FORT BEND ISD

FBISD

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FBISD EMPLOYEE HANDBOOK

2026-2027

GREETINGS FROM OUR SUPERINTENDENT



Dr. Marc Smith, Superintendent of Schools

Dear Fort Bend ISD Team,

Welcome to the 2026–27 school year!

Thank you for the passion, dedication, and commitment you bring to our students, families, and community each day. Whether you're new to Fort Bend ISD or returning for another year, you play an important role in helping our students learn, grow, and succeed.

The work we do matters. Together we prepare students for success while cultivating a culture of excellence, innovation, and belonging across our schools and departments. As we begin this new year, let's continue to Lead the PAC through unwavering professionalism, a spirit of continuous improvement, and a shared commitment to collaboration and communication.

Thank you for all you do on behalf of our students, families, and community. I look forward to the year ahead and all we will accomplish together.

Wishing you a successful and rewarding 2026-2027 school year.

Dr. Marc Smith

Fort Bend ISD Superintendent

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INTRODUCTION

As you review this handbook, please make note of key areas that will help make your experience with us more enjoyable. Please keep in mind that not all district policies and procedures are included in this handbook, but those that have been included are summarized for your convenience. Suggestions for additions and improvements are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at- will status of non-contract employees in any way. Rather, it is a guide to, and a brief explanation of, district policies and procedures related to employment. District policies and procedures can change at any time, and these changes shall supersede any handbook provisions that are not compatible with the change. As the district provides updated policy information, it is the employee's responsibility to read and abide by the changes.

For more information, please refer to the policy codes that are associated with handbook topics, confer with your supervisor, or call the appropriate district office. District policies can be accessed online from the district homepage. Copies of this handbook are available upon request or available to download at https://www.fortbendisd.gov/Domain/135.

BOARD OF TRUSTEES

Policies BA, BB series, BD series and BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The Board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff and facilities.

Fort Bend ISD Board Workshops generally take place the second Monday of the month to discuss all items that will be considered as part of the agenda at the Regular Business Meeting, which takes place on a subsequent Monday of the same month. The meetings are generally held in the Board Room of the FBISD Administration Building, 16431 Lexington Blvd., in Sugar Land and live-streamed online at Board Meeting Live Stream. Meetings generally begin at 6 p.m. with Board Recognitions and other Special Meetings that are open to the public. Additional meetings are scheduled on an as-needed basis, and Texas law does allow the Board to call an emergency meeting in a crisis situation.

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

In accordance with the Texas Open Meetings Act, the Board has the privilege of meeting privately in closed session to discuss matters related to personnel, student discipline, security, land acquisition and/or to consult with legal counsel. No action, however, may be taken during a closed session.

The Board of Trustees encourages and invites the public to attend meetings and address the board. To address the Fort Bend ISD Board of Trustees, an "Address the Board at an Agenda Review Workshop Form" or "Address the

Board at a Regular Meeting Form" must be completed and turned in no later than 4:30 p.m. on the day of the meeting. The forms are available online at Address the Board Meeting Form.

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

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

Mission

Fort Bend ISD exists to inspire and equip all students to pursue futures beyond what they can imagine.

Vision

Fort Bend ISD will graduate students who exhibit the attributes of the District's Profile of a Graduate.

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Governing Board and Executive Leadership Team

2026 -2027 Fort Bend ISD Board of Trustees

Kristin Tassin	President, Position 6
Angie Hanan	Vice President, Position 1
Dr. Shirley Rose-Gilliam	Secretary, Position 4
Adam Schoof	Board Member, Position 2
Afshi Charania	Board Member, Position 3
Addie Heylinger	Board Member, Position 5
Angie Wierzbicki	Board Member, Position 7

Dr. Marc Smith, Superintendent of Schools

Beth Martinez	Deputy Superintendent Chief of Staff
Kathleen Brown	Deputy Superintendent of Operations
Dr. Jaretha Jordan	Deputy Superintendent of Teaching and Learning
Chassidy Olainu-Alade	Chief Communications Officer
Derrick Ward	General Counsel
Kris Lynn	Chief Financial Officer
Stephanie Willians	Chief of Organizational Development
Dr. Nkrumah Dixon	Chief Human Resources Officer
Long Pham	Chief Information Officer
Dr. Thomas Lawing	Chief Operations Officer
Dr. Stephen Warford	Chief Academic Officer
Cesar Martinez	Chief of Schools
Anthony Sanders	Chief of Police

INSTRUCTIONAL CALENDAR

FBISD 2026-27 Instructional Calendar

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August
July 30th -July 31st ..... District Professional Learning Days/ No Students
3rd ..... Teacher Work Day/No Students
4th-7th ..... Professional Learning Day/No Students
10th ..... Teacher Planning Day/No Students
11th ..... First Day of Classes 1st Semester

September
7th ..... Student/Teacher Holiday/Labor Day
24th ..... Early Release-Elementary
25th ..... Professional Learning Day/No Students

October
9th ..... Teacher Planning Day/No Students
12th-16th ..... Student/Teacher Holiday

November
23rd-27th ..... Student/Teacher Holiday

December
17th ..... Early Release – MS/HS
18th ..... Early Release/All Students
21st-31st ..... Student/Teacher Holiday/Winter Break

January
1st ..... Student/Teacher Holiday/New Year's Day
4th ..... Professional Learning Day/No Students
5th ..... Teacher Planning Day/No Students
6th ..... First Day of Classes 2nd Semester
18th ..... Student/Teacher Holiday/Martin Luther King Jr. Day

February
11th ..... Early Release-Elementary
12th ..... Professional Learning Day/No Students
15th ..... Student/Teacher Holiday/ Inclement Weather Make-Up Day

March
5th ..... Teacher Planning Day/No Students
8th-12th ..... Student/Teacher Holiday
26th ..... Student/Teacher Holiday

April
30th ..... Student/Teacher Holiday/ Inclement Weather Make-Up Day

May
26th ..... Early Release MS/HS
27th ..... Early Release – All Students/Last Day for Students
28th ..... Teacher Work Day/No Students
31st ..... District Office and Campuses Closed/Memorial Day

July
5th-9th ..... District Office and Campuses Closed

Key

- Teacher Work Day
- Professional Learning
- Teacher Planning
- First Day of Semester
- District Professional Learning Day
- Holiday
- [ ] Beginning/End of Nine Weeks
- { } Exams
- Early Release ES
- Early Release MS/HS
- Early Release ES/MS/HS
- Inclement Weather Make-up Day

This Calendar Reflects the Following:	ES	MS	HS
Total Days of Instruction	172	172	172
Total Teacher Contract Days	187	187	187
Operational Minutes Per Full Day	440	440	440
Operational Minutes Per Early Release Days	240	270	245
Total Operational Minutes Pre-Waiver	74,880	75,000	74,900
Waiver Minutes for Professional Learning	2,100	2,100	2,100
Total Operational Min. w/Approved Waivers	76,980	77,100	77,000
Bank of Operational Minutes	1,380	1,500	1,400

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

August 2026

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

September 2026

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

October 2026

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

November 2026

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

December 2026

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

January 2027

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

February 2027

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

March 2027

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

April 2027

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

May 2027

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

June 2027

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

July 2027

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

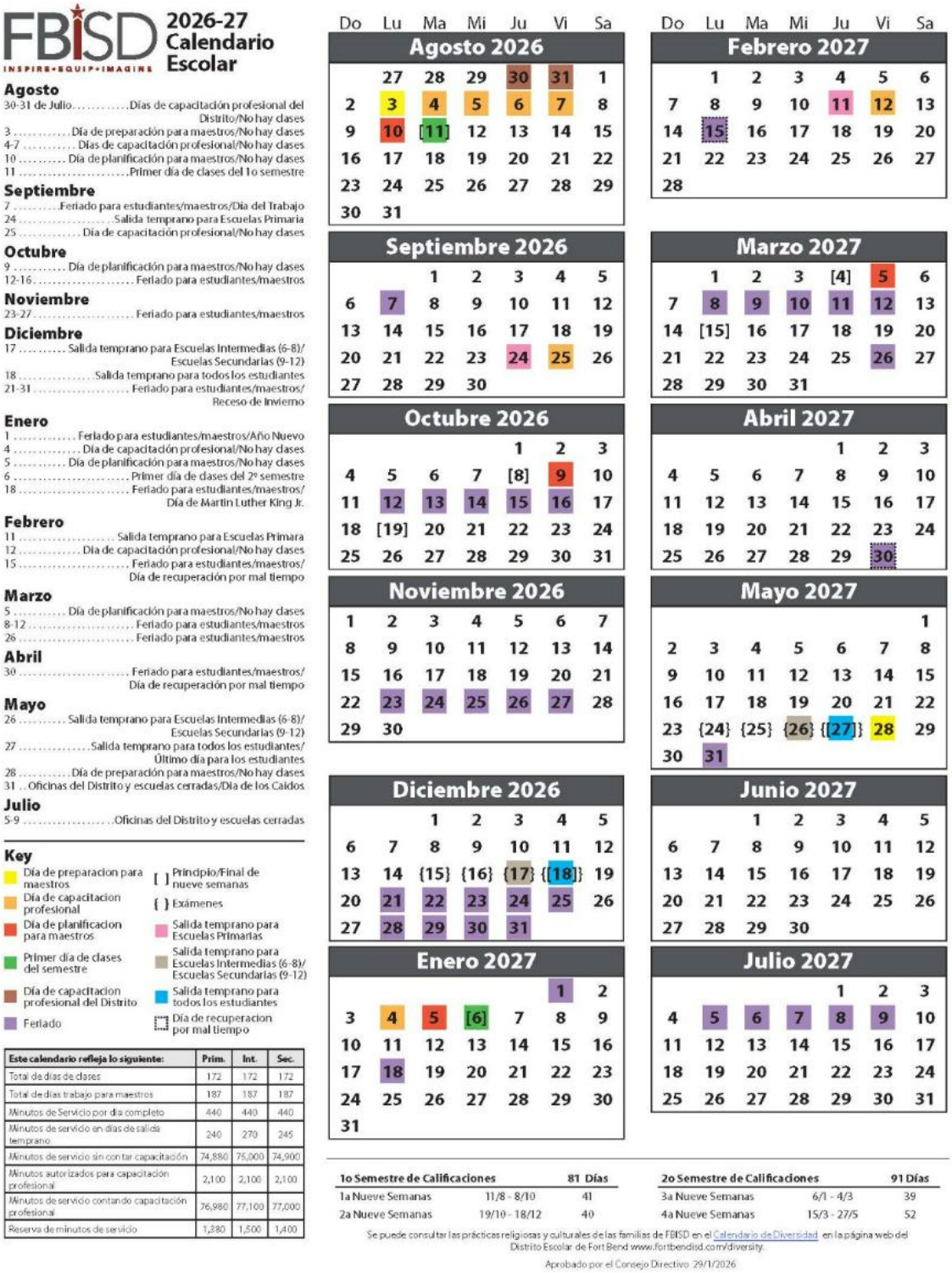
1st Semester Grading Period		81 Days
1st Nine Weeks	8/11- 10/8	41
2nd Nine Weeks	10/19 - 12/18	40

2nd Semester Grading Period		91 Days
3rd Nine Weeks	1/6 - 3/4	39
4th Nine Weeks	3/15 - 5/27	52

Cultural and religious observances of families in FBISD can be accessed on the Diversity Calendar at www.fortbendisd.com/diversity.

Board Approved 1/29/2026

Calendario escolar 2026–2027



CAMPUS DIRECTORY

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2026-27 Campus List

High Schools

Austin High School
3434 Pheasant Creek Drive
Sugar Land, 77498
(281) 634-2000
(Pending Principal)

Bush High School
6707 FM 1464
Richmond, 77407
(281) 634-6060
Principal Mario MacDonald

Clements High School
4200 Elkins Road
Sugar Land, 77479
(281) 634-2150
Principal Tara Baker

Crawford High School
801 Caldwell Ranch Blvd.
Rosharon, 77583
(281) 327-6730
Principal Amber Grady

Dulles High School
550 Dulles Avenue
Sugar Land, 77478
(281) 634-5600
Principal Corey Stewart

Elkins High School
7007 Knights Court
Missouri City, 77459
(281) 634-2600
Principal Courtney Muceus

Hightower High School
3333 Hurricane Lane
Missouri City, 77459
(281) 634-5240
Principle Andre Roberson

Kempner High School
14777 Voss Road
Sugar Land, 77498
(281) 634-2300
Principal Reginald Brown

Marshall High School
1220 Buffalo Run
Missouri City, 77489
(281) 634-6630
Principal Ogechi Sanders

Ridge Point High School
500 Waters Lake Blvd.
Missouri City, 77459
(281) 327-5200
Principal Danielle Jackson

Travis High School
11111 Harlem Road
Richmond, 77406
(281) 634-7000
Principal Sarah Laberg

Willowridge High School
16301 Chimney Rock Road
Houston, 77053
(281) 634-2450
Principal Jennifer Roberts

Middle Schools

Baines Middle School
9000 Sienna Ranch Road
Missouri City, 77459
(281) 634-6870
Principal Mharbe Masculino

Bowie Middle School
700 Plantation Drive
Richmond, 77406
(281) 327-6200
Principal Michael Yelvington

Coleman Middle School
22200 S. Post Oak Blvd.
Fresno, TX 77545
(281) 634-4240
Principal Kyella Griffin

Crockett Middle School
19001 Beechnut Street
Richmond, 77407
(281) 634-6380
Principal Alexis Prudhomme

Dulles Middle School
500 Dulles Avenue
Sugar Land, 77478
(281) 634-5750
Principal Erika Edmond

First Colony Middle School
3225 Austin Parkway
Sugar Land, 77479
(281) 634-3240
Principal Jennifer Petru

Fort Settlement Middle School
5440 Elkins Road
Sugar Land, 77479
(281) 634-6440
Principal Jennifer Williams

Garcia Middle School
18550 Old Richmond Road
Sugar Land, 77498
(281) 634-3160
Principal Cory Collins

Hodges Bend Middle School
16510 Bissonnet Street
Houston, 77083
(281) 634-3000
Principal Brandi Brooks

Lake Olympia Middle School
3100 Lake Olympia Parkway
Missouri City, 77459
(281) 634-3520
Principal Hykeem Craft

McAuliffe Middle School
16650 South Post Oak Road
Houston, 77053
(281) 634-3360
Principal Trevor Lemon

Missouri City Middle School
202 Martin Lane
Missouri City, 77489
(281)634-3440
Principal Tasha Hamilton

Quail Valley Middle School
3019 FM 1092
Missouri City, 77459
(281) 634-3600
Principal Jorge Peña

Sartartia Middle School
8125 Homeward Way
Sugar Land, 77479
(281) 634-6310
Principal Cholly Oglesby

Sugar Land Middle School
321 Seventh Street
Sugar Land, 77498
(281) 634-3080
Principal Latoya Garrett

Thornton Middle School
1909 Waters Lake Blvd.
Missouri City, 77459
(281) 327-3870
Principal Kathryn Kargbo

Updated by Communications:
06/18/2026

Elementary Schools

Aldridge Elementary
15817 Blue Ridge Rd.
Houston, 77489
(281) 634 - 4520
Principal Tara Garrett

Armstrong Elementary
3440 Independence Blvd.
Missouri City 77459
(281) 634-9410
Principal Edgar Contreras

Barrington Place Elementary
2100 Squire Dobbins Dr.
Sugar Land, 77478
(281) 634-4040
Principal Gilberto Elissetche

Bhuchar Elementary
5503 Thompson Ferry Rd.
Missouri City, 77459
(281) 327-4400
Principal NIkki Roberts

Brazos Bend Elementary
621 Cunningham Creek Blvd.
Sugar Land, 77479
(281) 634-5180
Principal Felicia Bolden

Burton Elementary
1625 Hunter Green Ln.
Fresno, 77545
(281) 634-5080
Principal Kimberly Charles

Colony Bend Elementary
2720 Planters St.
Sugar Land, 77479
(281) 634-4080
Principal Amanda Rodgers

Colony Meadows Elementary
4510 Sweetwater Blvd.
Sugar Land, 77479
(281) 634-4120
Principal Stephanie Viado

Commonwealth Elementary
4909 Commonwealth Blvd.
Sugar Land, 77479
(281) 634-5120
Principal Latecha Bogle

Cornerstone Elementary
1800 Chatham Ave.
Sugar Land, 77479
(281) 634-6400
Principal Karla Patton

Drabek Elementary
11325 Lake Woodbridge Dr.
Sugar Land, 77498
(281) 634-6570
Principal Justin Kowrach

Ferguson Elementary
1300 Heritage Park Dr.
Missouri City, 77459
(281) 327-8500
Principal Raymond Haas

Goodman Elementary
1100 West Sycamore Rd.
Fresno, 77545
(281) 634-5985
Principal Lauren Price

Henry Elementary
7447 FM 521
Rosharon, 77583
(281) 634-4039
Principal Stephanie Woodard

Heritage Rose Elementary
636 Glendale Lakes Dr.
Rosharon, 77583
(281) 327-5400
Principal Gabriella Garza

Highlands Elementary
2022 Colonist Park Dr.
Sugar Land, 77478
(281) 634-4160
Principal Angela Dow

Holley Elementary
16655 Bissonnet St.
Houston, 77083
(281) 634-3850
Principal Danielle Moss

Hunters Glen Elementary
695 Independence Blvd.
Missouri City, 77489
(281)634-4640
Principal Tiffany Williams

Jones Elementary
302 Martin Ln.
Missouri City, 77489
(281) 634-4960
Principal Sheka Dow

Jordan Elementary
17800 West Oaks Village Dr.
Richmond, 77407
(281) 634-2800
Principal Carlo Leiva

Lakeview Elementary
314 Lakeview Dr.
Sugar Land, 77498
(281) 634-4200
Principal Megan Boler

Lantern Lane Elementary
3323 Mission Valley Dr.
Missouri City, 77459
(281) 634-4680
Principal Pending

Leonetti Elementary
1757 Waters Lake Blvd.
Missouri City, 77459
(281) 327-3190
Principal Danica Fletcher

Lexington Creek Elementary
2335 Dulles Ave.
Missouri City, 77459
(281) 634-5000
Principal Jaimie Geis

Madden Elementary
16053 Mission Glen Dr, Houston,
TX 77083 (Temp location)
(281) 327-2740
Principal April Marsters

Malala Elementary
11770 W. Aliana Trace Dr.
Richmond, 77407
(281) 327-5700
Principal Donald Lam

Meadows Elementary
12037 Pender Ln.
Meadows, 77477
(281) 634-4720
Principal Cindel Blackmer

Mission Elementary
16200 Beechnut St.
Houston, 77083
(281) 634-4280
Principal Marion Thomas

Neill Elementary
3830 Harvest Corner Dr.
Richmond, 77406
(281) 327-3760
Principal Margaret Murphy

Oakland Elementary
4455 Waterside Estates Dr.
Richmond, 77406
(281) 634-3730
Principal Nancy Hummel

Oyster Creek Elementary
16425 Mellow Oaks Ln.
Sugar Land, 77498
(281) 634-5910
Principal Deanna Olson

Elementary Schools

Palmer Elementary
4208 Crow Valley Dr.
Missouri City, 77459
(281) 634-4760
Principal Audrey Macklin

Parks Elementary
19101 Chimney Rock Rd.
Fresno, 77545
(281) 634-6390
Principal Anitra Wilson

Patterson Elementary
18702 Beechnut St.
Richmond, 77407
(281) 327-4260
Principal Angela Wallace

Pecan Grove Elementary
3330 Old South Dr.
Richmond, 77406
(281) 634-4800
Principal Kari Bruhn

Quail Valley Elementary
3500 Quail Village Dr.
Missouri City, 77459
(281) 634-5040
Principal Yvette Mendoza

Ridgemont Elementary
4910 Raven Ridge Dr.
Houston, 77053
(281) 634-4880
Principal Kimsheka Bowie

Scanlan Oaks Elementary
9000 Camp Sienna Trail
Missouri City, 77459
(281) 634-3950
Pricipal Lori Craig

Schiff Elementary
7400 Discovery Ln.
Missouri City, 77459
(281) 634-9450
Principal Tiffany Agina

Seguin Elementary
7817 Grand Mission Blvd.
Richmond, TX 77407
(281) 634-9850
Principal Karina Lopez

Settlers Way Elementary
3015 Settlers Way Blvd.
Sugar Land, 77479
(281) 634-4360
Principal Kellie Issac

Sienna Crossing Elementary
10011 Steep Bank Trace
Missouri City, 77459
(281) 634-3680
Principal Rachel Rosier

Sullivan Elementary
17828 Winding Waters Ln.
Sugar Land, 77479
(281) 327-2860
Principal Donna Whisonant

Townewest Elementary
13927 Old Richmond Rd.
Sugar Land, 77498
(281) 634-4480
Principal Elainea Bennett

Walker Station Elementary
6200 Homeward Way Blvd.
Sugar Land, 77479
(281) 643-4400
Principal Gregory Granger

Specialized Schools

Early Literacy Center @ Hunters Glen
695 Independence Blvd.
Missouri City, 77489
(281) 634-6754
Principal Lakisha Anthony

Early Literacy Center @ Ridgemont
5353 Ridge Creek Circle
Houston, 77053
(281) 634-9810
Principal Felipa Briceno

M.R. Wood Center for Learning
138 Avenue F
Sugar Land, 77498
(281) 327-6000
Principal Cozette Church

Progressive High School
1555 Independence Blvd.
Missouri City, 77489
(281) 634-2900
Principal Tonya Curtis

Reese Career and Technical Center
12300 University Blvd.
Sugar Land, 77478
(281) 327-7300
Principal David Squires

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Fort Bend Independent School District, an equal opportunity educational provider and employer, does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made based on each applicant's job qualifications, experience and abilities.

In accordance with Title IX, the district does not discriminate based on sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Chief Human Resources Officer
16431 Lexington Boulevard
Sugar Land, TX 77479
(281) 634-1056

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability:

Chief Human Resources Officer
16431 Lexington Boulevard
Sugar Land, TX 77479
(281) 634-1056

Job Vacancy Announcements

Policy DC

Announcements of job vacancies are posted on a regular basis to the Fort Bend ISD website. The vacancies may also be advertised in select print media, radio/television, job boards, social media or other relevant advertising outlets. Applicants must apply during the posting dates and submit all required documents as listed on the job posting. For information regarding current job opportunities, employees may access the Fort Bend ISD home page at www.fortbendisd.gov.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be eligible to work in substitute, part-time, or full-time positions without impacting their retirement benefits, subject to TRS rules and applicable state law. Employees are encouraged to review the TRS publication; ***Employment After Retirement*** for detailed information regarding employment restrictions and reporting requirements.

Retirees who retired after September 1, 2005, and return to work in a TRS-covered position may be subject to TRS surcharges, as required by state law. Employees are responsible for any applicable retiree surcharges associated with their employment.

For questions regarding employment after retirement, employees should contact TRS directly at 800-223-8778 or 512-542-6400, or visit the TRS website at TRS Texas.

State Sick/Personal Leave Calculator

Eligible TRS members may purchase, at the time of retirement, one year of equivalent membership service credit for 50 days or more (or 400 hours or more) of accumulated state sick and/or personal leave. This must be unused state leave as of the last day of employment before retirement. Eligible members are those who have at least ten (10) years of TRS service credit for actual service with one or more TRS-covered employers.

Not more than five days of state sick and/or personal leave may be accumulated per year toward the minimum leave required to purchase the service credit. Only one year of equivalent membership service credit may be purchased. To purchase the year of equivalent membership service credit, members must pay the actuarial present value of the benefit attributable to the conversion of their unused sick and/or personal leave. Members will need to verify eligibility to purchase this service credit at the time of retirement. The sick leave calculator is part of the Retirement Estimate Calculator. Employees may access these tools at www.trs.texas.gov or contact TRS for additional information at 1-800- 223-8778.

Contract and Non-Contract Employment

Policy DC Series

Employment Contracts

Subject to a local district of Innovation Plan, state law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code (TEC). The following paragraphs provide a general description of the employment arrangements used by the district. In accordance with state law, the district has completed all requirements for designation as an innovation district, and the Board has adopted an innovation plan. This plan enables a local credentialing process to permit the employment of otherwise qualified applicants in hard-to-fill vacancies. For additional information contact Human Resources at (281) 634-1641.

Probationary Contracts

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two- year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by a probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts), with an optional fourth year if the board determines it is doubtful whether a term contract should be given.

Term Contracts

Nurses and full-time professionals employed in positions requiring certification will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed at www.fortbendisd.gov. Copies may also be provided upon request.

Non-certified Professional and Administrative Employees, Directors, and Above

Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees

All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district, in compliance with policy DCD (Local).

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification, or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Manager of Employee Operations in a timely manner. Employees licensed by any state licensing agency must notify the Human Resources Manager of Employee Operations when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Manager of Employee Operations at (281) 634-1284 if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources at HR.Records@fortbendisd.gov if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol/Drug Testing

Policies CQ, DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, district-owned technology resources, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that there is no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable suspicion to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, including district-owned technology resources, lockers, and private vehicles parked on District premises or work sites used for district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees Required to Have a Commercial Driver's License

The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee whose duties require a commercial driver's license (CDL) and who operates a commercial motor vehicle is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their job duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns related to alcohol and drug testing policies and related educational material should contact the Transportation Department.

Employees' Use of District Vehicles

Policy CNB

Non-school Use

The district prohibits the use of district vehicles for non-school purposes. All FBISD vehicles are deployed with global position tracking (GPS) technology. Any effort to tamper with any/all installed technology will be grounds for disciplinary action up to and including termination.

No Personal Use

Personal use of district vehicles other than for normal commuting purposes is not permitted. Commuting shall be defined as traveling from the employee's home to the employee's work location or business meeting location and returning home at the end of the business day, if applicable. An employee transporting his or her children or family members to and from school, daycare, or a spouse's place of employment is not considered a part of normal commuting and is therefore prohibited. Violations of this policy shall be subject to disciplinary measures that may include termination in accordance with appropriate policies.

Motor Vehicle Record

Prior authorization is required for employees to operate a district-owned road vehicle (white-fleet or bus) based on a review of their driving record (MVR.) Employees who are required to drive district-owned road vehicles on a consistent basis will be subject to review of their driving record at least annually. Individuals found to have a poor driving record as defined by two moving violations and/or accidents in the past 12 months or one DWI/DUI in the past 24 months shall be subject to disciplinary measures that may include recommendation for termination in accordance with appropriate policies. All drivers who operate FBISD vehicles are subject to ongoing safety training.

Insurance Considerations

If employees are driving their own vehicles on district business, their own insurance is primary. If their vehicle, or someone else's vehicle or property is damaged, or if someone is injured, coverage must be provided by the employee's insurance. Injuries to employees incurred in the course and scope of employment, or in this case, a work-related auto accident, will be covered by workers' compensation. Maintaining a current auto insurance policy is a matter of law, and the district expects that any individual who may be required to drive his/her personal vehicle for district purposes abides by this law.

Health Safety Training

Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or

documentation to the Coordinator of PE, Health, and Wellness, the Athletic Department, or Human Resources – Employee Operations.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Coordinator of PE, Health, and Wellness, the Athletic Department, or Human Resources – Employee Operations.

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

Reassignments, Transfers, and Reduction in Force/Program Change

Policies DFF, DFFB, DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. In exercising their authority to approve appointments and reassignments, principals shall work cooperatively with the Human Resources Department and the Department of School Leadership to ensure the efficient operation of the district as a whole. When reassignments are due to enrollment shifts or program changes, the Superintendent or designee has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints outlined in Policy DGBA (LOCAL).

Employees with the required qualifications for a position, in compliance with the requirements of the district transfer policy, may request a transfer to another campus or department. A District Voluntary Transfer Request form must be completed online and submitted to Human Resources within the designated posted timeline for voluntary transfers. When applicable, the voluntary transfer process and the transfer form may be found on the district's employee intranet, under Human Resources. Submission of a request for a transfer does not guarantee a transfer will occur. Requests for transfer during the school year outside of the posted timeline will not be considered. Additionally, the Superintendent may suspend voluntary transfers during a period of reduction in force or other identified exigencies.

A reduction in force may take place when the Board determines that a financial exigency or program change requires the discharge or nonrenewal of one or more employees in accordance with Policy DFFB (LEGAL). Such determination constitutes sufficient cause for discharge or nonrenewal. A reorganization may take place when the Board determines a change in positions due to a change, elimination, or addition within a department or school, or a change in the role, responsibility, qualifications, or skill level of a significant number of employees within a department, school, or within a category of employees.

Workload and Work Schedules

Policies DEAB DK, DL

Professional Employees

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12- month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers are provided planning periods for instructional preparation, including conferences. The schedule for planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees

Support employees are employed at-will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

ADA Accommodations

Policies DAA, DBB, DIA

The district is committed to providing reasonable accommodations to qualified employees with disabilities, in accordance with the Americans with Disabilities Act (ADA). Reasonable accommodations may be provided when they enable an employee to perform the essential functions of their position, unless doing so would create an undue hardship for the district.

Employees may initiate an ADA accommodation request by contacting the Human Resources Department Leaves Line at 281-634-2224, or by submitting a request through Assyst under Services > HR Services > Workplace Accommodations. Supervisors may also contact the Human Resources.

For information regarding the District's commitment to accessible digital programs, services, communications, and technology resources, see **Digital Accessibility and ADA Title II Compliance** in the Technology Resources section.

Breaks for Expression of Breast Milk for Nursing Mothers

Policies DEAB, DG

The district supports the practice of expressing breast milk for nursing mothers and makes reasonable accommodations for the needs of employees who express breast milk up to one year after the child's birth. A place, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the Human Resources Employee Relations Department at (281) 634-1127.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the Leaves Office at 281-634-2224 to begin the interactive process.

Notification to Parents Regarding Teacher Qualifications

Policies DBA, DK

Texas law requires that parents/guardians be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher. Inappropriately certified or uncertified teachers include individuals serving on an emergency permit, (including those individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status should call the Human Resources Manager of Employee Operations at (281) 634-1284.

Outside Employment and Tutoring

Policy DBD

All employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors, in consultation with Human Resources, will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest. Teachers shall not tutor their own students for pay, except during the summer months. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of district students for pay.

An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for *any* business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant

superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time.

Performance Evaluation

Policies DN series

The district shall establish an appraisal calendar each year.

Evaluation of an employee's job performance is a continuous process that focuses on growth. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. Employees shall be informed of the criteria on which they will be evaluated. All employees will participate in the evaluation process with their assigned supervisor annually. Evaluations are submitted in the district-approved software system, PERFORM. Paper copies are unacceptable.

Reports, correspondence, and memoranda may be used and considered as information to document job performance. All employees will have access to their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation within ten (10) days of receipt.

Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. When relevant to the decision, written evaluations of a professional employee's performance, as documented to date, and any other information the administration determines to be appropriate, shall be considered in decisions affecting contract status. The annual appraisal of district teachers shall be in accordance with T-TESS, the Texas Teacher Evaluation and Support System. All formal classroom observations of teachers will occur within a ten-day instructional window of the pre-conference.

Informal classroom observations may occur at any time. The Board shall approve qualified appraisers who may be assigned to appraise a teacher in place of the teacher's supervisor. Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers. The Board shall ensure that the Superintendent or designee establishes procedures regarding how domain ratings from the first and second appraisals will be used. (See DNA-Procedures)

Nurses

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

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Fort Bend ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees may be elected or asked to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or the Department of Organizational Development.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, and developed and approved by district and campus level advisory committees. Staff development for non-instructional personnel is designed to meet specific licensing requirements (i.e., bus drivers), continued employee skill development, and/or to address departmental strategic objectives. Administrators participate in professional growth activities in scheduled workshops. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation. Paraprofessional and auxiliary employees enhance their knowledge and skills through workshops based upon assessed needs.

Failure to attend mandatory professional development offerings may result in a negative pay/leave adjustment and/or a diminished rating on the performance evaluation.

Mental Health Training

Policy DMA

By the start of the 2028-29 school year, all district employees who regularly interact with students are required to complete an evidence-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. If employees participate in a mental health training not provided by Fort Bend ISD, they must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

COMPENSATION AND BENEFITS

Salaries, Wages and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. The Superintendent or designee, within guidelines set out in federal regulations, shall determine the classification of positions of employees as "exempt" or "nonexempt" for purposes of compliance with the Fair Labor Standards Act. Professional and administrative employees are generally classified as exempt and are paid semi-monthly salaries. They are not entitled to overtime compensation. Paraprofessionals are generally classified as nonexempt and are paid semi-monthly salaries. Hourly employees (bus drivers, cafeteria workers, extended day staff, custodians, maintenance workers, and crossing guards, etc.) are generally classified as nonexempt and are paid only for the hours they work.

Supervisors of nonexempt employees shall ensure an agreement or understanding with the employees regarding the form of compensation for overtime prior to the performance of the work. These agreements or understandings need not be in writing, but the supervisor shall maintain some record of them, such as a calendar notation, a memo to the file, or some similar indication that the employee was notified of the type of compensation to expect.

The Board of Trustees establishes salaries of all employees. All employees will receive written notification of their salary after the Board has adopted the budget for the fiscal year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. The teacher salary schedules are based on a step system, in which experience and education determine the step and pay category for each teacher. The district, based on creditable years of service, determines pay increases or advancement to a higher step. Contract employees who perform extracurricular or supplementary duties may be paid a stipend in addition to their salary, according to the Board- adopted stipend schedule. The Superintendent or designee will determine placement and advancement of employees on the professional administrative salary schedules.

A teacher may receive credit for years of substitute teaching for salary increment purposes provided that the teacher held a valid teacher certificate at the time the service was rendered, the teacher was employed in an entity recognized for creditable years of service, and the minimum requirements were met. The adjustment will occur the year that the service is verified and subsequent years.

A certified teacher-aide who receives certification as a teacher or was placed on a permit during or after the 2004-2005 contractual year may receive credit for up to two years of teacher-aide experience.

Employees should contact the Director of Payroll and Compensation for more information about the district's pay schedules or their own pay.

Annualized Compensation

Policy DEA

The district pays all salaried employees over 12 months. Salaried employees will be paid in equal semi- monthly payments. An employee who separates from service before the last day of instruction, resigns, or retires under TRS may receive a final lump-sum payment for wages actually earned from the beginning of the school year to the date

of separation. Hourly employees (bus drivers, cafeteria workers, extended day staff, custodians, crossing guards, etc.) are paid only for the hours they work.

Paychecks

Ten-month employees, including teachers, are paid over 12 months of employment, equal to 24 pay periods. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2026-2027 school year are as follows:

August 31	September 15	September 30	October 15
October 30	November 13	November 30	December 15
December 31	January 15	January 29	February 12
February 26	March 15	March 31	April 15
April 30	May 14	May 28	June 15
June 30			

Automatic Payroll Deposit

Employees hired as of July 1, 2010 are required to participate in mandatory direct deposit. In order to complete the employment process, employees must submit a completed direct deposit authorization form. Employees may have paychecks electronically deposited ("direct deposit") into an account at any financial institution that accepts electronic transfer of funding. With automatic deposit, an employee's pay is available on the pay date. An authorization of direct deposit form must be on file in the Payroll department or entered through My Self-Serve. Direct deposit forms are available in the Payroll Office, or employees can email payroll@fortbendisd.gov to request a form. When setting up direct deposit for the first time or changing a direct deposit, a pre-notification is required to ensure all bank information has been submitted and processed correctly. Employees may receive up to two physical checks before direct deposit takes effect. Direct deposits are posted on the regularly scheduled paycheck dates. Because the district cannot control the time of day each bank or credit union posts a deposit to an employee's bank account, employees should not schedule drafts on the same day as a pay date. Final paychecks for employees will be direct deposit; however, there may be cases in which a check may be issued instead. Contact the Payroll Department at (281) 634-1221 for more information about direct deposit.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or 457 FICA contributions;
- Federal income tax required for all full-time employees;
- Medicare tax deductions (required for all employees hired after March 31, 1986);
- Child Support and spousal maintenance, if applicable;

- Delinquent federal education loan payments, if applicable; and
- Bankruptcy, if applicable.

Temporary and part-time employees who are not eligible for TRS membership must participate in the Deferred Compensation FICA Alternative Plan. Other payroll deductions employees may elect include, but are not limited to:

- Deductions for the employee's share of premiums for health, dental, life, and vision insurance;
- Annuities;
- Membership dues to professional organizations; and
- Additional insurance coverage.

Salary deductions are automatically made for unauthorized leave, unpaid leave, or overuse of vacation, PTO, state personal or local sick/personal days.

Overtime Compensation

Policies DEC, DEAB

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and all paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees who must work beyond their normal schedule but less than 40 hours per week will earn compensatory time. Nonexempt employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday. Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

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

Salary Notices

The district provides employees with individual salary notices that summarize each employee's pay grade, pay step (experience) and stipend, if any. Therefore, it is the employee's responsibility to review the salary notice annually and to immediately point out questions or concerns in writing to the Human Resources Department.

Recoupment of Overpayments

DEA

In the event an employee is overpaid due to administrative error, payroll processing error, or any other reason, the District reserves the right to recover the full amount of the overpayment.

Overpayments are subject to recovery regardless of the school year in which they occurred or were identified. The District will make reasonable efforts to recover overpayments in a timely manner while minimizing financial hardship to the employee.

Repayment may extend across multiple school years if necessary. In limited circumstances, the District may review and adjust repayment terms on a case-by-case basis, taking into consideration the amount, timing of discovery, and individual circumstances, consistent with applicable laws and audit requirements.

Employee Notification

Employees will be notified in writing of the overpayment, including the amount, the reason for the overpayment, and the proposed repayment terms. Payroll deductions will be administered in compliance with applicable federal and state wage and hour laws.

Current Employees

For overpayments identified within the same school year, the District may recoup the overpaid amount through deductions from the employee's remaining paychecks within that school year. The repayment schedule will be structured to minimize financial hardship while ensuring timely recovery.

If the overpayment cannot reasonably be recovered within the remaining pay periods of the current school year, the District may:

- Extend repayment into the subsequent school year; or
- Establish a mutually agreed-upon repayment plan.

Separating Employees (Resignation, Retirement, or Termination)

Any outstanding overpayment balance may be deducted, to the extent permitted by law, from the employee's final paycheck. If the final paycheck is insufficient to cover the balance, the former employee will remain responsible for repayment, and the District may pursue collection through lawful means.

Travel Expense Reimbursement

Policy DEE

Before an employee incurs any travel expenses, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Board of Trustees and the Internal Revenue Service. Employees must submit receipts to be reimbursed for allowable expenses other than mileage. Authorized meals will be reimbursed on a per diem basis.

Emergency Closure Compensation

Policies DEC, DEA

Emergency closure pay is available only to employees who are in an approved, paid employment status. To be eligible for emergency closure pay, an employee must be in paid status on the scheduled workday immediately before and immediately after the District emergency closure.

Employees who are on an approved, unpaid leave of absence, including leave without pay resulting from the exhaustion of all available state local, PTO and vacation leave balances, are not eligible for emergency closure pay for emergency closures that occur during the unpaid leave period. Emergency closure pay is not provided as a separate entitlement independent of paid employment status.

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

Group Health Insurance Benefits

Policy CRD

Group health insurance benefits (medical, prescription drug, dental, vision and basic life/ad&d) coverage is available to all active, full-time, regular employees and some part-time employees.

The Board of Trustees determines the district's contribution to employee insurance premiums annually. The Benefits Guide, with detailed descriptions of insurance coverage, prices, and eligibility requirements, is available to all employees at FBISD Employee Benefits & Wellness Resource Center.

The Group Health Plan year is managed on a calendar-year basis (January 1 through December 31). New employees must complete benefits enrollment within the first 30 days of their hire date. Benefits are effective the first day of the month following the employee's hire date. Current employees can only make changes to their insurance coverage during annual open enrollment. If there is an IRS qualifying event (e.g., marriage, divorce, birth), employees have 30 days from the effective date of the life event change to contact Employee Benefits & Wellness for any benefit changes. Employees can contact Human Resources – Employee Benefits & Wellness at (281) 634-1418, or benefits@fortbendisd.gov for more information.

Employees may also enroll in additional supplemental benefit programs, including, but not limited to, legal, disability, supplemental medical, retirement savings plan and supplemental life insurance. Premiums for these programs are paid by payroll deduction. Employees should contact Human Resources – Employee Benefits & Wellness at (281) 634-1418, or benefits@fortbendisd.gov, for more information.

Cafeteria Plan Benefits (Section 125)

Section 125 of the Internal Revenue Code enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, health care and dependent care reimbursement, dental, and vision). Premiums are deducted from an employee's salary before federal income tax is calculated. This could result in higher take-home pay. A third-party administrator handles employee claims made on these accounts. New employees must accept or reject

this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time-period.

COBRA

Employees and dependents who lose the group health insurance because they are no longer eligible for coverage may continue the group health insurance by paying both the employee and employer premium portion. Once an employee is ineligible for the group health insurance, the employer paid contributions no longer apply.

VERY IMPORTANT NOTICE

Under federal law, employees and their dependents have the right to temporarily extend coverage under the district Group Health Plan in certain circumstances when the coverage would otherwise have been terminated as the result of a "Qualifying Event." Employees and their dependents that are covered by the District Group Health Plan on the day before a Qualifying Event have the right to elect to continue the level of health coverage in effect under the District Group Health Plan, if such health coverage would otherwise terminate due to a Qualifying Event. Employees and their dependents do not have to show that they are insurable to choose this continuation coverage. This notice is intended to inform you, in a summary fashion, of your rights and obligation under the continuation coverage provisions of the law. (Both you and your dependents should take the time to read this notice carefully.)

If the District Group Health Plan covers an employee of the district, an employee has the right to choose this continuation coverage if group health coverage is lost due to the following:

- Retirement or other termination of employment (except for gross misconduct), or reduction in work hours.

A covered spouse of an employee has the right to choose continuation coverage for himself or herself if the employee lost group health coverage under the District Group Health Plan for any of the following four reasons:

- The death of a spouse;
- A termination of spouse's employment (for reasons other than gross misconduct) or a reduction in spouse's work hours;
- Divorce or legal separation from spouse; or
- Spouse becomes eligible for Medicare.

In the case of a covered dependent child of an employee, he or she has the right to continuation coverage if group health coverage under the District Group Health Plan is lost for any of the following reasons:

- The death of employee;
- A termination of employee's employment (for reasons other than gross misconduct) or reduction in a parent's/guardian's hours of employment with the district;
- An employee's divorce or legal separation;
- An employee becomes eligible for Medicare; or
- The dependent child ceases to be a "dependent child" under the District Group Health Plan.

Notification of Responsibilities

Under the law, the employee or a family member has the responsibility to inform the District Plan Administrator of a divorce, legal separation, or a child losing dependent status under Fort Bend ISD within 60 days of the date of the event. If dependents do not notify the district within this time period, rights to continuation coverage will be lost. The district has the responsibility to notify the Plan Administrator of the Medicare entitlement. Similar rights may apply to certain retirees, spouses, and dependent children if the district commences a bankruptcy proceeding and these individuals lose coverage.

Election Period

When the Plan Administrator is notified that one of these events has happened, the Plan Administrator will in turn notify the person that they have the right to choose continuation coverage. Under the law, person and their dependents have a maximum of 60 days from the date of a qualifying event; or from the postmark date of the COBRA notice, whichever comes first, that continuing coverage is desired. To elect continuation coverage, the employee must notify the Plan Administrator. If continuation coverage is not elected, coverage under District Group Health Plan will cease. The cost for the continued health insurance coverage is the full monthly premium plus two percent. Payment will be retroactive to the date regular coverage ceased.

Maximum Period of Continuation

In order to receive continuation coverage, individuals and/or their dependents must pay the required premium. The required premium may be paid in monthly installments. The first premium payment for the initial period of continuation coverage is payable 45 days after the day on which the election of continuation coverage is first made. If the individual elects continuation of coverage, the individual will be informed when the subsequent premium payments are due. Once the individual and/or the dependents have elected continuation coverage, there is a 30-day grace period in which to pay subsequent premiums. Depending on the qualifying event, health benefits may be continued for the following maximum periods:

18 MONTHS

- Retirement;
- Termination of employment; or
- Reduced hours.

36 MONTHS

- Death of employee;
- Divorce or legal separation;
- Medicare eligibility; or
- Ineligible dependent.

The 18 months may be extended to 29 months if an individual is determined to have a disability at the time of termination (for Social Security purposes) and the Plan Administrator is notified of the determination within 60 days of the determination and before the end of the original 18-month period. The affected individual must also notify the Plan Administrator within 30 days of any final determination that the individual is no longer disabled. The district is permitted to charge 150% of the applicable premium for the additional 11 months of coverage provided to disabled beneficiaries.

Second Qualifying Event

If a second qualifying event occurs within the first 18 months of continuation coverage (or within the first 29 months of continuation coverage for disabled persons as described above), coverage will be continued for 36 months from the date of the second qualifying event.

Qualified Medical Child Support Orders (QMCSOS)

These are court orders issued under state domestic relations law intended to ensure children will have coverage under parents /guardians' group health plan.

Termination of Continuation of Coverage

The law also provides that continuation coverage may be terminated for any of the following five reasons:

- Fort Bend ISD no longer provides group health coverage to any of its employees;
- The premium for continuation coverage is not paid on time;
- Employee becomes covered by another group plan, unless the plan contains any exclusions or limitations with respect to any pre-existing condition the employee or covered dependents may have;
- Employee becomes entitled to Medicare; or
- Extend coverage for up to 29 months due to disability and there has been a final determination that there is no longer a disability.

It is the employee's responsibility to notify Human Resources – Employee Benefits & Wellness at (281) 634-1418, or benefits@fortbendisd.gov, immediately of any change of eligibility. If insured, a COBRA notice and application will be mailed to the employee's home address by the Plan Administrator.

Workers' Compensation Insurance

Policy CRE

In accordance with state law, the district provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Workers' Compensation benefits help pay for medical treatment and make up for part of the income lost while recovering. Medical benefits under this program are available immediately; temporary income benefits become available when related absences extend beyond seven calendar days. All work-related illnesses or injuries must be reported immediately to the supervisors. Employees who are unable to work due to a work injury will be notified of their rights and responsibilities under the Texas Labor Code. Employees are required to choose a treating doctor from the Alliance provider list. This is required for the employee to receive coverage of healthcare costs for the work -related injury. A provider listing is available through the Alliance website at www.pswca.org. A link to the site is available on the TASB Website at www.tasbrmf.org listing the providers who are taking new patients. A copy of the Alliance Acknowledgment form is included in the Appendix. To continue to receive regular pay for daily absences related to a compensable work illness or injury, employees must make the appropriate selection on the Employee Work-Injury Absence form; otherwise, injured employees will waive regular income for missed days related to a compensable work illness or injury. If an employee elects to use paid absence benefits, then workers' compensation income benefits will begin when the paid absence days are exhausted and missed time exceeds seven calendar days.

An employee unable to work due to a work-related illness or injury must choose whether or not to use their accrued absence entitlements while recovering. If an employee elects to use paid entitlements, workers' compensation wage benefits will begin when the accrued entitlements are exhausted. Employees with questions about workers' compensation should contact the Risk Management Department at (281) 634- 4673 or the Texas Workers' Compensation Commission at 1-800-452-9595.

Texas Workforce Commission Unemployment Insurance Benefits

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Work Force Commission at 1 800-939-6631 or through their website at ui.texasworkforce.org. The website to apply for benefits is now: https://www.twc.texas.gov/services/apply-benefits.

The Texas Workforce Commission (TWC) determines eligibility for unemployment benefits based on the reasons for separation from the district. The district does not determine eligibility for unemployment benefits.

Teacher Retirement

Employees who are employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should provide their immediate supervisor and Human Resources with 30 days' notice. Additional inquiries should be addressed to Teacher Retirement System of Texas; 1000 Red River Street; Austin, TX 78701-2698 or call 1-800-223-8778 or 1-512-542-6400. TRS information is also available on the web at www.trs.texas.gov. For information regarding social security benefits, please contact the Social Security Office at 1-800- 772-1213.

LEAVES AND ABSENCES

Leaves and Absences

Policies CRD, DBB, DEC, DECA, DECB, DED, DG

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Full-time employees who are absent or expect to be absent more than five consecutive workdays must submit a district leave application to Leaves.HR@fortbendisd.gov. Employees may get help with leave options, and next steps by calling Human Resources – Leaves at (281) 634-2224-or by following the leave instructions on the Human Resources section of the district website, at Leave Information - Fort Bend Independent School District. Employees must follow district and department or campus procedures to report or request any absence. Any unapproved absences or absences beyond accrued entitlements shall result in a dock to the employee's pay. Docks will process during the applicable payroll cycle.

Holiday and Emergency Closure Pay During Leave

Holiday and emergency closure pay is available only to employees who are in an approved, paid employment status. To be eligible for holiday or emergency closure pay, an employee must be in paid status on the scheduled workday immediately before and immediately after the District-observed holiday or emergency closure.

Employees who are on an approved, unpaid leave of absence, including leave without pay resulting from the exhaustion of all available state and local leave balances, are not eligible for holiday pay or emergency closure pay for holidays or emergency closures that occur during the unpaid leave period. Holiday and emergency closure pay are not provided as a separate entitlement independent of paid employment status.

Use of Absence Entitlements

If applicable, earned compensatory time must be exhausted prior to requesting any available paid state and local absence entitlements. Absences shall be recorded in half- or full-day increments for all employees. An employee may not choose to be docked in lieu of use of available paid days unless the employee is covered by workers' compensation. Employees on approved workers' compensation must choose whether to use other paid days or not. Unless an employee requests a different order, available local and state leave will be used in the following order:

- Local sick (LSL);
- Local personal (LPL) accumulated before the 2003-2004 school year;
- State sick (SS) accumulated before the 1995-1996 school year; and
- State personal leave (STPB).

At the beginning of the school year or employment period, an employee shall be credited with the full amount of paid absence entitlements possible for the year. Employees shall be entitled to five days of personal and local absences if they remain employed with the district for the entire school year. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal and local absence entitlements shall be prorated based on the actual time employed. If an employee is placed on medical leave, local absence entitlements shall be prorated based on the actual time worked prior to the first day of absence. An employee shall not earn any local l days when on an unpaid status.

There is no limit on the accumulation of local sick and state personal days. At the end of each fiscal year, any unused earned days will automatically carry over to the following fiscal year in accordance with leave policies.

Employees must follow district and department or campus procedures to report or request use of any absence entitlement and complete the appropriate form or certification for extended absences. Any unapproved absences or absences beyond accumulated or available paid days shall result in deduction from the employee's pay.

Excessive Absences

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

Immediate Family

For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse; including a documented common-law spouse
- Son or daughter, including a biological, adopted, or foster child, a son-or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*;
- Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee;
- Sibling, stepsibling, and sibling-in-law;
- Grandparent and grandchild; and
- Any person residing in the employee's household, related by blood or marriage, at the time of illness or death.

For purposes of family and medical leave, the definition of family is limited to:

- Spouse,
- Parent,
- Son or daughter, and
- Next of kin for a covered service member.

The definition of these is found in Policy DECA (LEGAL).

Medical Certification

Any employee who is absent for more than five consecutive workdays due to personal illness or the illness of a family member must provide medical certification from a qualified health care provider. The certification must confirm 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 and perform the essential functions of the job with or without reasonable accommodations. Employees must submit this certification within fifteen (15) calendar days of their last day worked to Leaves.HR@fortbendisd.gov or by fax 281-327-7777.

An employee who takes medical leave for their own serious health condition must, prior to resuming work, provide a fitness-for-duty certification from their health care provider. This certification must specifically address the employee's return to work and their ability to perform the essential functions of their job. The fitness for duty can only be required for the condition that required the request for FML Return to work paperwork should be submitted to the Human Resources– Leave office **ten (10) days** before the employee returns to work. **A delay in**

receiving appropriate release certification could result in the employee's return to work being delayed, and it may impact the employee's compensation. Leave forms and instructions can be found on the employee section of the district human resources website, under leave information, and employees can email Leaves.HR@fortbendisd.gov or call (281)634-2224 anytime for assistance.

The district may require medical certification when there is a questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA), including leave for the employee's own serious health condition, or for the serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

Genetic Information

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Neutral Absence Control Policy

An employee who is absent from duty for three (3) consecutive workdays without notifying their immediate supervisor of their status and anticipated date of return shall be considered to have voluntarily abandoned their position and will be subject to dismissal in accordance with district policy. [See Board Policy DCD and DF series.]

The district shall provide written notice to the employee via their district email address and/or their personal email address, as reflected in the district's system.

At the expiration of an approved medical leave of absence, the employee must submit an appropriate medical release from a qualified health care provider to verify their ability to return to duty and perform the essential functions of their position. This release must be received no later than ten (10) days prior to the expiration of the approved medical leave of absence.

If the employee is unable to return to work and perform the essential functions of their position, their eligibility for reasonable accommodations under the Americans with Disabilities Act (ADA) shall be considered, provided that the employee submits a request for accommodations and provides supporting medical documentation. [See DAA (LEGAL).]

If an employee fails to provide the required medical release and/or documentation within the specified timeline and does not return to work after exhausting all available paid and unpaid leave, the district shall proceed with termination of employment, regardless of the reason for the absence. [See DF series.]

Personal Absence

All full-time regular employees who are employed twenty-two and one-half hours or more per week receive five state personal days. A day of personal absence is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. Unused earned personal state days are transferable to other Texas school districts, and generally transfers to education service centers. Personal days may be used for two general purposes: nondiscretionary and discretionary.

Discretionary personal absences shall not be allowed in the following circumstances without Assistant Superintendent approval:

- First day of school or the day before a school holiday;
- The last day of school or the day after a school holiday;
- Days scheduled for end-of-semester or end-of-year exams;
- Days scheduled for state-required assessments;
- Professional or staff development days; and
- The last teacher workday of the school year.

If the principal or supervisor determines that the employee's presence is critical to the instructional program or the operation of the school or department, the request for discretionary leave may be denied. If the leave is denied and the employee nevertheless takes the time off, the employee's pay will be subject to a salary deduction (dock) for the period of the absence, and accrued leave cannot be substituted for the docked days.

No more than ten percent of the total staff of a school or department that exceeds ten people may be on personal absence at the same time. The effect of the employee's absence on the educational program or department operations, as well as the availability of a substitute, will be considered by the principal or supervisor. Discretionary personal absences more than 10 workdays require the approval of the Executive Director of Human Resources or Chief Human Resources Officer.

Discretionary Absence

Absence(s) taken at an employee's discretion that can be scheduled in advance is considered discretionary absence(s). Requests for personal absences days must be submitted to the employee's immediate supervisor on the Non-Discretionary/Discretionary Absence Request Form. Salaried employees are required to enter their absences in Absence Management. Hourly employees' absences are entered into Kronos by the supervisor or entered on a timesheet. State (STPB) and local (LPL) absences may not be taken for more than three consecutive days except in extenuating circumstances and with the approval of the Superintendent or Designee. Discretionary use of state personal days shall not exceed five consecutive workdays. No more than a total of ten absence days, including any combination of state personal (STPB) or local personal (LPL) days may be used in each school year (July 1 through June 30). All requests for changes on verified absences must be made within 45 days of the absence date(s). The request must be made, in writing, with supervisor approval to the employee's campus/department absence verifier. The Executive Director over a campus or department can approve discretionary leave up to ten (10) days. Any request for more than ten days must be approved by the Chief Human Resources Officer (CHRO).

Non-Discretionary Absence

Absence(s) taken for personal or family illness, family emergency, a death in the family or active military service are considered non-discretionary absences. This type of absence allows very little or no advance planning and will be granted to employees in the same manner as sick absence(s). Salaried employees are required to report their absences to Absence Management. Hourly employees' absences are entered into Kronos by the supervisor or entered on a timesheet. Contact the leave office for support with all non-discretionary absence requests.

Absence Proration

If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal absence entitlements will be prorated based on the actual time employed. If an employee is placed on medical leave, local leave shall be prorated based on the actual time worked prior to the first day of leave. An employee shall not earn any local absence entitlements while he or she is on an unpaid status.

There is no limit to the accumulation of local sick and state personal days.

When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal and local (sick) leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Days

State sick days earned before 1995 are available for use and may be transferred to other school districts in Texas. Accumulated state sick days may be used for the following reasons only:

- Employee illness;
- Illness in the employee's immediate family;
- Family emergency (i.e., natural disasters or life-threatening situations);
- Death in the immediate family; and
- Active military service.

Vacation

All benefit-eligible employees assigned to a 260-day work calendar shall earn hours per day equivalent to ten vacation days per school year. Vacation may accumulate up to 20 days. After annual entitlements are received, any vacation days in excess of the 20-day limit, up to a maximum of five days, will be transferred to Local Sick (LSL), which can then be used according to the terms and conditions of LSL.

Paid Time Off

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

Local Sick Days

All full-time regular employees who are employed 20 hours or more per week earn local sick leave at the rate of one-half workday for each 18 workdays of employment up to a maximum of five workdays annually.

Local sick days may be used for the following reasons only:

- Employee illness;
- Illness in the employee's immediate family;
- Family emergency; (i.e., natural disasters or life-threatening situations)
- Death in the immediate family;
- Childcare or adoption of a child; and
- Active military service.

Salaried employees are required to report their absences to Absence Management. Hourly employees' absences are entered into Kronos by the supervisor or entered on a timesheet.

Catastrophic Sick Leave Program

Fort Bend ISD's Sick Leave Program provides additional support for employees who are unable to work due to a catastrophic illness or injury and have exhausted all available paid leave and compensatory time. This program is designed to reduce the financial hardship associated with extended medical absences. Participation is voluntary and subject to eligibility and district guidelines. For additional information, please refer to the district's Sick Leave Program Guidelines located on the Human Resources webpage.

The program consists of three components:

- Catastrophic Illness or Injury Benefit
- Sick Leave Bank (membership required)
- Voluntary Transfer of Days

Catastrophic Leave Benefit

A catastrophic illness or injury is defined as a severe condition or combination of conditions that substantially affects the mental or physical health of the employee, is life-threatening and/or poses a threat of serious long-term disability. A catastrophic illness or injury typically requires prolonged medical treatment by a licensed practitioner, and it causes the employee to exhaust all leave time earned or donated and to lose compensation. Catastrophic leave must be used as consecutive leave and not in partial day increments or intermittently.

The Catastrophic Leave Benefit provides paid leave, up to 30 days per school year, for eligible full-time employees diagnosed with a catastrophic illness or injury who meet the following conditions:

- The employee has been diagnosed with a catastrophic Illness or injury; and
- The employee is eligible or was eligible, during the current school year, for continuous leave under the Family and Medical Leave Act (FMLA); and
- The employee has exhausted all available paid leave, including sick leave bank and voluntary transfer of days; and
- The employee may otherwise experience a loss of compensation due to the continuous, extended leave of absence.

Program Benefits:

- Up to 30 days of paid catastrophic leave per school year – not to exceed two school years

- The daily rate paid for approved catastrophic leave shall be identical to the employee's daily rate at the time the leave is approved, not to exceed $350 per day
- Lifetime maximum of up to 60 days of paid catastrophic leave per employee.

Approval of Catastrophic Leave Benefit requests are subject to established District guidelines and verification of eligibility.

Sick Leave Bank

The district offers a Sick Leave Bank (SLB), funded by employee contributions, to provide compensation to eligible employees who experience a catastrophic illness or injury. Participation is voluntary and requires an annual contribution of local leave to the bank. Open enrollment in the sick leave bank occurs early in the school year and employees must enroll during that window to be eligible.

This program allows participating members who have exhausted all paid leave and risk a loss of compensation, to request days for pay from the sick leave bank. The requested days (if approved) will extend compensation in the event of a catastrophic illness or injury.

Leave contributions to the SLB are available solely for the use of participating members.

To be eligible for a withdrawal from the Sick Leave Bank, an employee must:

- Be a full-time, benefits-eligible employee; and
- Have completed 12 consecutive months of employment with the District; and
- Donate a minimum of one and a maximum of ten local sick days; and
- Complete enrollment during the designated open enrollment period.

Program Benefits

- Up to 30 days of paid leave

Once processed by HR, leave contributions are irrevocable.

Voluntary Transfer of Days Program - Catastrophic Illness or Injury

The district offers a Voluntary Leave Transfer Program to support eligible employees who are experiencing or will experience a loss of pay due to a catastrophic illness or injury. This program allows employees to request and receive local leave days donated by other district employees.

