 08 | 07 | 08 | 09 | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 01 |
| 02          | 03 | 04 | 05 | 06 | 07 | 08 |
| 09          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    | 01 | 02 | 03 | 04 | 05 |
| 06             | 07 | 08 | 09 | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 01 | 02 | 03 |
| 04           | 05 | 06 | 07 | 08 | 09 | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 01            | 02 | 03 | 04 | 05 | 06 | 07 |
| 08            | 09 | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 01 | 02 | 03 | 04 | 05 |
| 06            | 07 | 08 | 09 | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 01 | 02 |
| 03           | 04 | 05 | 06 | 07 | 08 | 09 |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| February 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 01 | 02 | 03 | 04 | 05 | 06 |
| 07            | 08 | 09 | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| March 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 01 | 02 | 03 | 04 | 05 | 06 |
| 07         | 08 | 09 | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    | 01 | 02 | 03 |
| 04         | 05 | 06 | 07 | 08 | 09 | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| May 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 01 |
| 02       | 03 | 04 | 05 | 06 | 07 | 08 |
| 09       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| June 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    | 01 | 02 | 03 | 04 | 05 |
| 06        | 07 | 08 | 09 | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |



2026 - 2027  
260 Calendar

|                  |
|------------------|
| Working Days     |
| Non-Working Days |

First Work Day: July 1  
Last Work Day: June 30

#### Workday Calendar Events

|            |                                        |  |  |  |  |  |  |
|------------|----------------------------------------|--|--|--|--|--|--|
| <b>Jul</b> |                                        |  |  |  |  |  |  |
| 30-31      | District Professional Learning Days    |  |  |  |  |  |  |
| <b>Aug</b> |                                        |  |  |  |  |  |  |
| 3          | Teacher Work Day                       |  |  |  |  |  |  |
| 4-7        | Professional Learning Day/Students Off |  |  |  |  |  |  |
| 10         | Teacher Planning Day/Students Off      |  |  |  |  |  |  |
| 11         | First Student Day                      |  |  |  |  |  |  |
| <b>Sep</b> |                                        |  |  |  |  |  |  |
| 25         | Professional Learning Day/Students Off |  |  |  |  |  |  |
| <b>Oct</b> |                                        |  |  |  |  |  |  |
| 9          | Teacher Planning Day/Students Off      |  |  |  |  |  |  |
| <b>Jan</b> |                                        |  |  |  |  |  |  |
| 4          | Professional Learning Day/Students Off |  |  |  |  |  |  |
| 5          | Teacher Planning Day/Students Off      |  |  |  |  |  |  |
| <b>Feb</b> |                                        |  |  |  |  |  |  |
| 12         | Teacher Planning Day/Students Off      |  |  |  |  |  |  |
| <b>Mar</b> |                                        |  |  |  |  |  |  |
| 5          | Teacher Planning Day/Students Off      |  |  |  |  |  |  |
| <b>May</b> |                                        |  |  |  |  |  |  |
| 27         | Last Student Day                       |  |  |  |  |  |  |
| 28         | Teacher Work Day                       |  |  |  |  |  |  |

#### Non-Working Calendar Events

|             |                        |  |  |  |  |  |  |
|-------------|------------------------|--|--|--|--|--|--|
| <b>July</b> |                        |  |  |  |  |  |  |
| 6           | 4th of July            |  |  |  |  |  |  |
| <b>Sept</b> |                        |  |  |  |  |  |  |
| 7           | Labor Day              |  |  |  |  |  |  |
| <b>Oct</b>  |                        |  |  |  |  |  |  |
| 12-13       | Fall Break             |  |  |  |  |  |  |
| <b>Nov</b>  |                        |  |  |  |  |  |  |
| 26-27       | Thanksgiving Break     |  |  |  |  |  |  |
| <b>Dec</b>  |                        |  |  |  |  |  |  |
| 24-25       | Winter Break           |  |  |  |  |  |  |
| <b>Jan</b>  |                        |  |  |  |  |  |  |
| 1           | New Year's Day         |  |  |  |  |  |  |
| 18          | Martin Luther King Day |  |  |  |  |  |  |
| <b>Feb</b>  |                        |  |  |  |  |  |  |
| 15          | President's Day        |  |  |  |  |  |  |
| <b>Mar</b>  |                        |  |  |  |  |  |  |
| 26          | Good Friday            |  |  |  |  |  |  |
| <b>May</b>  |                        |  |  |  |  |  |  |
| 31          | Memorial Day           |  |  |  |  |  |  |

#### Entitlements

|    |                     |
|----|---------------------|
| 5  | Local Sick Days     |
| 5  | State Personal Days |
| 10 | Vacation            |

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 01 | 02 | 03 | 04 |
| 06        | 08 | 07 | 08 | 09 | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 01 |
| 02          | 03 | 04 | 05 | 06 | 07 | 08 |
| 09          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    | 01 | 02 | 03 | 04 | 05 |
| 06             | 07 | 08 | 09 | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 01 | 02 | 03 |
| 04           | 05 | 06 | 07 | 08 | 09 | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 01            | 02 | 03 | 04 | 05 | 06 | 07 |
| 08            | 09 | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 01 | 02 | 03 | 04 | 05 |
| 06            | 07 | 08 | 09 | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 01 | 02 |
| 03           | 04 | 05 | 06 | 07 | 08 | 09 |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| February 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 01 | 02 | 03 | 04 | 05 | 06 |
| 07            | 08 | 09 | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| March 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 01 | 02 | 03 | 04 | 05 | 06 |
| 07         | 08 | 09 | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    | 01 | 02 | 03 |
| 04         | 05 | 06 | 07 | 08 | 09 | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| May 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 01 |
| 02       | 03 | 04 | 05 | 06 | 07 | 08 |
| 09       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| June 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    | 01 | 02 | 03 | 04 | 05 |
| 06        | 07 | 08 | 09 | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |