



2026-2027

EMPLOYEE HANDBOOK

A practical guide to employment expectations, employee resources, and district support.

Accessibility Assistance

If you have difficulty accessing the information in this handbook because of a disability, please contact the Human Resources Department at humanresources@staffordmsd.org for assistance.

Table of Contents

SECTION 01: Welcome to Stafford MSD

- Welcome Message
- About Stafford MSD
- Governance at a Glance

SECTION 02: Our Culture & Values

- Mission
- Employee Experience Philosophy
- Equal Opportunity Employer
- The Superintendent's Priorities
- Success at Stafford MSD
- Culture of Service
- Customer Service Expectations
- Our Commitment

SECTION 03: Joining Our Team: Becoming a Spartan

- Pre-Employment Requirements
- Background Checks and Fingerprinting
- Employment Eligibility Verification (Form I-9)
- Certification, Licensure, and Credentials
- New Employee Orientation and Onboarding
- Your First Days at Stafford MSD
- Ongoing Support and Success

SECTION 04: Working at Stafford

- Employment Status and Contracts
- Certification, Licenses and Required Training
- Work Schedules and Professional Responsibilities
- Work Assignments & Transfers
- Professional Appearance and Dress Code
- Workplace Accommodations and Employee Support
- Performance and Professional Growth
- Employee Voice and Shared Decision-Making

SECTION 05: Compensation, Payroll, Attendance and Leave

- Compensation and Payroll
- Attendance and Leave
- Leave Overview
- Requesting a Leave
- Continuation of Health Insurance
- Recording of Leave
- Return to Work: Medical Certification
- Leave Types at a Glance

SECTION 06: Taking Care of Yourself: Benefits & Wellness

- Benefits Overview
- Retirement and Financial Wellness
- Employee Assistance Program (EAP)
- Additional Employee Benefits

SECTION 07: Supporting Student Success

- Student-Centered Expectations
- Student Conduct and Discipline
- Student Attendance
- Student Safety, Confidentiality and Reporting

SECTION 08: Policies & Expectations

- Workplace Safety, Security and Substance-Free Environment
- Outside Employment and Conflict of Interest
- Complaints & Grievances
- Employee Standards of Conduct
- Anti-Harassment and Non-Discrimination
- Reporting Concerns, Legal Violations and Required Notices
- Technology, Digital Citizenship, Social Media and Electronic Communications

SECTION 09: Resources & Contacts

- Quick Resource Guide
- Employee Forms and Resources
- Campus Directory

Employee Handbook Acknowledgment

Handbook Overview and How to Use This Handbook

This handbook provides an overview of Stafford MSD employment expectations, district resources, and key procedures. It summarizes important information and includes non-exhaustive references to applicable Board policies, administrative regulations, departmental resources, and official forms, which may be updated during the school year. This handbook does not alter, replace, or limit applicable federal, state, or district laws, regulations, Board policies, or administrative directives. Employees remain responsible for reviewing and complying with all applicable laws, policies, regulations, and directives that exist beyond this handbook.

Employees are further responsible for reading the handbook, following district procedures, and asking questions when additional guidance is needed. Board policy and law control if there is any conflict with handbook language.

SECTION 01 | Welcome to Stafford MSD

Welcome Message

Welcome to Stafford Municipal School District!

At Stafford MSD, we believe that every employee plays a vital role in the success of our students, schools, and community. Whether you work directly with students or support the district behind the scenes, your contributions help create a positive, safe, and engaging environment where all learners can thrive.

We are committed to fostering a culture built on service, excellence, relationships, and continuous improvement. We value collaboration, professionalism, innovation, and accountability, and we encourage each employee to bring their unique talents and perspectives to our team. By working together and putting students first, we strengthen our ability to prepare every student for success in college, careers, and life.

This handbook is designed to serve as a practical resource that supports your success as a Stafford MSD employee. It provides an overview of key expectations, employment practices, benefits, resources, and procedures that will help you navigate your employment journey. While the handbook summarizes important information, employees are encouraged to seek guidance from their supervisor, Human Resources, or Board policy resources whenever additional clarification is needed.

Thank you for your commitment to our students, families, colleagues, and community. We are proud to have you as part of the Stafford MSD team and look forward to the positive impact we will make together.

About Stafford MSD

Stafford Municipal School District (Stafford MSD) is a unique public school district serving students from Early Childhood through Grade 12 within the City of Stafford and surrounding areas in Fort Bend and Harris Counties. Established in 1977 through a community-led effort to create a locally governed school system, Stafford MSD remains committed to providing high-quality educational opportunities in a diverse and inclusive environment. Today, Stafford MSD serves approximately 3,500 students representing a rich variety of cultural, linguistic, and educational backgrounds. This diversity strengthens our schools and reflects our commitment to preparing students for success in a global community.

Governance at a Glance

Stafford MSD operates in accordance with Texas law, State Board of Education requirements, and district policies adopted by the Board of Trustees. The district is governed by a seven-member Board of Trustees elected by the community and is led by the Superintendent, who oversees daily operations and implementation of board policies.

As a municipal school district, Stafford MSD maintains a unique partnership with the City of Stafford that promotes collaboration and responsible stewardship of public resources.

Board Trustee	Position
Ash Hamirani	Board President
Jacqueline Jean-Baptiste	Board Vice President
Patricia Soza-Montelongo	Board Secretary
Joyce Wilkins	Board Member, Position 1
Manuel Hinojosa	Board Member, Position 2
Suzette Thompson	Board Member, Position 4
Joycelyn Bennett	Board Member, Position 6

Related references: Board policies BA, BB, BD, BE series and the Stafford MSD Board webpage.

Helpful links: [Board of Trustees](#) | [SMSD Board Policy Manual](#)

District map and campus tour: [Tour Campus](#)

District Directory: <https://www.staffordmsd.org/contact/directory>

District Calendar: [Stafford MSD 2026-2027 Calendar](#)

SECTION 02 | Our Culture & Values

Mission

To ensure that all students graduate college or career ready without remediation.

Employee Experience Philosophy

At Stafford MSD, we recognize that a positive employee experience directly impacts student success. We are committed to creating an environment where employees feel:

- Valued for their contributions.
- Respected as professionals.
- Supported in their personal and professional growth.
- Connected to the district's mission and goals.
- Equipped with the resources needed to be successful.

We strive to foster a workplace culture characterized by trust, transparency, collaboration, and service excellence. Employees can expect clear communication, responsive support, professional learning opportunities, and a commitment to continuous improvement across all departments.

Equal Opportunity Employer

Stafford MSD is an equal opportunity employer committed to maintaining a workplace free from discrimination, harassment, retaliation, and unlawful conduct.

Employees are expected to:

- Treat students, families, colleagues, and community members with dignity and respect.
- Foster inclusive learning and working environments.
- Act ethically and professionally in all interactions.
- Comply with applicable laws, Board policies, administrative procedures, and professional standards.
- Support a culture of safety, belonging, and mutual respect.

The Superintendent's Priorities

The district's strategic work is centered around key priorities that drive continuous improvement and organizational success:

- Grow student achievement
- Develop exceptional leaders
- Invest in teachers
- Build a culture of excellence
- Maintain strong CCMR

What Success Means at Stafford MSD

Success at Stafford MSD extends beyond individual accomplishments. We believe true success occurs when all areas of the organization work together in support of students.

Success means:

Student Success

Every student receives the support, opportunities, and high-quality instruction necessary to achieve their full potential.

Campus Success

Every campus operates as a high-performing learning environment where students and staff can thrive.

Personal Success

Employees experience professional growth, meaningful work, positive relationships, and opportunities to make a lasting impact.

Organizational Success

Departments work collaboratively and efficiently to provide exceptional service and support throughout the district.

Culture of Service Excellence

Every employee represents Stafford MSD. We are committed to serving students, families, colleagues, and the community with professionalism, respect, responsiveness, accountability, and a commitment to continuous improvement.

By creating positive experiences, we strengthen relationships, schools, and student outcomes.

Customer Service Expectations

Employees are expected to:

- Respond promptly and professionally to students, families, employees, and community members.
- Provide accurate information or connect individuals with the appropriate resource.
- Communicate with courtesy, empathy, and respect.
- Maintain confidentiality and follow district policies and procedures.
- Follow through on commitments and foster positive relationships.

Our Commitment

At Stafford MSD, culture is not defined by words on a page but by the actions we take each day. Through our Mission, Superintendent's Priorities, The CORE, and a shared definition of success, we work together to create an exceptional experience for students, employees, families, and the community while ensuring every student graduates college or career ready without remediation.

SECTION 03 | Joining Our Team: Becoming a Spartan

Pre-Employment Requirements

Before beginning employment, employees must:

- Complete assigned onboarding tasks and required employment forms.
- Complete criminal history review, fingerprinting, and any required background checks.
- Verify employment eligibility and provide required supporting documentation.
- Provide any certification, license, permit, or credential required for the position.
- Complete all required pre-employment compliance activities identified by Human Resources.

Background Checks and Fingerprinting

All employees are subject to criminal history review. New hires whose position requires fingerprinting must complete fingerprinting before New Employee Orientation or before beginning duties, as directed by Human Resources.

Employment may be contingent upon successful completion of required background screening processes.

Employment Eligibility Verification Form I-9

Related policy: DC

Federal law requires all employees to verify their identity and authorization to work in the United States at the time of hire. Employees are responsible for providing acceptable documentation within required timelines and for notifying Human Resources if employment authorization documents are renewed, updated, or approaching expiration. Failure to maintain valid employment authorization documentation may affect continued employment eligibility.

Certification, Licensure, and Credentials

Employees whose positions require a professional certificate, license, permit, or credential are responsible for maintaining all required qualifications throughout their employment.

Employees should:

- Monitor certification and renewal deadlines.
- Maintain compliance with continuing education requirements, when applicable.
- Promptly provide updated credentials to Human Resources.
- Notify Human Resources immediately if a required credential expires, is suspended, or becomes subject to disciplinary action.

New Employee Orientation and Onboarding

New employees will receive information regarding New Employee Orientation from Human Resources.

Orientation is designed to help employees:

- Learn about Stafford MSD's mission, vision, and core values.
- Understand essential employment policies and procedures.
- Access employee benefits and resources.
- Become familiar with district systems and technology.
- Connect with district leaders and support staff.

Employees are expected to attend all required onboarding sessions and complete any assigned follow-up activities.

Your First Days at Stafford MSD

Supervisors and campus or department leaders play an important role in helping new employees successfully transition into their position.

During the onboarding process, employees may receive support with:

- Technology and computer access
- District email setup
- Frontline and other district systems
- TimeClock Plus (TCP) access, when applicable
- Employee identification badges
- Building and classroom access
- Safety and emergency procedures
- Position-specific training and expectations
- Department and campus introductions

Employees are encouraged to ask questions and communicate with their supervisor whenever additional support is needed.

Ongoing Support and Success

Stafford MSD is committed to supporting employees throughout their employment journey. New employees may participate in ongoing onboarding activities, mentoring opportunities, professional learning, and periodic check-ins designed to support success during the first several months of employment.

Employees can expect continued support through:

- Supervisor coaching and feedback
- Professional learning opportunities
- District and campus resources
- Human Resources support services
- Employee wellness and assistance programs

We want every employee to feel welcomed, supported, and equipped to make a positive impact on the students, families, and community we serve.

SECTION 04 | Working at Stafford

Employment Status and Contracts

Topic	What Employees Need to Know	Where to Go
Contract employees	Certain professional employees, including classroom teachers, administrators requiring certification, and school nurses, may be employed under Chapter 21 contracts.	Employment agreement, offer letter, HR, Board policy
At-will employees	Most paraprofessional, auxiliary, clerical, and support positions are employed at will in accordance with law and policy.	Offer letter, HR, Board policy
Work assignments and transfers	Assignments and reassignments may occur based on district needs, enrollment, program requirements, and organizational priorities.	Supervisor, HR, internal vacancy postings

Related Board policies include DAA, DC, DBA, DBD, DEAB, DF, DG, DK, DN, and related policies.

Certification, Licenses, and Required Training

Employees are responsible for maintaining any certification, license, permit, or credential required for their position and promptly providing updated documentation to Human Resources. Employees are also responsible for completing required annual or role-specific training within required timelines.

Responsibility	Employee Action
Certification or license	Maintain current credentials required for the position and notify HR of updates.
Compliance training	Complete assigned legal, safety, student services, and district training by the deadline.
Professional learning	Participate in job-related learning that supports district goals and employee growth.

Work Schedules and Professional Responsibilities

Work schedules vary by position and are established annually. Employees receive information regarding duty days, calendars, holidays, campus hours, and reporting expectations. Nonexempt employees must receive supervisor approval before working overtime.

Work Assignments & Transfers

Employees may be assigned or reassigned based on district needs, enrollment changes, program requirements, and organizational priorities.