To be eligible to receive donated days through this program, the employee must:

- Be a full-time district employee;
- Be experiencing a catastrophic illness or injury that prevents them from working;
- Have exhausted all earned compensatory time and all available paid leave entitlements;

Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act.* Specific information that the district has adopted to implement the FMLA follows this general overview.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness ***may* take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is ***not* paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you *must***:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

About your FMLA rights and responsibilities, and

How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/FMLA to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



Local Procedures for Implementing Family and Medical Leave (FMLA) (FBISD Requirements)

The District administers FMLA leave in accordance with federal law and Policy DECA (LEGAL). The procedures below outline District-specific requirements for requesting and managing FMLA leave.

FMLA Leave Entitlement

Eligible employees may take up to **12 work weeks of unpaid, job-protected leave** in a 12-month period **measured forward from the date an employee's first FMLA leave begins**, unless otherwise required by law.

Requests for FMLA

Employees must:

- Provide **30 days' advance notice** when leave is foreseeable;
- Notify their supervisor as soon as practicable when leave is not foreseeable;
- Provide sufficient information regarding the need, timing, and duration of leave.

Full-time employees absent or anticipating absence of more than five workdays must submit a District leave request. This administrative process does not limit FMLA rights.

Medical Certification (MANDATORY 15-DAY DEADLINE)

The District may require medical certification to support FMLA leave.

Employees must submit a complete and sufficient medical certification within 15 calendar days of the District's request, unless it is not practicable despite the employee's diligent, good-faith efforts.

Failure to:

- Submit certification within 15 days, or
- Provide complete and sufficient documentation

may result in delay or denial of FMLA protection.

Certification may also be required for:

- Military exigency leave;
- Military caregiver leave.

Recertification and Ongoing Leave Requirements

- Every **30 calendar days** in connection with an absence;
- When the minimum duration of the condition expires; or
- Sooner if:
    - The employee requests an extension;
    - Circumstances change significantly; or
    - The District receives information questioning the validity of the certification.

Extension of Leave

If an employee is unable to return to work as scheduled but has remaining FMLA entitlement:

- The employee must submit **updated medical certification before the anticipated return-to-work date**;
- Failure to provide documentation may result in loss of FMLA protection.

Use of Paid Leave

FMLA leave will run concurrently with available paid leave, including:

- Sick leave
- Personal leave
- Compensatory time
- Temporary disability leave
- Assault leave

Teachers may elect not to use paid leave during FMLA leave for pregnancy, birth, or adoption.

Combined Leave for Spouses

Spouses employed by the District are limited to a combined total of:

- 12 weeks for birth, adoption, or care of a parent;
- 26 weeks for military caregiver leave.

Intermittent Leave and Reduced Schedule

Employees may take intermittent or reduced-schedule leave when medically necessary.

The District does not permit intermittent leave for bonding **unless agreed upon by the District**.

Instructional Employees

Instructional employees whose intermittent leave would exceed **20% of working days** may be required to:

- Take leave in blocks; or
- Transfer temporarily to an alternative position with equivalent pay and benefits.

Fitness for Duty

Employees returning from FMLA leave for their own serious health condition must provide a **fitness-for-duty certification**.

The certification must address the employee's ability to perform essential job functions.

Reinstatement

Employees returning from FMLA leave will be restored to:

- The same position; or
- An equivalent position with equivalent pay, benefits, and working conditions.

Instructional Employees—End of Semester Rule

If an instructional employee's leave concludes near the end of a semester, the District may require the employee to remain on leave until the end of the semester.

- This additional leave **does not count against FMLA entitlement**;
- Benefits and reinstatement rights continue in accordance with **DECA (LEGAL).**

Failure to Return

If an employee does not return to work after FMLA leave for reasons within their control, the District may require reimbursement of employer-paid health premiums.

This requirement does not apply if the failure to return is beyond the employee's control.

Continuation of Benefits

The District will maintain group health coverage during FMLA leave.

Employees are responsible for their portion of premiums.

District Contact

Employees should contact **Human Resources – Leaves** at 281-634-2224 or email below for assistance with FMLA eligibility, certification, and requirements.

mailto:Leaves.HR@fortbendisd.gov

Temporary Disability Leave

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave (TDL). The maximum length of Temporary Disability Leave shall not exceed 180 calendar days. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time and runs concurrently with FMLA, if applicable. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and indicating a probable date of return. Medical certification must be submitted to Human Resources – Leaves if the employee will be out more than five consecutive days. If temporary disability leave is approved, the length of leave is no longer than 180 calendar days. Employees are required to report their absences in Absence Management.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Human Resources – Leaves Department must be notified at least ten days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated where they were previously assigned, if a position is available. If not, the employee may be placed in a comparable position. If a position is not available before the end of the school year, the employee will be reinstated at the beginning of the following school year in a comparable position in the district.

Employees participating in the district's health insurance program will be responsible for paying the entire employee and employer premiums for health insurance while on temporary disability leave. As a courtesy, FBISD will bill employees for the benefits chosen. Employees are responsible for verifying the continuation of all insurance and benefits coverage. Failure to keep premiums current will result in termination of benefits. Contact Human Resources - Benefits at (281) 634- 1418, or benefits@fortbendisd.gov for more information.

Unpaid Personal Leave

A full-time regular employee who has exhausted Family and Medical Leave (FMLA) and is not yet medically cleared to return to work, or who is not otherwise eligible for temporary disability leave or FMLA, may apply for an unpaid personal leave of absence for up to 90 calendar days.

Unpaid personal leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for unpaid personal leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for unpaid personal leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and indicating a probable date of return. Medical certification must be submitted to Human Resources – Leaves if the employee will be out more than five consecutive days. If unpaid personal leave is approved, the length of leave is no longer than 90 calendar days.

Salaried employees are required to report their absences to Absence Management. Hourly employees' absences are entered into Kronos by the supervisor or entered on a timesheet.

Upon return from leave, attempts will be made to place the employee in a comparable position. There is no assurance that an assignment will be available for the employee upon return from unpaid personal leave. Should a position not be available, the employee shall be released from employment in accordance with the Americans with Disabilities Act.

Employees participating in the district's health insurance program will be responsible for paying the entire employee and employer premiums for health insurance while on unpaid personal leave. As a courtesy, FBISD will bill employees for the benefits chosen. Employees are responsible for verifying the continuation of all insurance and benefit coverage. Failure to keep premiums current will result in termination of benefits. Contact Human Resources - Benefits at (281) 634-1418 or benefits@fortbendisd.gov for more information.

An employee who is absent from work without prior approval for unpaid personal leave may be subject to disciplinary action up to and including termination of employment.

Student Teaching Unpaid Personal Leave

A full-time regular employee may apply for student teaching unpaid personal leave for up to 90 workdays to complete necessary student teaching hours. A letter of acceptance must accompany the leave request from the attending university or program, clearly stating the student teaching requirement. Upon completing the student teaching hours, the employee must submit a letter from the university or program indicating that the employee has completed the necessary student teaching hours.

Upon return from leave, attempts will be made to place the employee in a comparable position. There is no assurance that an assignment will be available for the employee upon return from unpaid personal leave. Should a position not be available, the employee shall be released from employment. Employees participating in the district's health insurance program will be responsible for paying the entire employee and employer premiums for health insurance while on unpaid personal leave. As a courtesy, FBISD will bill employees for the benefits chosen. Employees are responsible for verifying the continuation of all insurance and benefit coverage. Failure to keep

premiums current will result in termination of benefits. Contact Human Resources - Benefits at (281) 634-1418 for more information.

An employee who is absent from work without prior approval for unpaid personal leave may be subject to disciplinary action up to and including termination of employment.

Workers' Compensation Benefits

In accordance with state law, the district provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Workers' Compensation benefits help pay for medical treatment and make up for part of the income lost while recovering.

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee absent for more than five consecutive days because of a job-related illness or injury must request family and medical leave (FMLA), temporary disability leave (TDL), or unpaid personal leave (UPL), as applicable. Workers' Compensation is not a form of leave. An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:

- Receive workers' compensation wage benefits equal to 70% of regular wages; or
- Use available paid personal absence days to receive 100% of regular wages.

Workers' compensation wage benefits shall begin when requested personal absence days are exhausted. [See CRE] Contact the Risk Management Department for additional information.

Assault Leave

Assault Absences and Assault Leave

Employees who are injured as a result of a physical assault while performing their job duties may be eligible for Assault Absence benefits and, when applicable, Assault Leave. Any assault-related injury is considered a work-related injury and must be reported immediately to the employee's supervisor.

An employee who is physically assaulted while performing their regular duties is entitled to the number of workdays necessary to recover from all physical injuries resulting from the assault, as determined by the treating physician under Workers' Compensation. This benefit may not extend beyond two years from the date of the assault.

Assault Absences are work absences resulting from a qualifying physical assault. Eligible assault absences will not be deducted from the employee's accrued paid absence entitlements.

Assault Leave is a formal leave of absence that applies when assault-related absences meet or are expected to meet **five or more consecutive workdays**. Employees whose assault-related absences reach this threshold must contact Human Resources – Leaves to request Assault Leave.

For purposes of this program, a physical assault occurs when:

- A person engages in conduct that causes physical injury to the employee;
- The person causing the injury could be prosecuted for assault; or
- The person causing the injury could not be prosecuted for assault solely because of age or mental incapacity that exempts them from criminal liability.

At the employee's request, Human Resources will promptly designate eligible absences as Assault Absences or, when applicable, Assault Leave. Following a review of the claim and supporting information, Human Resources – Leaves may determine that the absence does not qualify. In such cases, the absence may be charged to the employee's accrued paid absence entitlements or, if insufficient leave is available, may result in a deduction from pay.

Assault Absence and Assault Leave benefits will be coordinated with Workers' Compensation temporary income benefits, when applicable, to provide eligible employees with total income equal to 100 percent of their regular weekly rate of pay.

For additional information, please contact the Assistant Director of Leaves & ADA.

Restricted Duty

If a health care provider recommends restricted duty, the request must be specific and include an estimated date for a full return from restricted duty for a determination to be made. All restrictions must be cleared by the Leaves Office prior to returning to work. The district may approve the employee's return to duty subject to the availability of a position allowing designated restrictions. An employee assigned to restricted duty that is not on FMLA and who refuses to accept the assignment may be subject to termination of his or her employment. Notwithstanding anything to the contrary, if the employee has a disability as that term is defined under the Americans with Disabilities Act (ADA) or the Texas Commission on Human Rights Act (TCHRA), the district's policies under the ADA and/or the TCHRA as applicable, shall apply.

Bereavement

Use of state and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the Chief Human Resources Officer (CHRO) or designee. Salaried employees are required to report their absences in Absence Management. Hourly employees' absences are entered into Kronos by the supervisor or entered based on a timesheet.

Voluntary Transfer of Days Program - Bereavement

The district offers a Voluntary Leave Transfer Program to assist eligible employees who experience a loss of pay due to bereavement following the death of an immediate family member. This program allows employees to request and receive local leave days donated by other district employees.

To be eligible to receive donated days through this program, the employee must:

- Be a full-time district employee;
- Experience the death of an immediate family member, as defined in Policy DEC (Local) for non-FMLA purposes;
- Have exhausted all earned compensatory time and all paid leave entitlements; and
- Apply within ten (10) calendar days of the qualifying death.

Program Guidelines

- A maximum of five (5) local leave days may be received through the Voluntary Leave Transfer Program for Bereavement.
- The donated leave must be used within thirty (30) calendar days of receipt, and documentation of the use of the days may be required. Any unused days will be returned to the donor.
- A maximum of one (1) request may be made per school year (July 1 through June 30).

The employee must provide documentation to establish a qualifying familial relationship before donations can be approved.

Jury Duty

Policies DEC, DG

Employees will receive leave with pay and without loss of accumulated leave for jury duty, including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees must present documentation of the service to their immediate supervisor. The employee will be allowed to retain any compensation they receive. Salaried employees are required to report their absences in Absence Management. Hourly employees' absences are entered into Kronos by the supervisor or entered based on a timesheet. An employee may be required to report to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding other than personal legal matters and will not be required to use personal leave. Absences for court appearances related to an employee's personal business must be taken from available accrued leave, or unpaid leave if leave is not available. Employees may be required to submit documentation of their need for leave for court appearances. Salaried employees are required to report their absences in Absence Management. Hourly employees' absences are entered into Kronos by the supervisor or entered based on a timesheet.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence. Requests for accommodations should be sent to Leaves.HR@fortbendisd.gov.

Military Leave

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster and ordered by proper authority. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service. The employee must provide a copy of their military service orders prior to receiving paid leave for military service.

Reemployment after Military Leave

Employees who leave the district to enter the United States Uniformed Services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. These employees shall be entitled to certain reemployment rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) if:

- The employee has given advance written notice (unless notice is precluded by military necessity or is otherwise unreasonable or impossible);
- The cumulative length of the absence and of all previous absences from a position of employment with the district does not exceed five years; and
- Employees returning to work following military leave should contact Human Resources - Leaves at (281) 634-2224.

Reemployment is not required if:

- The district's circumstances have so changed as to make reemployment impossible or unreasonable;
- Reemployment would impose an undue hardship on the district; or
- The employee was in a position for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.

Continuation of Health Insurance

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Human Resources - Benefits at (281)634-1418, or benefits@fortbendisd.gov for details on eligibility, requirements and limitations.

Developmental Leave

A professional employee who has served the district at least five consecutive years may apply for a full or half year's academic unpaid leave of absence for approved study as a full-time student in a college or university. The request shall be filed with the Chief Human Resources Officer. Official transcripts reflecting enrollment as a full-time student shall be presented prior to return to active employment.

Reimbursement for Unused Local Leave

Employees who retire in accordance with TRS guidelines after ten or more ***continuous*** years in the district and submit proof of retirement as stated in the Payment for Accumulated Leave Upon Retirement form shall be paid for up to 150 days of unused local leave as follows:

- Professional employees - $75 per day; and

- Paraprofessional and auxiliary employees - $50 per day.

The employee exit form must indicate that the employee is retiring (not resigning), and the employee must submit the TRS 7 form. If an employee resigns from the district and then later decides to retire, the days will not be paid. Beneficiaries of employees who die prior to retirement shall be paid up to 150 days of accrued unused local leave at the rates listed above.

Mental Health Leave for Police Officers

A District peace officer who is directly involved in a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

Circumstances or reasons under which a peace officer may use mental health leave:

Traumatic event – an event that occurs in the peace officer(s)' scope of employment when the officer is involved in the response to, or investigation of, an event that causes the officer to experience unusually strong emotional reactions or feelings that have the potential to interfere with their ability to function during or after the incident. Traumatic events may include, but are not limited to, the following:

- Major disasters which may include response to weather-related events involving multiple casualties; or explosions with multiple casualties; or search and recovery missions involving multiple casualties;
- Incidents involving multiple casualties which may include shootings or traffic accidents;
- Line of duty death or suicide of a department member;
- Death of a child resulting from violence or neglect;
- Officer(s) involved shooting of a person.

Mental health services available to the officer:

Fort Bend ISD provides employees and their families access to an employee assistance program through **Optum**. The Employee Assistance Program (EAP) is a confidential information and counseling service provided as a benefit to employees and their household members by Fort Bend ISD at no extra cost, and it is available to **ALL** FBISD employees.

To take advantage of these services, call 866-248-4096 to speak with an EAP Specialist or click **http://www.liveandworkwell.com (Company Access Code: FBISD).**

READYSUB – HOW TO SUBMIT AN ABSENCE

Log In

- Go to https://app.readysub.com
- Type in email address

  (Firstname.lastname@fortbendisd.gov)
- 1st time logging in - Use temporary password sent in Welcome email

  (Set new password; this password will not expire. Use different one than district password.)

Change Your Password

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

Post an Absence

- Select Post an Absence from Absence dropdown

Step 1*: *Itinerary – Select date, schedule, start time, end time, and job reason. (If adding numerous days select Multi Day).

- Click Next

Step 2*: *Substitute – Post to Pool, Request Substitutes, Assign a Substitute, or if your position does not require a substitute, it will default to No Substitute Required.

  - Post to Pool – allows to post to all available substitutes
  - Request Substitutes – can request up to five substitutes that you select to be contacted to accept the assignment
  - Assign the substitute - you select substitute for the absence
  - Click Next

Step 3*: *Notes/Attachments – Add information for substitutes and/or administrators to view.

  - Substitute – Write notes or special instructions for substitute
  - Administration – Write notes that only administrators and employee can see

- Click Next

Step 4: Post – The details page will appear to review the submission.

- Click Post Job

View Absences

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

Cancel an Absence

- Access the My Absences page
- Click Cancel next to absence
- You can enter a reason for canceling
- Click Cancel in red

****You will have until the start time of the day of absence to cancel.*

Log Out

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

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee Recognition and Appreciation

Policy DJ

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at Board meetings, in the district's newsletter, on social media, the district's website, and through the Impact Award program and other special events and activities. Recognition and appreciation activities also include the annual Service Awards.

District Communications

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

Digital

Fort Bend ISD Website - http://www.fortbendisd.gov

Social Media - @fortbend.isd

Grievances

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns with their supervisors or an appropriate administrator who has the authority to address the concerns. Employees are not prohibited from communicating with a member of the Board regarding district operations except when communication between an employee and Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Informal resolution shall be encouraged but shall not extend any deadlines in the policy, except by mutual written consent. If an informal conference regarding a concern fails to reach the outcome requested by the employee, he or she may initiate the formal grievance process by timely filing a written complaint form. Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail, fax or by U.S. Mail. Hand-delivered filings shall be timely filed if received by appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

The district shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the district may hold the conference and issue a decision in the employee's absence.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees may bring grievances to the Board of Trustees. The district's policy concerning the process of bringing complaints and grievances is found in Board policy DGBA (LOCAL).

Neither the Board nor any District employee shall unlawfully retaliate against any employee for bringing a concern or complaint under this policy. Complaints and appeals under this policy shall be submitted in writing on a form provided by the district. A copy of the grievance form is included at the end of this handbook and on the FBISD website at Employee Grievances.

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH, DHA

All employees are expected to work together in a cooperative spirit to fulfill the district mission and uphold the Board's Core Beliefs and Commitments, serve the best interests of the district and to be courteous to students, one another and the public [See AE]. Employees are expected to observe the following standards of conduct:

- Recognize and shall treat others with dignity and respect the rights and property of students, parents/guardians and coworkers;
- Maintain confidentiality in all matters relating to students and coworkers;
- Express concerns, complaints, or criticisms through the appropriate channels. [See DGBA];
- Know and comply with department and district procedures and policies;
- Be courteous to one another and the public, working together in a cooperative spirit while serving the best interests of the district;
- Adhere to the standards of conduct set out in the "Educators' Code of Ethics." [See DH (EXHIBIT)];
- Refrain from engaging in prohibited harassment, including sexual harassment of other employees and students, as defined in district policies DIA and FFH. [See FFG regarding child abuse and neglect];
- Refrain from forming romantic or other inappropriate social relationships with students. Employees shall not send text messages or make phone calls to students. An exception may be made if the call/message is directly related to a school-sponsored activity that the employee sponsors/supervises;
- Refrain from using tobacco products on district premises, in district vehicles, or at school or school-related activities [See also GKA];
- Refrain from manufacturing, distributing, dispensing, possessing, using, or being under the influence of any prohibited substance during working hours while at school or at school-related activities during or outside of usual working hours [See DHE];
- Immediately report, in writing, to the district's General Counsel, any criminal charge(s) brought against the employee, the disposition of the charge(s) and any adverse adjudication received by the employee for a felony offense or a misdemeanor involving moral turpitude;
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately;
- Report to work according to the assigned work schedule and adhere to all attendance procedures;
- Notify immediate supervisor as early as possible (preferably in advance) in the event of being absent or late. Unauthorized absences, chronic absenteeism and tardiness maybe cause for disciplinary action;
- Use district time, funds, and property for authorized District business and activities only;
- Immediately report, in writing, to the district's General Counsel, within three calendar days, any criminal charges;
- In the event of a district investigation or inquiry, each district employee has an affirmative duty to provide to his or her supervisor(s), or any other district official assigned to investigate, all relevant and factual information about matters inquired; and
- If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for maintaining privacy settings appropriate for the content.

All district employees are expected to perform their duties in accordance with state and federal law, district policies and procedures and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the Superintendent. See Reports to the Texas Education Agency for additional information.

All employees, as public servants, must follow the Educators' Code of Ethics, which follows:

Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents/guardians, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents/guardians and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification - (19 TAC 247.1(b). Board Policy DH (LOCAL) requires all district employees regardless of position to be accountable to the Educators' Code of Ethics.

Enforceable Standards

Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not intentionally knowingly or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents/guardians of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents/guardians of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence or alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct Toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

Ethical Conduct Toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent/guardian of that child or knowingly allow an y person under 21 years of age unless the educator is a parent/guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

1. the nature, purpose, timing and amount of the communication;
2. the subject matter of the communication;
3. whether the communication was made openly or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. whether the communication was sexually explicit; and
6. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Progressive Discipline Procedures

The progressive discipline procedures apply to all non-professional at-will employees of the district—employees who complete timesheets, use Kronos, and receive pay for working overtime. The progressive discipline process serves to address disciplinary issues where standards of conduct or performance are violated. The district may implement any step of progressive discipline as deemed necessary.

Dress and Grooming

Policy DH

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors. Inappropriate attire is any item that causes a distraction to other employees/students or creates an unsafe environment.

Employee Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

Harassment of a district employee or student motivated by race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law is a form of discrimination and is prohibited by law. The term "employee" includes former employees, applicants for employment and unpaid interns. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including Board members, vendors, contractors, volunteers, or parents/guardians. A substantiated charge of harassment will result in disciplinary action.

The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Retaliation

Retaliation against a person who makes a good faith report of bullying, discrimination, or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged bullying, discrimination, or harassment is also prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction.

Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom. Retaliation may include termination, refusal to hire, demotion, and denial of promotion, threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, and appropriate district official or ethics hotline. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the Superintendent. A complaint against the Superintendent may be made directly to the Board. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (See Complaints and Grievances). To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment. Additional information is available in Board Policy DIA (LOCAL) at: https://pol.tasb.org/PolicyOnline/PolicyDetails?key=483&code=DIA#localTabContent.

Sexual Harassment

Policies DH, DF, DHB, DIA, FFG, FFH, FFI

Employee-to-Employee

Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or non-verbal conduct, or other conduct or communication of a sexual nature tender under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions; and
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

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

Employees who believe they have been subject to sexual harassment or believe that another employee or student has experienced sexual harassment are encouraged to come forward with complaints and should inform their

supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook. The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

Sexual Harassment of a Student

Policies DF, DH, DHB, FFG, FFI, FFH (LOCAL)

Sexual harassment of a student by an employee or others is strictly prohibited. Sexual harassment of a student by a district employee or others includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when a district employee or others cause the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or creates an intimidating, threatening, hostile, or abusive educational environment. Sexual harassment includes any instance of sexual assault, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Romantic or inappropriate social relationships between students and district employees are strictly prohibited. Any sexual relationship between a student and a district employee is strictly prohibited, even if consensual.

Examples of sexual harassment of a student may include sexual advances, touching intimate body parts, or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication or contact. Note: Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Employee-to-Student

Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, sexually motivated physical, verbal or nonverbal conduct and other oral, written, physical, or visual conduct of a sexual nature. Romantic or inappropriate social relationships between district employees and students are strictly prohibited. Solicitation of a romantic relationship means deliberate or repeated acts that can be reasonably interpreted as soliciting an inappropriate relationship characterized by an ardent emotional attachment or pattern of exclusivity. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification;
- Telephoning/texting students at home or elsewhere (unless directly related to a school activity) and engaging in inappropriate social relationships;
- Engaging in physical contact that would reasonably be construed as sexual in nature; and
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school- related benefits.

Sexual abuse of a student by an employee is strictly prohibited. Sexual abuse may include, but is not limited to fondling, sexual assault, or sexual intercourse.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy. Failure to report will result in disciplinary action.

All allegations of sexual harassment or sexual abuse of a student by an employee or an adult will be reported to the student's parent/guardian and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* and *Bullying* for additional information. For additional information, see Board Policies DF (LEGAL) and FFH (LOCAL):
https://pol.tasb.org/PolicyOnline/PolicyDetails?key=483&code=DF#legalTabContent
https://pol.tasb.org/PolicyOnline/PolicyDetails?key=483&code=FFH#localTabContent

Employees will receive access to or copies of the most recent version of the definition of solicitation of a romantic relationship found in Policy DHB (Legal), upon updates, and a copy of Policy DF (Legal), and Policy FFH (Local) annually.

Child Sexual Abuse

The district has established procedures for addressing concerns related to child abuse and neglect. This information may be found on the district website by going to **Board & Governance**, selecting **Board Policy**, and searching for **FFH (Local)**.

Parents, guardians, staff, and community members are encouraged to remain aware of signs that may indicate a child is experiencing abuse, neglect, or unsafe conduct. Warning signs may include changes in behavior, withdrawal, anxiety, fear of certain situations or individuals, unexplained physical discomfort, changes in sleep or eating patterns, academic concerns, or emotional distress.

Any person who suspects that a child has been abused or neglected is legally required under Texas law to report the concern to law enforcement or Child Protective Services. Reports should be made promptly so that the appropriate authorities can review the concern and take necessary action.

If a child shares information about possible abuse, the adult should remain calm, listen supportively, and reassure the child that they did the right thing by speaking up. Concerns should not be investigated by the adult receiving the disclosure; instead, they should be reported to the proper authorities.

Parents or guardians seeking support may contact the campus counselor or principal for information about available counseling resources. Additional support services may also be available through the Texas Department of Family and Protective Services.

To find out what services may be available in various counties, please visit the following Web address: www.dfps.state.tx.us. Additional information may be found at:

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

http://www.taasa.org/member/m aterials2.php

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

Reports may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services 1-800-252-5400 or on the web at http://www.txabusehotline.org.

Child Abuse, Neglect, and Required Reporting

Policies DG, FFG, GRA

All district employees who have reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report within **24 hours** after first having reasonable cause to believe abuse or neglect may have occurred.

Reports must be made to the Texas Department of Family and Protective Services and local law enforcement, such as a municipal police department, a county sheriff's office, or the county constable's office. Reports to DFPS may be made through the Texas Abuse Hotline online or by calling 800-252-5400.

Texas law does not allow an employee to delegate or rely on another person, supervisor, administrator, or district police officer to make the required report. Notifying a principal, supervisor, administrator, or district police officer does not satisfy or replace the employee's legal reporting responsibility.

Further, for abuse or neglect reporting involving a District employee, a school district police department is not considered a law enforcement agency for purposes of abuse and neglect reporting. When the allegation involves a District employee, district police officers do not investigate allegations of sexual abuse, child abuse, or neglect. For allegations of sexual abuse, child abuse, or neglect that do not involve a district employee, Fort Bend ISD Police Department shall take the primary role in documenting and responding to incidents that occur on district property or involve district students when the matter does not involve an employee-related allegation of sexual abuse, child abuse, or neglect.

The District police department shall be included in the District's internal notification process when an incident involving suspected abuse, neglect, or related safety concern is reported or becomes known. The purpose of notifying the District police department is to allow district police to document the initial information received, assist with any immediate safety or security concerns on district property, preserve relevant district information when appropriate, and ensure the matter is routed through the proper reporting process.

Employees should also report concerns to the campus principal or appropriate District administrator so the District can take any necessary safety, administrative, or employment-related action. When such concerns are reported at the campus or department level, the District police department should be notified as part of the District's internal notification process for documentation and safety coordination purposes.

Employees must cooperate with any authorized investigation conducted by DFPS, an appropriate law enforcement agency, TEA, SBEC, or another authorized state agency. Employees shall not interfere with or delay an investigation, including by denying access to a student interview when legally permitted.

A person who makes a report or assists with an investigation in good faith is protected from liability under state law. The District is also prohibited from taking adverse employment action against a certified or licensed professional who, in good faith, reports suspected abuse or neglect or participates in an authorized investigation.

Failure to make a required report may result in criminal prosecution, including a Class A misdemeanor. For professionals, failure to report may be enhanced to a state jail felony if it is shown that the person intended to conceal the abuse or neglect. A certified employee may also be subject to disciplinary action by the State Board for Educator Certification for violating the Texas Educators' Code of Ethics.

Parents, guardians, staff, and community members are encouraged to remain aware of signs that may indicate a child is experiencing abuse, neglect, or unsafe conduct. Warning signs may include changes in behavior, withdrawal, anxiety, fear of certain situations or individuals, unexplained physical discomfort, changes in sleep or eating patterns, academic concerns, or emotional distress.

If a child shares information about possible abuse, the adult should remain calm, listen supportively, and reassure the child that they did the right thing by speaking up. Concerns should not be investigated by the adult receiving the disclosure; instead, they should be reported to the proper authorities as stated above.

Parents or guardians seeking support may contact the campus counselor or principal for information about available counseling resources. Additional support services may also be available through the Texas Department of Family and Protective Services.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement. https://www.txabusehotline.org/Login/Default.aspx

Sexual Abuse and Maltreatment of Children

Policy FFG

The district has established procedures for addressing concerns related to child abuse and neglect. This information may be found on the district website by going to **Board & Governance**, selecting **Board Policy**, and searching for **FFH (Local)**. Parents, guardians, staff, and community members are encouraged to remain aware of signs that may indicate a child is experiencing abuse, neglect, or unsafe conduct. Warning signs may include changes in behavior, withdrawal, anxiety, fear of certain situations or individuals, unexplained physical discomfort, changes in sleep or eating patterns, academic concerns, or emotional distress.

Any person who suspects that a child has been abused or neglected is legally required under Texas law to report the concern to law enforcement or Child Protective Services. Reports should be made promptly so that the appropriate authorities can review the concern and take necessary action.

If a child shares information about possible abuse, the adult should remain calm, listen supportively, and reassure the child that they did the right thing by speaking up. Concerns should not be investigated by the adult receiving the disclosure; instead, they should be reported to the proper authorities.

Parents or guardians seeking support may contact the campus counselor or principal for information about available counseling resources. Additional support services may also be available through the Texas Department of Family and Protective Services.

Reports to the Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA within 48 hours if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or minor;
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor;
- Engaged in inappropriate communication with a student or minor;
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must also be reported not later than the seventh business day after termination or resignation or notice from the principal:

- The possession, transfer, sale, or distribution of a controlled substance;
- The illegal transfer, appropriation, or expenditure of district or school property or funds;
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation; or
- Committing a crime offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the Superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint- based Applicant Clearinghouse of Texas (FACT).

Dating Violence, Harassment, "Sexting", Retaliation, Bullying, and Discrimination

Fort Bend ISD believes that all students learn best in an environment free from dating violence, discrimination, harassment and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect and to avoid behaviors known to be offensive. District employees are expected to treat students with courtesy and respect. The Board of Trustees has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to

participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. This prohibition extends to dating violence, as defined in Board Policy FFH and may meet the definition of bullying in some cases, as defined in Board Policy FFI. A copy of the district's policy is available in the principal's office and in the superintendent's office.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, sexual orientation or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct, such as theft or damage to property.

Sexting

The Texas Legislature has directed the Texas School Safety Center, in consultation with the office of the attorney general, to develop programs that inform students, parents/guardians, and staff about the possible legal and other consequences of sharing visual material depicting a minor engaged in sexual conduct (also known as "sexting"). The programs must include the connections between bullying, cyber bullying, harassment and sexting. The Texas School Safety Center has developed such a program, called Before You Text. It can be found at Before Your Text. The district encourages all middle and high school students and their parents/guardians to view the program.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, sex, national origin, disability, age, or any other basis prohibited by law, that adversely affects the student.

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The student's parent/guardian may make the report.

Investigation of Report

While completing an investigation, the district will, to the extent possible, respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents/guardians of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event prohibited conduct involves another student, the district will notify the parents/guardians of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy. If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. A student or parent/guardian who is dissatisfied with the outcome of the investigation may appeal in accordance with Board Policy FNG (LOCAL). Absent extenuating circumstances, the investigation should be completed within ten district business days from the date of the report; however, the investigator shall take additional time, if necessary, to complete a thorough investigation. The investigator shall prepare a written report

of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the district official overseeing the investigation.

Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Scope and Sequence

Policy DG

In accordance with Policy EH (Local), all students will have access to a district curriculum that is aligned with the district's core beliefs and commitments, the Board's goals and objectives, and the Texas Essential Knowledge and Skills (TEKS). The scope and sequence is one component of the curriculum that provides guidance on student access to a rigorous curriculum that covers the standards. If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

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

Technology Resources

Policy CQ, CQD

All network and computer equipment is the property of Fort Bend ISD. The district's technology resources, including its networks, computer systems, e-mail accounts, and devices connected to its networks, and all district- owned devices used on or off school property, are primarily for administrative and instructional purposes. As such, all copyright laws and federal and state laws regarding electronic data transfer or communication will be strictly adhered to and enforced. This includes, but is not limited to, making copies of copyrighted software, logging onto bulletin boards, invading networks or computer systems or files to alter information therein (viruses or unauthorized data manipulation), and bringing unauthorized software into the labs, classrooms, or offices.

Content not created by the employee that does not appear to carry a copyright notice should still be treated as if it is copyrighted. Removal of, or missing "copyright" notices, including removal of or cropping out of copyright notices does not remove copyright protections. Employees are prohibited from copying, posting, or otherwise distributing content if they are not the original author, even if they have purchased a copy or several copies of the content. Without explicit, written permission from the author to reproduce the content electronically, employees may not post the content on Schoology, the district website, or any other website or electronic platform for purposes of sharing or disseminating the content, especially for use with classroom instruction or homework activities.

All instructional resources must be vetted and approved by Teaching and Learning (T&L). Information on this process— which apps are currently approved, as well as the procedures for requesting new apps to be reviewed – can be found at Instructional Resources.

Only T&L approved apps will be permitted for educational purposes on the district's content filters.

If a desired resource is not already available, teachers can request review and approval via the process outlined here: Software Request Form.

Duplication of any software, except for backup and archival purposes, from any facility/campus in Fort Bend ISD's computer labs, classrooms, or offices is strictly prohibited.

Electronic mail transmissions, data storage repositories (files, shares, OneDrive for Business, SharePoint Online, and similar), and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Any employee found violating these laws or rules may be subject to civil and criminal penalties and/or imprisonment and will be referred for disciplinary action, including, but not limited to, suspension of access or termination of privileges. Suspected misuse of software should be reported to an administrator.

Digital Accessibility and ADA Title II Compliance

Fort Bend ISD is committed to ensuring that individuals with disabilities have equal access to the District's programs, services, activities, communications, and digital resources, consistent with Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and other applicable laws.

District websites, web-based applications, digital documents, electronic communications, instructional materials, forms, videos, and other digital content made available by the District should be created, selected, maintained, and shared in a manner that supports accessibility for individuals with disabilities. Employees responsible for developing, posting, distributing, purchasing, or maintaining digital content or technology resources are expected to follow District accessibility standards, procedures, and training requirements.

Digital content should be designed and maintained to allow individuals with disabilities to access the same information, engage in the same interactions, and receive the same services as individuals without disabilities, unless doing so would fundamentally alter the nature of the program, service, or activity or impose an undue burden as determined by the District in accordance with applicable law.

Employees who become aware of inaccessible District digital content, barriers to digital access, or requests for accessible formats or auxiliary aids and services should promptly notify the appropriate District department or designated accessibility contact. The District will review reported concerns and take appropriate steps to provide effective communication and meaningful access.

This provision does not replace the District's employee reasonable accommodation process. Employees seeking workplace accommodations related to their own disability should follow the procedures outlined in the ADA Accommodations section of this handbook.

Personal Use of Electronic Communications

Policies CQ, DHA

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram, Snapchat, TikTok). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web- based applications.

Acceptable Use

The purpose of the FBISD network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Access to the district's technology resources, including the Internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Employees who are authorized to use the system are required to abide by the provisions of the acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action.

All district employees authorized to access sensitive or confidential student or employee information are expected to maintain the security of the storage, access, transmission, and transportation of such information. Any sensitive or confidential student or employee information that an employee has access to for the purpose of conducting his/her job duties is limited to individual use only. Access to sensitive data does not authorize an employee to copy, share or otherwise disseminate this data to anyone else, including colleagues or vendors. An employee who determines a need to share sensitive or confidential student or employee information, including student roster data for purposes of allowing students access to online resources, must obtain prior approval via FBISD's Digital Tools Approval Process Software Request Form. Teachers, or any other FBISD employee or contractor, may only share student data, including student rosters, with websites or vendors of district-approved applications listed here: Digital Tools Toolkit, and only if a current, fully executed FBISD Data Protection Agreement is in effect. Any breach of the security of such information may lead to disciplinary action.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his/her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's software, computers, network, or equipment;

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency, or the use is authorized by a supervisor to conduct district business;

- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols, or other copyrighted material on social media or in text messages without express written consent;
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns; and
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records; [See Policy FL]
    - Confidentiality of health or personal information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law; [See Policy DHA (LEGAL)]
    - Confidentiality of district records, including educator evaluations and private e-mail addresses; [See Policy GBA]
    - Copyright law; [See Policy CY] and
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DHA (LEGAL)]

Generative Artificial Intelligence (AI) – Responsible Use Guidelines

Purpose

Policy GKB

Fort Bend ISD permits the use of District-approved generative artificial intelligence (AI) tools and technologies to support instruction, operational efficiency, and innovation when such use complies with applicable laws, regulations, Board policies, administrative procedures, and district standards.

Employee responsibilities for AI outputs

AI tools may generate information that is misleading, inaccurate, incomplete, or even fabricated. Employees are responsible for all AI-assisted work products and must review and verify AI-generated content before using, sharing, or relying upon it. Employees shall always exercise professional judgment and shall not rely on AI-generated content without first confirming its accuracy, appropriateness, and alignment with district expectations. Employees shall not use, share, or rely on content that is discriminatory, misleading, harmful, or inconsistent with legal or ethical standards.

Prohibition on use of AI with confidential information

Employees shall protect student, employee, and district data and must not enter, upload, or disclose confidential, sensitive, or personally identifiable information, including educational records, health information, or other confidential or legally protected data into AI systems unless expressly authorized through approved District processes. Employees should assume that publicly available AI tools may retain, store, or reuse submitted information.

Authorized use of AI and professional judgment

Employees may use District-approved AI tools to support instructional planning, lesson differentiation, communication development, research, brainstorming, productivity, and innovation. AI may be used to support but not replace professional expertise, instructional responsibilities, curriculum standards, or employee accountability. Employees shall not use AI as the sole basis for decisions involving students, grading, discipline, special education services, evaluations, or any other matter requiring the Employee's professional judgment. Employees who discover that AI-generated content contains a material error shall promptly notify appropriate personnel including the Employee's immediate supervisor when the error has affected a communication, record, or decision, and take reasonable steps to correct the error in consultation with their supervisor.

Employees shall use only district-approved AI applications and shall comply with all district requirements related to technology use, cybersecurity, procurement, data governance, copyright, licensing, intellectual property, and records management. Employees shall not install, access, or use unauthorized AI applications in a manner that bypasses district security controls or established approval processes. Employees must promptly report any suspected misuse of AI tools, unauthorized disclosure of information, data exposure, or security incident in accordance with district procedures.

Transparency regarding AI use

Employees shall be transparent regarding the use of AI when AI-generated content substantially contributes to communications, reports, instructional materials, publications, or other work products. When AI is used to create content beyond non-substantive writing assistance such as grammar, spelling, light editing, or minimal structuring of a document, employees should disclose that content was developed with the assistance of AI and subsequently reviewed by District personnel.

Modeling responsible AI use

Employees who work directly with students shall model and promote safe, ethical, and responsible AI use. Employees shall design learning experiences that promote critical thinking, creativity, and independent learning rather than overreliance on AI technologies.

District work product created with the assistance of AI remains the property of Fort Bend ISD. Employees are expected to participate in district-provided training and shall remain informed of evolving AI-related requirements, risks, and best practices.

Consequences for inappropriate use of AI

Inappropriate use of AI may result in the loss of technology access privileges, disciplinary action up to and including termination of employment, and legal or regulatory consequences, as applicable. An Employee's reliance upon the accuracy of AI or AI's performance of a task shall not be grounds to excuse conduct that would otherwise be subject to disciplinary action.