Qualified employees may apply for internal vacancies and transfer opportunities, subject to district procedures and supervisor approval requirements.

Current job opportunities are posted on the district website:

<https://www.applitrack.com/staffordmsd/onlineapp/>

Professional Appearance and Dress Code

Employees are expected to maintain a professional, neat, and appropriate appearance while performing duties and representing the district. Attire should be suitable for the work environment, support a positive educational setting, and comply with applicable health and safety requirements.

Topic	Expectation
Professional standard	Clothing and grooming should be clean, neat, appropriate for the assignment, and consistent with standards communicated by the supervisor.
Safety and assignment needs	Employees whose duties require specialized attire, safe footwear, or personal protective equipment must follow district safety requirements.
ID badges	Employee identification badges must be worn in main instructional buildings or around students unless wearing the badge creates a safety hazard.
Spirit or theme days	Campus or district-approved alternate dress days may be communicated in advance. Participation is encouraged when appropriate.
Accommodation or exception	Religious, medical, disability, safety-related, or assignment-specific exceptions should be addressed with the supervisor or Human Resources.

Professional Appearance and Dress Code Guide

Clothing/Appearance Item	Appropriate	Inappropriate
Professional staff/campus attire and spirit wear when permitted	✓	
Clean, neat, school-appropriate clothing	✓	
Visible district ID badge ¹	✓	
Good hygiene and well-groomed hair/nails	✓	
Footwear and attire that support safe supervision and job duties	✓	
Crop tops, midriff shirts, plunging necklines, or excessively tight/revealing shirts		×
Off-the-shoulder, see-through, sheer, tank, or spaghetti strap tops		×
Clothing with vulgar, offensive, or inappropriate language or images		×
Leggings, yoga pants, pajama pants, sweatpants, athletic pants, or ripped jeans		×
Biker shorts, running shorts, or gym shorts unless approved for PE, coaching, or special events		×
Pajamas, lounge wear, house shoes, flip-flops, slides, or unsafe footwear		×
Poor hygiene or grooming/accessories that interfere with safety		×

¹ Employee identification badges must be worn in main instructional buildings or around students unless wearing the badge creates a safety hazard.

Workplace Accommodations and Employee Support

Topic	What Employees Should Do
Reasonable accommodation	Contact Human Resources to begin the interactive accommodation process.
Pregnancy and related accommodations	Contact Human Resources for support consistent with applicable law.
Lactation support	Contact Human Resources for reasonable break time and private space accommodations.

Performance and Professional Growth

Performance feedback supports employee growth, accountability, and district excellence. Evaluation processes vary by position and may include annual evaluations, goal setting, performance conferences, and professional growth planning. Employees have an opportunity to review and discuss evaluation results with their supervisor.

Employee Voice and Shared Decision-Making

Stafford MSD values employee feedback and encourages participation in campus and district improvement efforts. Employees may have opportunities to serve on committees, participate in planning, provide feedback through surveys, and contribute to continuous improvement initiatives.

SECTION 05 | Compensation, Payroll, Attendance, and Leave

Compensation and Payroll

Topic	What Employees Need to Know	Contact / Resource
Compensation	Employees are compensated according to district-approved pay plans, applicable laws, Board policy, and the employee assignment.	HR / Compensation & Benefits Guide
Payroll	Employees are paid according to the annual payroll schedule and should review earnings statements regularly.	payroll@staffordmsd.org
Direct deposit	Direct deposit is available and encouraged for employees.	Payroll Department
Payroll deductions	Required deductions include taxes, retirement contributions, and court-ordered deductions. Voluntary deductions may include benefit premiums or retirement savings.	Payroll / Benefits
Overtime and compensatory time	Nonexempt employees must obtain supervisor approval before working overtime. Approved overtime is handled according to law and district procedures.	Supervisor / Payroll
Travel and reimbursement	Employees may be reimbursed for approved district business expenses according to district procedures. Prior approval is required for most travel-related expenses.	Accounts Payable / ap@staffordmsd.org

Attendance and Leave

Attendance Philosophy

Reliable attendance supports students, coworkers, and district operations. Employees are expected to report to work on time, follow established schedules, and communicate absences according to campus or department procedures.