Electronic Communications between Employees, Students, and Parents

Policy DHA

Certified or licensed employee, or any other employee designated in writing by the superintendent/designee or campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

In addition, district-level employees (e.g., Information Technology, Communication, or other central office departments) whose assigned job responsibilities require communication with students may engage in electronic communications with students, provided such communications are:

- Conducted through district-approved platforms or systems: and
- Authorized in writing by the superintendent/designee.

Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent/guardian.

The written consent shall include an acknowledgement by the parent/guardian that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent/guardian understands that the employee's communications with the student are excepted from district regulation; and
- The parent/guardian is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic communications with students:

- *Electronic communications* mean any communication facilitated using any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website;
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communication. See Personal Use of Electronic Communications;
- *Unsolicited contact* from a student through electronic means is not a communication; and
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, school psychologists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below;
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocols:

- The employee shall include a least one of the student's parents/guardians as a recipient on each text message to the student so that the student and parent/guardian receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; and
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity);
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page;
- The employee shall not communicate directly with a student between the hours of 6:00 p.m. and 7:00 a.m.
- An employee may, however, make public posts to a social network site, blog, or similar application at any time;
- The employee does not have a right to privacy with respect to communications with students and parents/guardians;
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator's Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records (See Policies CPC and FL);
  - Copyright Law (See Policy CY); and
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student or minor (See Policy DH).

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students;
- Upon written request from a parent/guardian or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication;
- An employee may request an exception from one or more of the limitations above by submitting a written request to his/her supervisor;
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy; and
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Digital Citizenship

Users are expected to abide by the generally accepted rules of digital citizenship. These include, but are not limited to, the following:

- Be polite;
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, inappropriate jokes or cartoons, and any other inflammatory language is prohibited;
- Revealing personal addresses or phone numbers of the user or others is prohibited; and
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Use of the FBISD technology resources, including electronic mail transmissions, shall not be considered confidential and may be monitored at any time. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Vandalism

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

World Wide Web

All "home pages" created for the Fort Bend ISD website must be submitted to the district's Communications Department for approval prior to posting. For additional information regarding the district's Electronic Communication and Data Management policy and procedures, refer to Sections CQ (LOCAL) and CQ-R of the Fort Bend ISD Board Policy.

Cellular Phones

Fort Bend ISD employees may have in their possession mobile phones and/or paging devices. The following shall apply:

- Cellular phones/paging devices shall remain off during instructional time;
- Teachers may use cellular phones/paging devices in school buildings for business calls, including parent/guardian contacts, only during planning periods and other off-duty times during the instructional day; and
- Calls and text messages shall not be made to students. An exception may be made for employees in charge of school-sponsored activities or events if the call/text directly relates to such an event.

Public Information on Private Devices

Policy DH, GB

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

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

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Alcohol and Drug Abuse Prevention

Policies DH, DHE

Fort Bend ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol or illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be terminated. The district's policy on drug abuse and drug-free schools states:

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during the workday, or at school-related activities during or outside of usual working hours: any controlled substance or dangerous drug as defined by law, alcohol or any alcoholic beverage, any abusable glue, paint or chemical for inhalation, any other intoxicant, or mood-changing, mind- altering, or behavior-altering drugs.

It shall not be considered a violation of policy if the employee possesses, or dispenses a substance listed above as part of the employee's job responsibilities; uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

If a supervisor has reason to believe an employee is involved in work-related misconduct related to drugs or alcohol, the employee will be immediately removed from duty and required to submit to a drug and/or alcohol test. An employee need not be legally intoxicated to be considered "under the influence" of one of these substances. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include termination from employment with the district, and referral to appropriate law enforcement officials.

Criminal History Background Checks

Policy DBAA

All employees, including substitutes and student teachers, are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and State Board of Education (SBEC) with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH, DHB, DHC

An employee must notify the Legal Services and Human Resources departments in writing within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony and any of the other offenses listed below:

- Crimes involving school property or funds;
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as educator;
- Crimes that occur wholly or in part on school property or at a school-sponsored activity; and
- Crimes involving moral turpitude.

Moral turpitude includes the following:

- Dishonesty;
- Fraud;
- Deceit;
- Theft;
- Misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify sexual desire of the actor;
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance;
- Felonies involving driving while intoxicated (DWI); and
- Acts constituting abuse or neglect under the Texas Family Code.

If an employee is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

The superintendent and directors are required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB (LEGAL) and DHC (LEGAL) for timelines and conduct that will result in reporting.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, display of firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building), district-owned vehicles, or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the FBISD Police Department at (281) 634-5500 immediately.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using, or possessing e-cigarettes or tobacco products on all district-owned property and at all school-related or school-sanctioned activities on or off school property. This includes all buildings, playground areas, parking facilities and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term "e-cigarette" includes:

1. A device, regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and

2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA

All employees are expected to act with integrity and diligence in duties involving the district's financial resources. All employees shall be responsible for the detection, prevention and reporting of fraud, misappropriations, and other irregularities. Each employee shall be familiar with the types of improprieties that might occur within his or her area of responsibility and shall be alert for any indication of irregularity. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district;
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other district assets, including employee work time;
- Impropriety in the handling of money or reporting of district financial transactions;
- Profiteering as a result of insider knowledge of district information or activities;
- Unauthorized disclosure of confidential or proprietary information to outside parties;
- Unauthorized disclosure of investment activities engaged in or contemplated by the district;
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy;
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment;
- Failing to provide financial records required by federal, state or local entities;

- Failure to disclose conflicts of interest as required by law or district policy;
- Any other dishonest act regarding the finances of the district; and
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Conflict of Interest

Policy CB, DBD

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest;
- A business interest;
- Any other obligation or relationship; or
- Non-school employment.

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Solicitations

Policies DBD, CDC, CAA, DH

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

Nepotism

Policy DBE

Persons in a supervisory position shall avoid all appearances of impropriety and not directly or indirectly supervise a relative or person who resides in their household. An applicant, whether internal or external, shall not be hired by the district in any full-time, part-time, or temporary position when the applicant would directly or indirectly be

supervised, or be supervisory to, a current district employee who is related to the applicant within the third degree of consanguinity or second degree of affinity, as defined by the state nepotism statutes.

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

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

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

No employee shall initiate or participate in, directly or indirectly, decisions involving a direct benefit to members of his or her immediate family or household. Household shall include individuals regularly sharing the employee's residence. An individual's relatives within the third degree by consanguinity are the individual's:

- Parent/guardian or child (first degree);
- Brother, sister, grandparent, or grandchild (second degree); and
- Great-grandparent, great-grandchild, aunt or uncle (who is a sibling of a parent of the person), nephew or niece (who is a child of a brother or sister of the person) (third degree).

Affinity refers to a relationship created by marriage. Two individuals are related by affinity if they are married to each other or if the spouse of one of the individuals is a blood relative of the other. An individual's relatives within the second degree by affinity are:

- Anyone related by consanguinity to the individual's spouse within the first or second degrees; or
- The spouse of anyone related to the individual by consanguinity within the first or second degrees.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

The use of district resources, including work time, for political activities is prohibited.

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

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policies CK Series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules;
- Keep work areas clean and orderly at all times;
- Immediately report all accidents to their supervisor; and
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgement on whether to use hands- free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact their immediate supervisor.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the main office or contact the administrator in charge. All visitors to the schools, including parents/guardians, employees, and Board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Employees should not encourage unauthorized visitors to the workplace.

Copyrighted Materials

Policy CYY

Employees are expected to comply with the provisions of federal copyright law and policy relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only.

Asbestos Management Plan

Policy CSC

The district is committed to providing a safe environment for all employees, students, and visitors. AHERA stands for the Asbestos Hazard Emergency Response Act, a US federal law enacted in 1986. It requires local education agencies (LEAs) to inspect their schools for asbestos and manage any asbestos-containing materials. In compliance with AHERA, each district facility has an established asbestos management plan viewable at https://amp.tasb.org.

AHERA compliance is overseen by the Texas Department of State Health Services. Within the district, the Specialist Environmental Compliance coordinates this effort, in collaboration with Design & Construction and Maintenance Operations teams.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the treatment area or at the main entrance. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice with be notified by telephone, written, or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

Health Requirements and Services: Communicable Diseases

Policies FFAD, FFAF

Chronic Reportable Diseases

Unless otherwise provided below, (under Risk of Transmission), a student with a chronic reportable disease (i.e. Hansen's disease, viral hepatitis type B, AIDS or HIV infection) shall be allowed to attend school in his or her usual instructional setting with the approval of his or her doctor, in accordance with the individuals with Disabilities Education Act (IDEA) and Free Appropriate Public Education (FAPE). The school nurse shall function as the liaison with the student's doctor and be the coordinator of services provided by other staff. (See FFAD)

Confidentiality

Only those persons with a direct need to know, such as the principal or school nurse, will be informed of the condition of the student who has a chronic reportable disease. However, the parents/guardians of a minor student or an adult student may give written authorization specifying other persons or positions to which such information

may be released. District personnel who have such knowledge shall be provided with information concerning any precautions that may be necessary and shall be advised of confidentiality requirements.

Risk of Transmission

The local health authority, in consultation with the school nurse and the student's doctor, shall determine whether a significant risk of transmitting a chronic reportable disease exists. If it is determined that a significant risk of transmission exists, the student may be temporarily removed from the classroom until one of the following events occurs:

- An appropriate school program adjustment is made;
- An appropriate alternative or special education program is established; or
- The local health authority determines that the significant risk has abated and the student can return to class.

The school nurse, the student's doctor, and the local health authority shall review each removal of a student from school attendance under this circumstance at least once a month to determine whether the condition precipitating the removal has changed.

Risk to Affected Students

A decision to remove a student from the classroom for his or her own protection when cases of communicable diseases are occurring in the school population shall be made in accordance with Texas Department of State Health guidelines; however, only an ARD committee can change the placement of a special education student.

Referral to Special Programs

A student removed from the classroom under this policy may be referred to the ARD committee for assessment and a determination of eligibility for special education. A student determined to be ineligible for special education services may nevertheless be eligible for other special services as a student who has a disability under Section 504 of the Rehabilitation Act. Any decisions regarding restriction on school attendance, participation in school activities, and hygiene procedures shall be made by the ARD committee (in the case of a special education student) or a group of professionals who are knowledgeable about the student (in the case of a student who has a disability under Section 504). These committees shall consult the local health authority and the student's physician in making such decisions. They shall also consider the significant health risk posed to and by the student in determining an appropriate individualized education program or other services to be provided.

Diabetic Students

Texas law provides for students who have diabetes. It requires students, their parents/guardians, and physicians to develop a diabetes management plan and provide it to the school principal, school nurse and all of the student's teachers. The school nurse may develop an individualized health plan for the student if the student will need care for diabetes while at school. In the presence of a school nurse, at least one unlicensed diabetes care assistant, designated by the campus principal, must be trained on each campus where a student with diabetes is enrolled. In the absence of a school nurse, at least 3 unlicensed diabetes care assistants, designated by the campus principal, must be trained on each campus where a student with diabetes is enrolled. School employees who transport/supervise the student during off- campus activity shall be provided a one-page information sheet for emergency care situations. In the absence of a parent/guardian, the unlicensed diabetic care assistant must accompany the student to provide diabetic care on all off-campus activities.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or Principal for additional information. See Policy FFAF (LEGAL), and HB 984

GENERAL PROCEDURES

Emergency School Closing

The district may close schools because of severe weather, epidemics, pandemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations: KTRH-Radio 740 AM, Houston Public Media News 88.7, KPRC-Channel 2, KHOU- Channel 11, KTRK-Channel 13, KRIV Fox Channel 26, KIAH CW39, KTMD 47 Telemundo Houston, and KXLN-Univision Channel 45. Messages will also be sent using the district's mass notification system.

School closings will be posted as soon as possible on the district's homepage at: www.fortbendisd.gov. However, a loss of power in the Houston area could prevent online communications. Information is also available through the district's Severe Weather Information Line at (281) 634-INFO (4636) to hear a recorded message.

The Chief Communications Officer or Director of Strategic Communications or their designee will make all contacts and statements to media representatives. When school is closed due to severe weather or other conditions, employees are asked to listen to their radio or television for information about who is or who is not to report to work. Assistant Superintendents and appropriate Chiefs relay the directive to the appropriate administrators under their supervision, and in turn, each administrator notifies their respective staffs.

Emergencies

Policies CKC, CKD

Each school shall have effective emergency procedures that can be implemented on short notice and will ensure optimal safety for students and school personnel.

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with secure, hold, lockdown, shelter for weather, and shelter for hazmat procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH, DBD

All requests for purchases must be submitted to the Purchasing Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without PO authorization. Employees are not permitted to purchase supplies or

equipment for personal use through the district's business office. Employees should contact their supervisor for additional information on purchasing procedures.

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

Personnel Records

Policies DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail address is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

- Address;
- Phone number, including personal cell phone number;
- Emergency contact information; and
- Information that reveals whether the person has family members.

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

Records Retention

Fort Bend ISD Records Management Program adheres to the Texas State and Library Archives Commission's (TSLAC) records retention schedules. All records generated and maintained by the district are retained for the minimum period of time legally required. Those records, for which permanent retention is required, are still maintained on microfilm and in the digital Records Management scanning platform (DocuWare). Once a record's retention period has expired, those records will then be destroyed in accordance with rules promulgated and designated in the Commission's various retention schedules.

The district is under no legal obligation to retain records beyond that record's retention period.

Name and Address

It is important that employment records be kept up to date. Employees must notify the Human Resources (Records) Department if there are any changes or corrections to their name. Name changes will not be completed without the presentation of a new social security card and a valid photo ID (ex. a valid driver's license). The home address, home telephone number, beneficiary and emergency contact, must be changed in "My Self-Serve," located on the Fort Bend ISD Website at www.fortbendisd.gov.

Facility Use

Policies DGA, GKD

Organizations may use areas of a campus or facility listed in the district's facilities use schedule for non-school sponsored purposes if one or more of the following criteria is met:

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

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

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE, DHB

Contract Employees

Contract employees may resign without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A notice of resignation should be submitted to Human Resources electronically via My Self-Serve at www.fortbendisd.gov. Contract employees may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent of the district may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the Superintendent or designee and Human Resources of an educator's resignation within seven business days of the following:

Certain misconduct, abuse, unlawful acts

Involvement or solicitation of a romantic relationship with a student or minor

Solicitation or engaging in sexual conduct with a student or minor

Inappropriate communications with a student or minor

Failure to maintain appropriate boundaries with a student or minor

Possession, transfer, sale, or distribution of a controlled substance

Illegal transfer, appropriation, or expenditure of district or school property or funds

An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation

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

The Superintendent is required to report such conduct to TEA

All resignations shall be submitted with at least 30 calendar days' advance notice of the employee's intent to resign. Notice less than 30 calendar days may be considered reasonable, as determined on a case-by-case basis in consultation with the Chief Human Resources Officer or designee, and such notice shall include a statement of the reason(s) for the resignation. The Board delegates to the Superintendent the authority to accept resignations in accordance with the requirements of this policy. Once submitted and accepted, a resignation may not be withdrawn without consent of the Superintendent or designee. No request to withdraw a resignation shall be considered unless it is submitted to the Superintendent's office within five business days of the date the resignation is accepted.

Non-Contract Employees

Policy DFE (LOCAL)

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the Human Resources Department with a copy to the supervisor at least 30 days prior to the effective date. Employees are encouraged to include the reason(s) for leaving in the letter of resignation but are not required to do so.

The principal or director is required to notify the Superintendent and Human Resources of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor.

The superintendent is required to report such conduct to TEA.

Resignation or Retirement in Lieu of Termination

Policy DFE

An employee who resigns or retires while under investigation, or resigns or retires in order to avoid termination, shall not be eligible for re-employment with the district.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DPA, DPB

Employees on probationary contracts or term contracts may be suspended with pay or placed on administrative leave by the Superintendent or designee during an investigation of alleged misconduct by the employee or at any time the Superintendent or designee determines that the district's best interest will be served by the suspension or administrative leave. Employees on probationary or term contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on term contracts can be non-renewed at the end of the contract term. Contract employees who are dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract Employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF Series policies that are provided to employees or are available online.

Dismissal of Non-Contract Employees

Policy DCD, DHC, DPA, DPB

Non-contract employees are employed at-will and may be dismissed at any time, for any reason not prohibited by law, or for no reason as determined by the needs of the district. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in District Policy DGBA (LOCAL), which can be accessed at DGBA (LOCAL).

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Non-contract Employees.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property.

If the Title 5 Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Prohibition on Diversity, Equity, and Inclusion

Policies DF, DH

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction

Policies DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures

An exit interview shall be conducted, if possible, for every employee who leaves employment with the district. Information on the continuation of benefits, and the release of information, and is included in the exit checklist and will be provided during offboarding. Exiting employees are asked to provide the district with a personal email address and to validate their mailing address on their exit form submission. Employees who are resigning will have an opportunity to complete an anonymous online exit survey that provides the district with feedback on their employment experience. The employee can access the survey from their exit form as well as from the notification they will receive upon approval of their exit. All district keys, books, and property, including intellectual property and equipment must be returned upon separation from employment.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination;
- Employee's last known address; and
- Name and address of the employee's new employer, if known.

STUDENT ISSUES

Equal Educational Opportunities

Policies DIA, FB, FFH

The Fort Bend Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability and/or age in education services,

activities, and educational programs, including vocational programs. The district is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as Board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)

Questions or concerns about discrimination against students based on sex, including sexual harassment, should be directed to Kelli Upshaw, the District Title IX coordinator for students, at (281) 634-7232, 16431 Lexington Blvd., Sugar Land, TX 77497. Questions or concerns about discrimination on the basis of a disability should be directed to Catharine Jacobson, the District ADA/Section 504 Coordinator for students, at (281) 634-5301, 540 Dulles Avenue, Sugar Land, TX 77408.

All other concerns regarding discrimination should be directed to the Superintendent at (281) 634-1007.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

All medications (prescription and non-prescription) must be furnished by the parent/guardian, and the appropriate medication administration forms must be completed by the parent/guardian and primary health care provider to

permit administering required medications at school. Medication must be delivered to the clinic by the parent/guardian in the original container. The medication container must be clearly and properly labeled. The medication can only be picked up by the parent/guardian or another adult which the parent/guardian can designate. Students are not to deliver, transport, or possess medications on campus (Chapter 37 of the TEC). The nurse and/or unlicensed trained professional designated by the campus principal will administer all medications in the clinic, except for students that are required by their physician to always carry inhalers or epinephrine auto-injectors with them. In those situations, the doctor must provide written orders to the school.

Only authorized employees, in accordance with Policy FFAC (LEGAL), may administer:

- Prescription medication, in the original, properly labeled container, delivered to the clinic by the parent, along with a written request;
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container;
- Non-prescription medication, in the original, properly labeled container, delivered to the clinic by the parent, along with a written request; and
- Herbal or dietary supplements delivered to the clinic by the parent, only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

For prescription medications that are left at school, a second labeled container can be obtained from the student's pharmacy. When medication is discontinued, it must be picked up by the student's parent or guardian. Medications for field trips, activities outside of school hours, and overnight trips will be managed by the school sponsor in collaboration with the school nurse.

For students at the elementary level, the student's teacher or other district personnel will apply non-aerosol sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply non-aerosol sunscreen when necessary. If the student will need assistance with the application, the need should be addressed with the school nurse.

Whether a student is at the elementary or secondary level, if non-aerosol sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and/or medical issues.

The School Health Services will provide medication guidelines to school health service staff, which include an annually renewed, written permission for treatment from both the physician and the parent. School health service staff will ensure medications administered to students have parent and physician authorization annually, or standing orders signed by the District's Medical Advisor.

The school nurse will explain any adverse side effects that should be monitored based on medications for a particular student. Any adverse side effects of medications and the recommended action to be taken information will be shared with the principal or designated building administrator, as well as employees authorized to administer medication, and as applicable, the student's teachers.

Stock Emergency Medication

Policy FFA(LOCAL)

In the event the School Health Services Department decides to stock any emergency medication, the Coordinator of School Nurse Services must have on file standing orders and protocols from a provider who has prescriptive authority. The standing orders and protocols must be signed annually and with any change in provider. The standing orders and protocols should contain the type of medication, dosage of medication to be administered, the indication for use, route, and follow-up procedures.

Unassigned Epinephrine Auto-injector

Texas Education Code §38.208, allows school districts to adopt a policy to allow trained and authorized school individuals to administer an unassigned epinephrine auto-injector to someone who is reasonably believed to be experiencing an anaphylactic reaction.

Unassigned Opioid Antagonist

The law allows for a standing order of an opioid antagonist, which includes specific immunities for the administration of opioid antagonist medication by an individual acting in good faith and with reasonable care.

In addition, districts and employees maintain other immunities described in state law regarding medical treatment. The Behavioral Health & Wellness Department should ensure that employees with relevant duties, such as school nurses, are fully informed of their legal rights and responsibilities before implementing an unassigned opioid antagonist medication policy. (Tex. Health & Safety Code § 483.106; Tex. Educ. Code § 22.052(a), (b))

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student. School personnel may administer herbal supplements, vitamins/minerals, homeopathic preparations, or dietary supplements if the substance is FDA approved for safety and efficacy, and only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities. A Parent/Physician Permission to Administer Medication form must be signed by the parent/guardian and a licensed physician with authority to write prescriptions in Texas.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug;

- Suggesting a particular diagnosis; and
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

Student Conduct and Discipline

Policies in the FN series and FO series

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

Policy FEB

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, or within five school days of returning to school, must submit a note signed by the parent that describes the reason for the absence.

Bullying and Cyberbullying

Policies FFH, FFI

Bullying is defined by TEC §37.0832. All student complaints of bullying, including cyberbullying, should be reported to a teacher, school counselor, principal, or other district employee.

Bullying means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the targeted student at school.

This conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of a school.

The district prohibits retaliation by a student or district employee against any person who in good faith makes a report of bullying or cyberbullying, serves as a witness, or participates in an investigation. Retaliation may include,

but is not limited to threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a district investigation regarding bullying shall be subject to appropriate disciplinary action. Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, computer, camera, electronic mail, instant messaging, text messaging, social media application, internet website, or any other internet-based communication tool.

Procedures for Reporting Allegations of Bullying

The district prohibits bullying on school property, at school-sponsored or school-related activities on or off school property, or in any vehicle operated by the district, or cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. The district and any student or parent/guardian of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident.

Students or parents/guardians may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents/guardians may contact the district to obtain an incident report form that may be used to submit the complaint. Please note that after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. Parents are encouraged to communicate with their designated campus administrator during this time. Information about the district's bullying policy can be found at Policy Code FFI – Student Welfare: Freedom from Bullying – Fort Bend ISD Board Policy Manual - Policy Online. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the district's ability to investigate and address the prohibited conduct. To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Any district employee who observes, overhears, suspects, or receives notice that a student or group of students has or may have experienced bullying, cyberbullying, or retaliation shall immediately notify the principal or designee. A report may be made verbally, in writing, or anonymously. The principal or designee shall reduce any oral reports to written form. Anyone may anonymously report through an electronic message system or other available means. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

If an incident of bullying or cyberbullying is confirmed, the principal or designee shall promptly notify the parents/guardians of the victim and of the student who engaged in bullying. If the results of an investigation indicate that bullying or cyberbullying occurred, the district shall promptly respond by taking appropriate disciplinary action in accordance with the district's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. A targeted student who is a victim of bullying or cyberbullying and who used reasonable self-defense in response to the bullying or cyberbullying shall not be subject to disciplinary action. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

On the request of a parent/guardian or other person with authority to act on behalf of a student who is a victim of bullying or cyberbullying, the Board or its designee shall transfer the victim to:

- Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
- A campus in the district other than the campus to which the victim was assigned at the time the bullying occurred.

The Board may transfer the student who engaged in bullying to:

- Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
- A campus in the district other than the campus to which the victim was assigned at the time the bullying occurred, in consultation with a parent/guardian or other person with authority to act on behalf of the student who engaged in bullying.

The transfer of a student with a disability who receives special education services and who engaged in bullying/cyberbullying may be made only by a duly constituted ARD committee under Education Code 37.004. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

The Board or designee shall verify that a student has been a victim of bullying or cyberbullying before transferring the student to another campus. The Board may consider past student behavior when identifying bullying. The determination by the Board or designee is final and may not be appealed. The procedures set forth at Education Code [See PETITIONS AND OBJECTIONS, PROCEDURE, above] do not apply to a transfer under this provision. The district is not required to provide transportation to a student who transfers to another campus under this provision. Education Code 25.0342 for more information about these policies, please access the district's policy online at http://pol.tasb.org/Home/Index/483.

Hazing

Policy FNCC

Engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

No Place for Hate

In Fort Bend ISD, we believe there is No Place for Hate. All students have the right to receive a quality education in a bully- free environment. If you or your child feels bullied in any way, please contact a teacher, counselor, or school administrator. For more information about No Place for Hate Schools: https://www.noplaceforhate.org/.

REPORTING SAFETY CONCERNS OR SUSPICIOUS ACTIVITY

Fort Bend ISD See Something, Share Something

REPORT SAFETY CONCERNS IN YOUR WORKPLACE

In an effort to keep Fort Bend ISD a safe and secure workplace, employees are encouraged to use the **See Something, Share Something** mobile app to report safety concerns, suspicious activity, or potential criminal activity occurring on district property.

The **See Something, Share Something** app is available for students, staff, and the community to submit information directly to the Fort Bend ISD Police Department. Reports may be submitted anonymously, 24 hours a day, seven days a week, from a mobile device.

This reporting tool allows users to share important information in real time, including photos, videos, and details related to the concern. Users may also track the processing of their tip after submission.

Employees are encouraged to report concerns involving:

- Weapons
- Threats
- Bullying
- Suspicious activity
- Suspicious packages
- Drugs
- Fights
- Any other safety or security concern occurring on Fort Bend ISD property
- Information submitted through the app goes directly to the Fort Bend ISD Police Department.

Employees play an important role in helping maintain a safe work environment. If you see something concerning, share something.

See Something, Say Something

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

Download and use the Fort Bend ISD See Something, Share Something mobile app to report safety concerns anonymously.

APPENDIX

A. Employee Grievance Form [DGBA (Exhibit A)]
B. Employee Acknowledgement of The Alliance Direct Contracting Program
C. District Staff Acceptable Use Policy
D. Release Form for Display of Employee Photographs on the Internet
E. FBISD Technology Equipment Use Agreement
F. Technology Equipment Acceptance Form
G. FBISD Confidentiality Agreement
H. District Map

Fort Bend ISD 079907
PERSONNEL-MANAGEMENT RELATIONS
DGBA
EMPLOYEE COMPLAINTS/GRIEVANCES
(EXHIBIT) EXHIBIT A

EMPLOYEE GRIEVANCE FORM

Any employee who wishes to file a grievance must fill out the form below completely and file by hand delivery, electronic communication, including e-mail or U.S. Mail to the Director of Employee Relations at 16431 Lexington Blvd., Sugar Land, TX 77479. Hand delivered filings shall be timely filed if received by the close of business on the deadline. All grievance forms will be processed in accordance with DGBA (LEGAL) and (LOCAL). Failure to complete the form in its entirety will result in the form being returned to the grievant; no grievance will proceed until all details are completed.

Employee Grievances Form

WORKERS COMPENSATION - EMPLOYEE ACKNOWLEDGEMENT OF THE ALLIANCE DIRECT CONTRACTING PROGRAM

To submit a I have received information that tells me how to get healthcare under my employer's workers' compensation coverage. If I am hurt on the job and live in a service area described in this information, I understand that:

1. I must choose a treating doctor from the Alliance list of doctors designated as treating doctors.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go to any licensed medical professional within the United States.
3. Even though my treating doctor should refer me to a specialist of providers contracted with the Alliance, I understand that I need to verify that the referral doctor is a member of the Alliance provider panel.
4. The Texas Association of School Boards Risk Management Fund will pay the treating doctor and other Alliance providers for all health care related to my compensable injury.
5. I understand that my medical and/or income benefits may be disputed if I receive health care from a provider other than an Alliance provider without prior approval from the Fund.
6. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and or imprisonment.
7. If I want to change doctors after my first choice, I can do so within the first 60 days of starting treatment and I can only choose from the Alliance list of providers. A third choice requires approval from my adjuster.

_____ _____

Signature Date:

_____

Printed Name

I live at:

Street Address: _____

City: _____ State: _____ Zip code: _____

_____

Name of Employer:

Name of Direct Contracting Program: Political Subdivision Workers' Compensation Alliance (the Alliance)

Direct contracting service areas are subject to change. To locate a treating doctor within your area, visit the PSWCA web site at www.pswca.org or call your adjuster at 800-482-7276.

To Be Completed by the Employer (Only)

Please indicate whether this is the:

□ Initial employee notification

□ Injury notification (date of injury __/__/__)

DO NOT RETURN THIS FORM TO THE TASB RISK MANAGEMENT FUND UNLESS REQUESTED

Fort Bend Independent School District

Acceptable Use Policy

FOR

ACCESSING COMPUTERS AND ELECTRONIC COMMUNICATIONS SYSTEMS

Revised 6-5-23

This policy applies to all employees, contractors, and authorized users who have access to computers and electronic communications systems owned or managed by Fort Bend ISD.

Internet access is a privilege available to employees and other designated individuals of Fort Bend Independent School District (FBISD). The goal in providing this service is to promote educational excellence at FBISD by facilitating communications for resource sharing, collaborative work, and innovation. Access to Internet resources also brings the possibility of encountering material that may not be considered to be of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials. Although an industrious user may discover controversial information, the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with district educational goals.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of network resources.

Rules of Acceptable Use

A. *General Use:*

- Access to the district's electronic communications system is a privilege, not a right. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies.
- Employees should use computers and electronic communications systems solely for work-related purposes, such as instructional activities, administrative tasks, and professional development.
- Lock workstation when left unattended.
- Avoid the use of unauthorized external devices or media.
- System users may not use another person's system account or E-mail account.
- Attempts to log in to any computer network beyond the user's authorized level of access may result in immediate cancellation of user privileges or other disciplinary action.
- Teachers may not allow students to access the network through a teacher account.

- Any infraction of the Acceptable Use Policy, by a student or employee, shall be reported by the building principal to the Chief Information Officer, the Manager of Information Security, and the FBISD Staff Attorney.
- The district, in its sole discretion, has the right to determine who is, or is not given access to the FBISD electronic communications systems.

B. *Data Security and Confidentiality:*
   - Employees should take appropriate measures to protect sensitive and confidential information stored on computers and electronic communications systems.
   - Employees may not disclose, access, or use sensitive or confidential information without proper authorization. This includes student records, employee records, financial data, and any other information protected by applicable policy, laws, and regulations.
   - Sharing passwords, unauthorized access, or disclosure of sensitive information is strictly prohibited. Employees must protect their passwords and not share them with anyone. Passwords should be strong, changed regularly, and not written down or stored in an easily accessible manner.
   - Any suspected security breaches or unauthorized access must be reported to the appropriate authority immediately.

C. *Internet/Electronic Communications Use:*
   - Access to the district's electronic communications system, including the Internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.
   - Use of the FBISD electronic communications systems shall not be considered confidential and is monitored 24 hours a day. There is no expectation of privacy. All Internet activity is recorded.
   - Use for commercial activities or political lobbying is prohibited.
   - Users are expected to abide by the generally accepted rules of network etiquette (netiquette). These include (but are not limited to) the following:
     1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
     2. Revealing personal addresses or phone numbers of others is prohibited.

Employees should maintain professionalism in all electronic communications, including emails, instant messages, social media, and other platforms.

- Use of inappropriate language, swearing, vulgarity, ethnic or racial slurs, inflammatory language, offensive or discriminatory content, or any form of harassment is strictly prohibited.
- Confidential or proprietary information should not be shared through unsecured or unauthorized channels.
- Using the network in such a way that would disrupt the use of the network by other users (such as chain letters or accessing real audio for extended periods of time) is prohibited.
- Employees should not attempt to bypass or disable network security features or attempt to gain unauthorized access to any part of the network.
- Unauthorized installation or modification of software, including plugins, malware, or viruses, is strictly prohibited.
- Large file transfers, excessive bandwidth usage, or any other activity that may disrupt network performance should be avoided.

- Using computers or electronic communications systems for personal or unauthorized purposes, including non-work-related activities such as gaming, streaming media, conducting personal business, engaging in outside employment, promoting personal ventures or social media usage is prohibited unless explicitly permitted by Fort Bend ISD.

D. *Computer Ethics:*
   - Access, copying, or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, or material protected by trade secret.
   - Vandalism – Any malicious attempt to harm, modify, or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and administrative procedures and, possibly as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

E. Restrictions:
   - Campus faculty members may not move computer equipment or peripheral devices such as printers or make modifications to computer hardware or configurations. (The IT Department is responsible for such changes and for maintaining a current inventory of all equipment and its location.) Loss of network account or E-mail privileges may result from violation of this policy.
   - Installation of software must be accomplished through proper channels and procedures. Software shall be selected from the list of approved software found on the Technology web pages, on the FBISD web site and Software Center Catalog available on all District devices.
   - While end users may access and install approved software available through the District Software Center Catalog, end users must consult with IT regarding the purchase and installation of all other software.
   - IT must be provided with the original End User License Agreement (EULA).
   - All Web pages created for the FBISD Web site must comply with the Fort Bend ISD Internet and Web Standards and must be approved and posted by the designated campus Web Master.

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

- Loss of network privileges
- Written reprimand
- Dismissal

Disclaimer of Liability:

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

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

Agreements

I understand and will abide by the Fort Bend ISD Acceptable Use Policy for Internet and Computer Systems. I have also read and understand the Student Acceptable Use Policy – (instructional staff only). I further understand noncompliance with applicable rules and regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Name (Please print): _____

Signature _____ Date: ___/___/___

Campus/Location: _____

Position: _____

District\Campus Administrator Printed Name:

District\Campus Administrator Signature: _____

Release Form for Display of Employee Photograph on the Internet

(Revised 6/2025)

The purpose of displaying employee photographs on the district web site or a campus Web site is to inform others of Fort Bend ISD professional staffing, learning activities, and programs. Please indicate your preference by checking the appropriate space below. (Employee names and E-mail addresses are considered directory information and are available to the public.)

_____I give my permission for my photograph to be published on a campus or district Web page

_____I do not give my permission for my photograph to be published on a campus or district Web page

Signature: _____ Date: _____

Please email: SMTP.Help@fortbendisd.gov

ATTACH THE COMPLETED AUP FORM

for a case to be submitted to the Customer Service Center (CSC)

1. As used herein, the term "Technology Equipment" includes laptop computers, tablets, and any related peripherals, including, but not limited to power supplies, docking stations, CD/DVD ROM, and battery.

2. Use of any district-owned Technology Equipment is subject to the rules and conditions of this FBISD Technology Equipment Use Agreement, FBISD Board Policy, and the Fort Bend ISD Employee Acceptable Use Policy (AUP). The AUP must be signed and submitted annually. Before you receive any Technology Equipment, you must sign this FBISD Technology Equipment Use Agreement ("Agreement").

3. Technology Equipment is the property of Fort Bend ISD and for the advancement of teaching and learning. It is assigned to the employee only. In no event shall any employee allow a student to use or otherwise access the Technology Equipment.

4. While Fort Bend ISD understands that educational uses of the Technology Equipment exist at home and/or outside of school, the Technology Equipment is primarily intended for use to support teaching, learning, and other authorized district-related business. Technology Equipment may be used for limited personal business as permitted under FBISD Board Policy CQ.

5. The assigned employee assumes responsibility for the security and care of the Technology Equipment. If the Technology Equipment malfunctions or is lost, stolen, or damaged while on or off school property, the assigned employee MUST report the incident within 24 hours to the Principal, campus or local police department, if applicable, and FBISD Department of Technical Services. Failure to notify the Principal, campus or local police department, if applicable, and FBISD Department of Technical Services within 24 hours of any malfunction, loss, theft, or damage may impair the district's ability to utilize available remedies such as warranty coverage and theft-recovery procedures. A police report must be provided in the event the Technology Equipment is lost or stolen.

6. Cloud-based resources (for example, Microsoft Office 365, Skyward, and others) along with on-premise applications hosted by the district are restricted for access outside the United States. Employees are advised against carrying district-issued devices while traveling internationally. Any deviation from this policy requires a review and subsequent approval from the respective department or campus leader, district leader, Human Resources, and Information Technology leadership.

7. Any malfunction or loss, theft, or damage to the Technology Equipment may result in financial loss to the district. The assigned employee assumes full financial responsibility for Technology Equipment usage off school property or outside of a school-sponsored event, and the assigned employee understands and agrees that the district may deduct the cost to repair or replace the Technology Equipment from his or her paycheck in an amount not to exceed $1000. Payroll deductions may be spanned over four pay periods with administrator approval. Repeated incidents of loss or damage to district-owned technology hardware may be considered neglect and may result in employee having to compensate the district for losses. Employees are advised to consider obtaining appropriate insurance to cover such costs.

8. The Technology Equipment shall not be left in an unsecured location. If applicable, the lockdown device provided should be used at all times.

   a. The tether is to be attached to the laptop computer at all times.
   b. Tether the laptop computer and NOT the docking station.
   c. The tether should be affixed to an immovable object, if possible.

9. The assigned employee agrees to follow FBISD procedures for support. To initiate support or repair, enter an IT workorder (support case) for the Customer Service Center. The acceptance of the Technology Equipment for repair does not guarantee it will be fixed. Some repairs/issues may not be repairable. If available, a loaner device may be issued while repairs are being performed. The provisions of this Technology Equipment Use Agreement shall also apply to the use of a loaner device.

10. The assigned employee is responsible for the confidentiality and security of confidential information on the Technology

Equipment, including, but not limited to, education records and personally identifiable student information governed by the Family Educational Rights and Privacy Act (FERPA). Do not store confidential information directly on the Technology Equipment. Confidential information should be stored on the district-issued Onedrive, SharePoint, or district-defined share drives. It is the assigned employee's responsibility to back up critical files regularly to the H: drive or district-defined share drives.

11. Various security measures are used on Technology Equipment, including, but not limited to Internet filtering software. Such security measures not only protect FBISD assets, but also protect employees and students. Employees are prohibited from tampering with or disabling any security measures in use on the Technology Equipment. Since no filtering software can filter 100% of improper content, employees are responsible for ensuring that all content accessed while using Technology Equipment is appropriate.

12. Technology Equipment may have district standard installed software. Additional district-approved software may be installed on Technology Equipment, assuming appropriate authorization and legal licensing are obtained and kept on record at the school and/or central office. Do not install unauthorized software or services on the Technology Equipment.

    a. District standard software may not be duplicated, deleted, transferred, downloaded to any other system or media, or altered in any way.
    b. FBISD is not responsible for any service interruptions, loss of data or any other consequences thereof resulting from downloading or installing district-approved software. It is the responsibility of the employee to secure pertinent data prior to any system or software upgrades and changes.
    c. Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete reimaging or replacement of the Technology Equipment.
    d. Any unauthorized downloading or use of software may result in the loss of Technology Equipment privileges, as well as disciplinary action, up to, and including, termination. For additional information, refer to the Acceptable Use Policy (AUP).

13. Technology Equipment is valuable, fragile, and desirable. Employees are expected to use reasonable caution and comply with the following safeguards to protect and guard their assigned Technology Equipment:

    a. Do not leave your Technology Equipment unsecured in your vehicle or classroom. In the event the Technology Equipment is left in the vehicle, please secure the Technology Equipment in the trunk of your car or in a location where it cannot be seen.
    b. Do not leave Technology Equipment in your vehicle during extreme temperatures. Direct sunlight, extreme heat and extreme cold can cause damage to the Technology Equipment.
    c. Do not place stickers on, write on, engrave or otherwise deface/mark the Technology Equipment or case.
    d. When traveling on business, do not check in your Technology Equipment; take it as a carry-on.
    e. Watch your Technology Equipment carefully in airports and train stations.
    f. When going through security, place the Technology Equipment on the x-ray machine last, immediately before walking through.
    g. Keep your Technology Equipment close to you and know where it is at all times.
    h. During hotel stays, do not leave Technology Equipment unsecured in the room. If you cannot take the Technology Equipment with you when leaving the hotel, it should be secured with a cable lock or locked in the hotel safe.
    i. Do not transport your Technology Equipment without placing it in the well- padded case/bag.
    j. Do not leave your Technology Equipment unlocked and unattended in the classroom. When left unattended in the classroom, the door to the room should be locked or the Technology Equipment should be stored in a locked drawer.
    k. Do not transport district-issued technology outside of USA without prior approval by the Executive Team on a case-by- case evaluation.
    l. Keep food and drink away from the Technology Equipment in order to avoid accidental spills.
    m. Do not eat or drink near the Technology Equipment.
    n. The Technology Equipment is issued to you as an employee and shall be used primarily for district- related business. It shall not be used by students.
    o. Technology Equipment issued to teachers shall be used as teacher workstations in the classroom. Each teacher is responsible

for ensuring the Technology Equipment is brought to school daily in good working condition.

p. Always position the Technology Equipment on a flat, safe surface so it does not drop or fall.
q. Do not place heavy objects on top of the Technology Equipment.
r. Do not attempt to repair or reconfigure the Technology Equipment.
s. Use a surge protector or unplug the Technology Equipment during electrical storms.
t. When cleaning the Technology Equipment, use cleaning wipes that are designed to be used on electronics such as a soft, lint- free cloth. Do not spray or wipe the Technology Equipment with heavy detergent.
u. Disable the wireless network when physically connected to the district network.
v. Avoid public Wi-Fi hotspots.