What Employees Need to Do	Details
Report absences timely	Notify the supervisor or department administrator according to campus or department procedures and enter the absence in Frontline as soon as the need for leave is known.
Use Frontline Absence Management	Frontline is the official system for recording and managing employee leave and absences. Planned absences should be submitted in advance for approval.
Contact HR for extended leave	Contact Human Resources for absences expected to extend beyond five workdays or for questions about FMLA, temporary disability leave, workers compensation, assault leave, bereavement leave, or other leave benefits. NOTE: Medical certification is required after absences exceeding three consecutive days.
Provide documentation when required	Medical certification or other supporting documentation may be required by law, policy, or district procedure.
Coordinate coverage	Employees and supervisors should coordinate coverage needs to support campus and department operations.
Timekeeping Procedures	TimeClock Plus (TCP) is Stafford MSD's official timekeeping system for all non-exempt employees. Employees are responsible for accurately recording all hours worked using TCP to ensure compliance with wage and hour laws, accurate compensation, and district accountability.
Absences Exceeding Three (3) Consecutive Workdays	Medical certification must verify the dates of the illness and the medical reason for the absence. For personal medical leave, the certification must also confirm your ability to return to work and perform your job duties. The District may request medical certification when required by law, Board policy, or administrative procedures.

Leave Overview

All full-time employees in positions normally requiring 10, 11, or 12 months of service **per school year** shall earn five, six, or seven workdays of local leave per school year, respectively, at a rate of one-half workday for each 18 workdays of employment.

Days In Contract	Months	Leave Days
180-197	10 Months	10 days – five local/five state
198-215	11 months	11 days – six local/five state
216-230	12 months	12 days – seven local/five state

Requesting a Leave

Stafford MSD provides paid and unpaid leave benefits for qualifying personal, family, medical, and other needs. Employees expecting to be absent for more than **five consecutive workdays** should contact Human Resources at humanresources@staffordmsd.org regarding leave eligibility, benefits, and required documentation. *NOTE: Medical certification is required after absences exceeding three consecutive days.*

Employees must follow district procedures for requesting and reporting leave, including submitting any required forms or certifications. Absences that are unapproved or exceed available leave balances may result in a deduction from pay.

Leave Usage Order

1. Local Leave
2. State Sick Leave (earned prior to 1995-1996)
3. State Personal Leave

Note: Paid leave is charged in half-day or full-day increments. Available compensatory time must be used before state or local leave, when applicable.

Continuation of Health Insurance

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

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

Recording of Leave

Leave used shall be recorded in increments of whole or half workdays, except when an employee is taking intermittent leave under FMLA as indicated above. If an employee is absent in excess of 50 percent of their workday, the absence may be charged as one full workday if approved by the supervisor. If an employee is absent up to 50 percent of their workday, the absence may be charged as one-half workday if approved by the supervisor. Employees shall be charged leave as used even if a substitute is not employed. Leave taken beyond an employee's available leave balance will result in a deduction from pay.

Return to Work: Medical Certification

Any employee, who is absent more than three (3) consecutive days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The District may require medical certification for certain absences or leave requests, including FMLA leave for an employee's serious health condition, the care of a spouse, parent, or child with a serious health condition, or military caregiver leave.

Leave Types at a Glance

Leave Topic	What Employees Need to Know	Where to Go
State and local leave	Used for eligible absences and recorded in Frontline. Available paid leave is applied according to district procedures and policy.	Frontline / HR / DEC
State sick leave	Available to employees with pre-1995 accrued balances. May be used for personal illness, illness or death of an immediate family member, family emergencies, and active military service.	Frontline / HR / DEC
Sick leave bank	Available to employees who enroll and contribute local leave. Eligible members may request Sick Leave Bank days when a catastrophic illness or injury affects the employee or an eligible immediate family member and all available paid leave has been exhausted.	HR / DEC
FMLA	Eligible employees may qualify for job-protected leave for qualifying family and medical reasons. Contact HR for eligibility, forms, and required documentation.	HR / DOL FMLA / DECA
Temporary disability leave	May apply to eligible full-time employees in SBEC-required positions when a temporary condition prevents performance of duties.	HR / Board policy
Workers compensation	Employees who experience a work-related illness or injury should report the incident promptly and follow district procedures.	Supervisor / HR

Leave Topic	What Employees Need to Know	Where to Go
Assault leave	Employees who sustain a qualifying physical assault in the course of duty should report the incident immediately.	Supervisor / HR / DEC
Bereavement leave	Available for qualifying family member deaths in accordance with policy and district procedures.	HR / DEC(LOCAL)
Jury duty or court leave	Notify the supervisor and provide documentation as required.	Supervisor / HR
Military leave	Contact HR for documentation and leave coordination.	HR / Board policy
Religious observance	The district will consider reasonable accommodation requests consistent with applicable law.	Supervisor / HR

Leave topics are summarized here for employee convenience. See applicable Board policies, including DEC and DECA, for official requirements.

SECTION 06 | Taking Care of Yourself: Benefits & Wellness

Benefits

Eligible employees may participate in district-sponsored benefit programs designed to support health, well-being, and financial security. Eligibility, enrollment procedures, plan summaries, and premium information are provided through the Benefits Office and annual enrollment materials.

Benefit Area	Examples
Health and wellness	Medical, dental, vision, wellness resources, and employee assistance resources.
Income protection	Life insurance, disability insurance, and supplemental insurance options.
Tax-advantaged accounts	Flexible spending accounts and health savings accounts, if available.
Retirement and financial wellness	TRS participation and voluntary retirement savings opportunities.

Retirement and Financial Wellness

Eligible employees participate in the Teacher Retirement System of Texas in accordance with state law. Employees considering retirement are encouraged to consult Human Resources, review available retirement resources, and contact TRS regarding retirement eligibility and benefits.

Resource: [Teacher Retirement System of Texas](#)

Employee Assistance Program

EAP Information Placeholder

Resource: [Employee Assistance Program | Stafford MSD](#)

Contact: TELUS Health 1-800-433-7916

Additional Employee Benefits

Additional benefits may be available to eligible employees and their families, including tuition-free attendance opportunities for eligible children, retirement-related incentives or leave reimbursement programs when applicable, employee wellness initiatives, recognition programs, and other district-sponsored benefits.

Questions or Assistance

For questions regarding benefits, retirement, travel reimbursement, or employee wellness resources, contact Human Resources using the Resources & Contacts section of this handbook.

SECTION 07 | Supporting Student Success

Every employee contributes to student safety, access, learning, and well-being. This section highlights the responsibilities employees are most likely to need in daily work. Detailed procedures may be addressed in Board policy, campus training, department procedures, or student-facing handbooks.

Student-Centered Expectations

- Support equal educational opportunities for students.
- Follow procedures for parent and student complaints.
- Follow campus procedures for student medication and health-related needs.
- Do not recommend psychotropic drugs or suggest diagnoses.
- Report bullying, hazing, harassment, abuse, neglect, safety concerns, or boundary concerns through appropriate channels.
- Protect student confidentiality and student records.

Student Conduct and Discipline

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Student Safety, Confidentiality, and Reporting

Topic	Employee Responsibility	Resource / Contact*
Equal educational opportunities	Support nondiscrimination and report concerns through the appropriate campus or district channel.	Campus administration / Title IX / Section 504 / Board policy
Medication to students	Only designated employees may administer medication. Employees should follow campus health procedures and contact the campus nurse or principal with questions.	Campus nurse / Principal / FFAC
Dietary Supplements	Employees may not sell, distribute, promote, or recommend performance-enhancing dietary supplements to students.	Campus Administration / DH / FFAC
Bullying and hazing	Report student complaints or suspected incidents to campus administration according to district procedures.	Campus administration / FFI / FNCC
Harassment of students	Report suspected prohibited harassment promptly to the appropriate district official or coordinator.	Title IX Coordinator / Section 504 Coordinator / FFH
Child abuse or neglect	Employees with reasonable cause to believe abuse or neglect has occurred must make a timely report to the appropriate agency and may not delegate the duty to report.	DFPS / Law enforcement / Campus administration / FFG
Student records and confidentiality	Protect student information and share information only as authorized by law, policy, and job responsibilities.	Supervisor / Student services / FERPA guidance

*References to Board Policy and/or related resource contacts are non-exhaustive.

Important Reminder

Employees should not delay required student safety or abuse reporting to investigate, gather proof, or wait for approval. Employees should follow required reporting procedures and cooperate with authorized investigations.

Related references include FB, FEB, FFH, FFAC, FFAF, FFI, FN, FNCC, FO, DH, DHB, DIA and related student safety and conduct policies.

SECTION 08 | Policies & Expectations

Workplace Safety, Security, and Substance-Free Environment

Stafford MSD is committed to maintaining a safe, secure, and drug-free workplace for employees, students, and visitors. Employees are expected to comply with safety procedures, security protocols, and workplace conduct standards.