14. Appropriate district and school officials have the right to monitor and inspect any Technology Equipment and contents at any time, for any reason, or to verify condition and compliance with district policy. Employees (or designated user) shall have no expectation of privacy regarding any information stored on, accessed from, or used with the Technology Equipment.

15. Unless otherwise indicated, Technology Equipment (Mobile Device(s)) is assigned to the employee. Technology Equipment may remain with the employee as long as the employee is an active, full-time eligible employee of Fort Bend ISD and remains in a position that qualifies for a mobile device. The employee must return the Technology Equipment immediately upon becoming inactive or when assigned a different job role that does not qualify for a mobile device. Employees may consult with the IT Department to determine job roles that qualify for mobile devices. If an employee is assigned to a different location, the employee must take the Technology Equipment to the new assignment.

16. Employees must return the Technology Equipment and complete the Technology Equipment Checkout Form upon suspension or termination from employment with Fort Bend ISD in accordance with the school or department's exit procedures. In the event the Technology Equipment is not returned within seven days after the employee's last day of employment with the district, the district may deduct the cost of the Technology Equipment from the employee's paycheck at a cost not to exceed $1000, repossess the Technology Equipment, or report the Technology Equipment stolen.

17. The employee will be informed by FBISD about the collection of the Technology Equipment at the end of its life cycle. FBISD reserves the right to collect Technology Equipment at other designated times through its life cycle for service or maintenance, or for any other reason.

18. The assigned employee shall report any problems/issues encountered while using Technology Equipment to the FBISD Department of Technical Services immediately through the Customer Service Center @ X41300.

19. The Technology Equipment is configured for use on the school network. The Technology Division will not be able to assist you in connecting the Technology Equipment to other Internet providers.

20. Off-site use of Technology Equipment: If an assigned employee chooses or is designated in a "Hybrid" job role, he/she may take the following Technology Equipment off-site: laptop computer, laptop bag, laptop battery, CD/DVD ROM, and the laptop power cord. All other Technology Equipment shall not be removed from FBISD property for off-site use or disabled. Immediately upon the resumption of business after a district-recognized holiday or break, any district-owned Technology Equipment taken off-site must be returned to its designated location (on FBISD property). For employees with "Remote" job designation, in addition to equipment listed above, employees may take home one docking station, two monitors and monitor stands, and keyboard/mouse combination.

FBISD reserves the right to suspend or terminate any employee's access to Technology Equipment at any time, for any reason, without notice.

FBISD
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INFORMATION TECHNOLOGY

Technology Equipment Acceptance Form

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

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

- You have read and agree to abide by the FBISD Technology Equipment Use Agreement and the policies referenced therein at all times.

- You understand that if you become inactive, or leave the employment of FBISD, you must return all Technology Equipment to its assigned location and notify your supervisor. You understand that if you are assigned to another location within the district, you must take the assigned Technology Equipment (Mobile Device only) with you as long as you are to remain in a role that is approved for a mobile device. (You must consult with IT to determine if your new job role qualifies for a mobile device.) If you fail to return the Technology Equipment within seven days after you leave the employment of FBISD, FBISD may deduct the cost of the Technology Equipment (including any peripherals) from your paycheck at a cost not to exceed $1000, repossess the Technology Equipment, or report the Technology Equipment stolen.

- You understand and agree that you assume financial responsibility for Technology Equipment usage off school property and outside of school- sponsored events and that FBISD may deduct the cost to repair or replace the Technology Equipment, including any peripheral item, at a cost not to exceed $1000, from your paycheck. You acknowledge that FBISD has advised you to consider obtaining appropriate insurance to cover such costs.

FORT BEND ISD CONFIDENTIALITY AGREEMENT

I acknowledge that during the course of working at FBISD, I will have access to confidential district and school- related information. I hereby agree to handle all district and school-related information in a confidential manner at all times during and after my employment in FBISD and commit to the following obligations:

1. I will use and disclose confidential information only in connection with and for the purpose of performing my assigned duties.

2. I will request, obtain, or communicate confidential information only as necessary to perform my assigned duties and shall refrain from requesting, obtaining, or communicating more information than is necessary to accomplish my duties.

3. I will take reasonable care to properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information.

4. I will not disclose my personal computer log-ins and/or password(s) to anyone.

5. I will immediately report any unauthorized use or disclosure of confidential information to my supervisor.

6. I will ensure that any confidential information that I might happen to see on someone's desk, white board, during a presentation, etc. is held confidential to protect district data whether student or staff related.

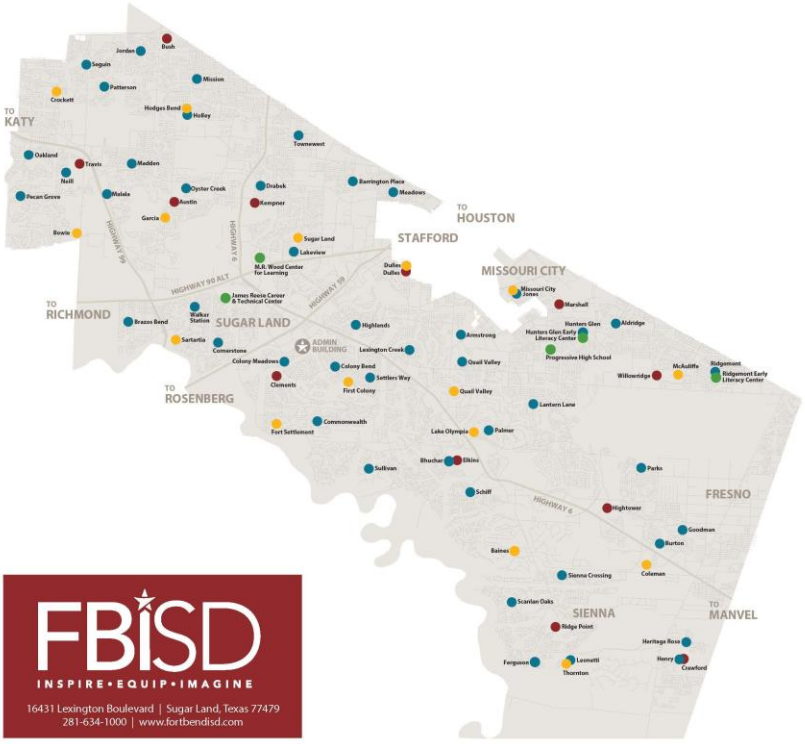
7. I also understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action, up to and including, termination of employment.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

District Map



FBISD
INSPIRE • EQUIP • IMAGINE

16431 Lexington Boulevard | Sugar Land, Texas 77479
281-634-1000 | www.fortbendisd.com

Fort Bend ISD
2026–2027

Elementary Schools

Aldridge
Armstrong
Barrington Place
Bhuchar
Brazos Bend
Burton
Colony Bend
Colony Meadows
Commonwealth
Cornerstone
Drabek
Ferguson
Goodman
Henry
Heritage Rose
Highlands
Holley
Hunters Glen
Jones
Jordan
Lakeview
Lantern Lane
Leonetti
Lexington Creek
Madden
Malala
Meadows
Mission
Neill
Oakland
Oyster Creek
Palmer
Parks
Patterson
Pecan Grove
Quail Valley
Ridgemont
Scanlan Oaks
Schiff
Seguin
Settlers Way
Sienna Crossing
Sullivan
Townewest
Walker Station

Middle Schools

Baines
Bowie
Coleman
Crockett
Dulles
First Colony
Fort Settlement
Garcia
Hodges Bend
Lake Olympia
McAuliffe
Missouri City
Quail Valley
Sartartia
Sugar Land
Thornton

High Schools

Austin
Bush
Clements
Crawford
Dulles
Elkins
Hightower
Kempner
Marshall
Ridge Point
Travis
Willowridge

Specialty Schools

Hunters Glen Early Literacy Center
M.R. Wood Center for Learning
Ridgemont Early Literacy Center
James Reese Career & Technical Center
Progressive High School *(In the FBISD Education Complex)*

Visit **www.fortbendisd.com** for more information on school zone boundaries.

06/15/2026

Fort Bend Independent School District Campus and Facility Information

High School Campuses

Austin High School
3434 Pheasant Creek Drive
Sugar Land, Tx. 77498
281-634-2000 Fax: 281-634-2074

Bush High School
6707 FM 1464
Richmond, Tx. 77407
281-634-6060 Fax: 281-634-6066

Clements High School
4200 Elkins Road
Sugar Land, Tx. 77479
281-634-2150 Fax: 281-634-2168

Crawford High School
801 Caldwell Ranch Blvd
Rosharon, Tx. 77583
281-327-6730

Dulles High School
550 Dulles Avenue
Sugar Land, Tx. 77478
281-634-5600 Fax: 281-634-5681

Elkins High School
7007 Knights Court
Missouri City, Tx. 77459
281-634-2600 Fax: 281-634-2674

Hightower High School
3333 Hurricane Lane
Missouri City, Tx. 77459
281-634-5240 Fax: 281-634-5333

Kempner High School
14777 Voss Road
Sugar Land, Tx. 77498
281-634-2300 Fax: 281-634-2378

Marshall High School
1220 Buffalo Run
Missouri City, Tx. 77489
281-634-6630 Fax: 281-634-6650

Ridge Point High School
500 Waters Lake Blvd.
Missouri City, Tx. 77459
281-327-5200 Fax: 281-327-5201

Travis High School
11111 Harlem Road
Richmond, Tx. 77406
281-634-7000 Fax: 281-634-7010

Willowridge High School
16301 Chimney Rock Road
Houston, Tx. 77053
281-634-2450 Fax: 281-634-2513

Middle School Campuses

Baines Middle School
9000 Sienna Ranch Road
Missouri City, Tx. 77459
281-634-6870 Fax: 281-634-6880

Bowie Middle School
700 Plantation Drive
Richmond, Tx. 77406
281-327-6200 Fax: 281-327-6201

Coleman Middle School
22200 S. Post Oak Blvd
Fresno, TX 77545

Crockett Middle School
19001 Beechnut
Richmond, Tx. 77407
281-634-6380 Fax: 281-327-6380

Dulles Middle School
500 Dulles Avenue
Sugar Land, Tx. 77478
281-634-5750 Fax: 281-634-5781

First Colony Middle School
3225 Austin Parkway
Sugar Land, Tx. 77479
281-634-3240 Fax: 281-634-3267

Fort Settlement Middle School
5440 Elkins Road
Sugar Land, Tx. 77479
281-634-6440 Fax: 281-634-6456

Garcia Middle School
18550 Old Richmond Road
Sugar Land, Tx. 77498
281-634-3160 Fax: 281-634-3207

Hodges Bend Middle School
16510 Bissonnet
Houston, Tx. 77083
281-634-3000 Fax: 281-634-3028

Lake Olympia Middle School
3100 Lake Olympia Parkway
Missouri City, Tx. 77459
281-634-3520 Fax: 281-634-3549

McAuliffe Middle School
16650 South Post Oak
Houston, Tx. 77053
281-634-3360 Fax: 281-634-3393

Missouri City Middle School
202 Martin Lane
Missouri City, Tx. 77489
281-634-3440 Fax: 281-634-3473

Quail Valley Middle School
3019 FM 1092
Missouri City, Tx. 77459
281-634-3600 Fax: 281-634-3632

Sartartia Middle School
8125 Homeward Way
Sugar Land, Tx. 77479
281-634-6310 Fax: 281-634-6373

Sugar Land Middle School
321 Seventh Street
Sugar Land, Tx. 77498
281-634-3080 Fax: 281-634-3108

Thornton Middle School
1909 Waters Lake Blvd.
Missouri City, Tx. 77459
281-327-3870 Fax: 281-327-3871

Elementary Campuses

Aldridge Elementary
15817 Blue Ridge Road
Missouri City, TX 77489
281-634-4520 Fax: 281-634-4533

Armstrong Elementary
3440 Independence Blvd.
Missouri City, Tx. 77459
281-634-9410 Fax: 281-327-9409

Barrington Place Elementary
2100 Squire Dobbins Drive
Sugar Land, Tx. 77478
281-634-4040 Fax: 281-634-4057

Bhuchar Elementary
5503 Thompsons Ferry Road
Missouri City, Tx. 77459
281-327-4400

Brazos Bend Elementary
621 Cunningham Creek Blvd.
Sugar Land, Tx. 77479
281-634-5180 Fax: 281-634-5200

Burton Elementary
1625 Hunter Green Lane
Fresno, Tx. 77545
281-634-5080 Fax: 281-634-5094

Colony Bend Elementary
2720 Planters Street
Sugar Land, Tx. 77479
281-634-4080 Fax: 281-634-4092

Colony Meadows Elementary
4510 Sweetwater Blvd.
Sugar Land, Tx. 77479
281-634-4120 Fax: 281-634-4136

Commonwealth Elementary
4909 Commonwealth Blvd.
Sugar Land, Tx. 77479
281-634-5120 Fax: 281-634-5140

Cornerstone Elementary
1800 Chatham Avenue
Sugar Land, Tx. 77479
281-634-6400 Fax: 281-327-6400

Drabek Elementary
11325 Lake Woodbridge Drive
Sugar Land, Tx. 77498
281-634-6570 Fax: 281-634-6572

Ferguson Elementary
1300 Heritage Park Dr.
Missouri City, Tx. 77459
281-327-8500

Goodman Elementary
1100 West Sycamore
Fresno, Tx. 77545
281-634-5985 Fax: 281-327-5986

Henry Elementary
7447 FM 521 Rd.
Rosharon, TX 77583
281-634-4039 Fax: 281-327-4470

Heritage Rose Elementary
636 Glendale Lakes Drive
Rosharon, Tx. 77583
281-327-5400 Fax: 281-327-5401

Highlands Elementary
2022 Colonist Park Drive
Sugar Land, Tx. 77478
281-634-4160 Fax: 281-634-4176

Holley Elementary
16655 Bissonnet
Houston, Tx. 77083
281-634-3850 Fax: 281-634-3856

Hunters Glen Elementary
695 Independence Blvd.
Missouri City, Tx. 77489
281-634-4640 Fax: 281-634-4656

Jones Elementary
302 Martin Lane
Missouri City, Tx. 77489
281-634-4960 Fax: 281-634-4974

Jordan Elementary
17800 West Oaks Village Drive
Richmond, Tx. 77407
281-634-2800 Fax: 281-634-2801

Lakeview Elementary
314 Lakeview Drive
Sugar Land, Tx. 77498
281-634-4200 Fax: 281-634-4214

Lantern Lane Elementary
3323 Mission Valley Drive
Missouri City, Tx. 77459
281-634-4680 Fax: 281-634-4694

Leonetti Elementary
1757 Waters Lake Blvd.
Missouri City, Tx. 77459
281-327-3190 Fax: 281-327-3191

Lexington Creek Elementary
2335 Dulles Avenue
Missouri City, Tx. 77459
281-634-5000 Fax: 281-634-5014

Madden Elementary
17727 Abermore Lane
Richmond, Tx. 77407
281-327-2740 Fax: 281-327-2742

Malala Elementary
11770 W. Aliana Trace Drive
Richmond, Tx. 77407
281-327-5700

Meadows Elementary
12037 Pender Lane
Meadows Place, Tx. 77477
281-634-4720 Fax: 281-634-4734

Mission Elementary
16200 Beechnut St.
Houston, TX 77083
281-634-4280 Fax: 281-634-4296

Neill Elementary
3830 Harvest Corner Dr.
Richmond, Tx. 77406
281-327-3760 Fax: 281-327-3761

Oakland Elementary
4455 Waterside Estates Drive
Richmond, Tx. 77406
281-634-3730 Fax: 281-634-3738

Oyster Creek Elementary
16425 Mellow Oaks Lane
Sugar Land, Tx. 77498
281-634-5910 Fax: 281-634-5925

Palmer Elementary
4208 Crow Valley Drive
Missouri City, Tx. 77459
281-634-4760 Fax: 281-634-4773

Parks Elementary
19101 Chimney Rock Road
Fresno, Tx. 77545
281-634-6390 Fax: 281-327-6390

Patterson Elementary
18702 Beechnut St.
Richmond, Tx. 77407
281-327-4260 Fax: 281-327-4261

Pecan Grove Elementary
3330 Old South Drive
Richmond, Tx. 77406
281-634-4800 Fax: 281-634-4814

Quail Valley Elementary
3500 Quail Village Drive
Missouri City, Tx. 77459
281-634-5040 Fax: 281-634-5054

Ridgemont Elementary
4910 Raven Ridge Drive
Houston, Tx. 77053
281-634-4880 Fax: 281-634-4896

Scanlan Oaks Elementary
9000 Camp Sienna Trail
Missouri City, Tx. 77459
281-634-3950 Fax: 281-634-3915

Schiff Elementary
7400 Discovery Lane
Missouri City, Tx. 77459
281-634-9450 Fax: 281-327-9449

Seguin Elementary
7817 Grand Mission Blvd.
Richmond, Tx. 77407
281-634-9850 Fax: 281-327-7029

Settlers Way Elementary
3015 Settlers Way Blvd.
Sugar Land, Tx. 77479
281-634-4360 Fax: 281-634-4376

Sienna Crossing Elementary
10011 Steep Bank Trace
Missouri City, Tx. 77459
281-634-3680 Fax: 281-634-3799

Sullivan Elementary
17828 Winding Waters Lane
Sugar Land, Tx. 77479
281-327-2860 Fax: 281-327-2861

Townewest Elementary
13927 Old Richmond Road
Sugar Land, Tx. 77498
281-634-4480 Fax: 281-634-4494

Walker Station Elementary
6200 Homeward Way Blvd.
Sugar Land, Tx. 77479
281-634-4400 Fax: 281-634-4413

Specialty Schools

Hunters Glen Early Literacy Center
695 Independence Blvd.
Missouri City, Tx. 77489
281-634-6754 Fax: 281-634-4656

James Reese Career & Technical Center
12300 University Blvd.
Sugar Land, Tx. 77479
281-327-7300

M.R. Wood Center for Learning
138 Avenue F
Sugar Land, Tx. 77478
281-327-6000 Fax: 281-634-3331

Progressive High School
1555 Independence Blvd.
Missouri City, Tx. 77489
281-634-2900 Fax: 281-634-2913

Ridgemont Early Literacy Center
5353 Ridge Creek Circle
Houston, Tx. 77053
281-634-9810

Additional Facilities

FBISD Administration Building
16431 Lexington Blvd.
Sugar Land, Tx. 77479
281-634-1000

FBISD Athletic Facilities

Aquatic Practice Facility
16701 Bissonnet
Houston, Tx. 77083
281-327-8064

Don Cook Natatorium
16255 Lexington Blvd.
Sugar Land, Tx. 77479
281-634-5885

Frankie Field (Baseball Field)
16361 Lexington Blvd.
Sugar Land, Tx. 77479
281-634-1900

Hopson Field House/ Hall Stadium
3335 Hurricane Lane
Missouri City, Tx. 77459
281-634-1900

Kempner Stadium
223 5th Street
Sugar Land, Tx. 77498
281-634-1900

Wheeler Field House/ Mercer Stadium
16403 Lexington Blvd.
Sugar Land, Tx. 77479
281-634-1900

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