Topic	What Employees Need to Know
Workplace searches	District property, equipment, technology resources, work areas, lockers, desks, and files are provided for business purposes and may be subject to district access or inspection as permitted by law and policy.
Drug and alcohol testing	Employees may be required to undergo testing when authorized by law and district policy, including reasonable suspicion, workplace accidents, return-to-duty, follow-up requirements, or federally mandated testing programs.
CDL requirements	Employees whose duties require a commercial driver license are subject to applicable federal drug and alcohol testing requirements.
District vehicles and authorized travel	District vehicles may be used only for authorized district business. Employees operating district or personal vehicles for district business must follow applicable laws and procedures.

Related reference: DBAA, DH, DHE, and department-specific safety, transportation, and operations procedures.

Outside Employment and Conflict of Interest

Employees may engage in outside employment when it does not interfere with district responsibilities, create a conflict of interest, or violate law, Board policy, or ethical standards. Employees should disclose potential conflicts and consult the supervisor when questions arise.

Related reference: DBD

Complaints and Grievances

Employees are encouraged to discuss concerns with the supervisor or appropriate administrator when possible. The formal grievance process provides employees an opportunity to be heard through the levels established in Board policy.

Resource: [Board Policy DGBA\(LOCAL\)](#)

Form: [Grievance Level 1 Form](#)

Employee Standards of Conduct

Professional Standard	Employee Action
Respect and service	Work cooperatively, serve the best interests of the district, and use courteous communication.
Confidentiality	Maintain confidentiality regarding students, employees, and district matters as required.
Attendance and reporting	Report to work as scheduled and follow absence reporting procedures.
Policy compliance	Know and comply with applicable laws, Board policies, administrative procedures, and department expectations.
Safety and stewardship	Report unsafe conditions and use district time, funds, and property only for authorized district business.
Investigations	Cooperate with district investigations and provide accurate information.
Prohibition on Diversity, Equity, and Inclusion Activities	Shall not engage in diversity, equity, and inclusion duties at, for, or on behalf of the district.

Related reference: BT, DH, and the Texas Educators Code of Ethics, as applicable.

Anti-Harassment and Non-Discrimination

Employees shall not engage in prohibited discrimination, harassment, or retaliation involving employees, unpaid interns, student teachers, students, board members, vendors, contractors, volunteers, parents, or other persons encountered through district work. Concerns should be reported promptly through the appropriate campus, department, or district channel.

Resource: [Board Policy DIA\(LOCAL\)](#)

Reporting Concerns, Legal Violations, and Required Notices

Topic	Employee Responsibility
Child abuse or neglect	Report as required by law to the appropriate agency; the duty may not be delegated. Texas Department of Family and Protective Services (DFPS): 1-800-252-5400
Reports to TEA	Certain educator or employee misconduct must be reported to TEA according to state requirements.
Whistleblower protections	Employees who make good faith reports of violations of law to an appropriate law enforcement authority are protected by the Texas Whistleblower Act.
Arrests, convictions, and investigations	Employees must report certain arrests, indictments, convictions, pleas, adjudications, or other matters as required by policy and law and cooperate with investigations.

Technology, Digital Citizenship, Social Media, and Electronic Communications

District technology resources are primarily for administrative and instructional purposes. Limited personal use may be permitted when it does not impose cost, burden district resources, affect job performance, or negatively affect student learning.

Resource: [Board Policy CQ, DH, \(LOCAL\)](#)

Expectation	Employee Action
Use technology responsibly	Follow the acceptable use agreement, protect district systems, and contact Technology for support.
Protect confidential information	Do not disclose, post, transmit, or share protected student, employee, or district information unless authorized.
Represent the district appropriately	Do not use district logos, marks, photographs, recordings, or materials for personal public communications unless authorized.
Use AI responsibly	Artificial intelligence should support student outcomes and professional work; it should not replace professional judgment or required employee decisions.
Protect District Technology Resources	Use District technology responsibly and do not damage, alter, disrupt, or attempt to compromise District systems, networks, equipment, software, or data. Report suspected security issues immediately.
Prevent Technology Misuse and Vandalism	Do not create, upload, distribute, or introduce malicious software, viruses, or other content intended to disrupt District operations or damage systems.

Expectation	Employee Action
Use Social Media Responsibly	Support and protect the Stafford MSD brand by using social media professionally and in accordance with District guidelines. Only authorized employees may post on official District social media accounts.
Personal Use of Electronic Communications	Exercise sound judgment when using email, text messaging, social media, collaboration tools, and other electronic communications. Communications must comply with District policies, professional standards, and the Texas Educators' Code of Ethics.
Maintain Professional Boundaries with Students	Communicate with students only through District-approved methods when practicable and only for legitimate educational, extracurricular, or District business purposes.

SECTION 09 | Resources & Contacts

Quick Resource Guide

Resource Area	Use For	Contact / Location	Email / Link
Human Resources	Employment, records, leave, certification, accommodations	Human Resources Department	humanresources@staffordmsd.org
Benefits	Insurance, retirement support, wellness resources	Benefits Office / HR	humanresources@staffordmsd.org
Payroll	Pay, direct deposit, deductions, pay corrections	Payroll Department	payroll@staffordmsd.org
Technology Help Desk	Devices, accounts, system access, technology support	Technology Department / Help Desk	Incident IQ Login
Employee Portal	Employee access and district resources	Employee Portal	https://www.staffordmsd.org/employees
HR Website	HR forms and employee resources	Human Resources webpage	https://www.staffordmsd.org/departments/tahr
Board Policy Manual	District policies and legal references	TASB Policy Online	https://pol.tasb.org/PolicyOnline?key=485
District Calendar	Work year and school calendar reference	District calendar PDF	Calendar - Stafford Municipal School District

Employee Forms and Resources

Form / Resource	Primary Use	Where to Find It
ADA Accommodation Request Form	Request workplace accommodation	HR webpage / Employee Resources
Employee Complaint / Grievance Forms	Submit employee complaint or grievance	HR webpage and Board Policy DGBA
FMLA Employee Serious Health Condition Certification	FMLA medical certification	HR webpage / FMLA resources
FMLA Family Member Certification	FMLA family-care certification	HR webpage / FMLA resources
FMLA Qualifying Exigency Certification	Military-family leave support	HR webpage / FMLA resources
FMLA Covered Servicemember Certification	Military caregiver leave	HR webpage / FMLA resources
Service Record Request Forms	Texas, out-of-state, out-of-country, and private school service records	HR webpage
Direct Deposit Authorization	Payroll deposit setup or changes	Payroll / Employee Resources
Compensation & Benefits Guide	Pay, benefits, and annual reference	HR webpage / Employee Resources
Annual Payroll Calendar	Pay periods and pay dates	HR webpage / Employee Resources
Travel Guidelines	Approved travel and reimbursement procedures	Business Office / Policy DEE

Campus Directory

Campus	Address	Phone	Principal	Website
Early Childhood Center	1350 Constitution Avenue, Stafford, TX 77477	(281) 208-6100	Twyla Hynes	Stafford Early Childhood Center Website
Elementary School	1250 Constitution Avenue, Stafford, TX 77477	281-261-9229	Cherrelle McKinnies	Stafford Elementary School Website
Middle School	1424 Constitution Avenue, Stafford, TX 77477	281-261-9215	Marissa Vanison	Stafford Middle School Website
High School	100 Spartan Drive, Stafford, TX 77477	281-261-9239	Raymond Root	Stafford High School Website
STEM Magnet	200 Spartan Pride, Stafford, TX 77477	281-261-9288	Ginny Liang	Stafford STEM Magnet School Website

Employee Handbook Acknowledgment

Employee Handbook Receipt

Employee Information	
Name	
Campus / Department	

I acknowledge receipt of the Stafford MSD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined and/or referenced in this document. I understand that this handbook is not exhaustive and does not alter, replace, or limit applicable federal, state, or district laws, regulations, Board policies, or administrative directives or my responsibility to comply with all applicable laws, policies, regulations, and directives.

Employees may receive the handbook in electronic or hard copy format.

Handbook location: [Employee Human Resources webpage](#)

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook and understand I am required to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I am responsible for maintaining accurate and up-to-date personal contact information, including my home address, personal email address, emergency contact information, and telephone number.

I understand that I have an obligation to inform my supervisor or department head of changes in personal information such as phone number or address. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions, concerns, or need further explanation.

Signature

Date

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If printed, sign and date the receipt and forward it to the Human Resources Department at humanresources@staffordmsd.org.