

2008-2009

Employee Handbook

FBISD
A Global Tomorrow



To My Fort Bend ISD Colleagues:

It is my pleasure to welcome you to another exciting school year in Fort Bend ISD. I am proud to have the privilege of working with such a dedicated and loyal team of staff members. Your contributions to the success, quality, and level of student achievement in Fort Bend ISD are critical.



As we consider the 2008-2009 school year, let us be reminded that every campus and support facility is interconnected and must work cooperatively with each other as a school system that ultimately supports our main mission-- student success.

We are a large business as Fort Bend ISD provides services to more than 68,000 students. We have 69 schools, 11 support sites, and almost 9,000 employees. Multiple communities throughout our district lend their unique character to a collective profile which distinguishes our school district. To ensure that we work together for the continuous improvement of our educational system, I encourage each of you to remain focused on our common goal of achieving the highest level possible for Fort Bend ISD students today.

For those of you who are new to our school district, I extend a personal welcome to you on behalf of the entire Fort Bend ISD family. We are pleased to have you join our team of professionals as we work together to forge a bright and promising global future for tomorrow's children. Your contributions are both valued and appreciated.

Best wishes for a successful school year.

Tim Jenney
Superintendent

FORT BEND ISD CRIME STOPPERS

REPORT CRIME AT YOUR WORKPLACE:

In an effort to keep Fort Bend ISD a crime free workplace, remember Fort Bend ISD Crime Stoppers is not only for students, but is available for employees to help stop crime on your campus and in your work environment! This Crime Stoppers service is offered by the Fort Bend ISD Police Department and the Crime Stoppers line is staffed 24 hours a day, seven days a week.

Callers remain anonymous with no pressure to reveal their identity and still collect their reward. To assure anonymity, callers are furnished with a code number, which is used to identify the call in subsequent transactions with Crime Stoppers.

All information received by Crime Stoppers is kept confidential.

To report a suspect crime committed on Fort Bend ISD property, while remaining anonymous, call Crime Stoppers:

(281) 491-TIPS

(281) 491-8477

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Introduction

Welcome to Fort Bend Independent School District. In addition to being the largest employer in Fort Bend County, Fort Bend ISD is also situated in one of the fastest growing counties in the nation. Families from around the world move here daily, drawn by the District's reputation of providing students with a quality education.

Fort Bend ISD focuses on making a positive and significant difference in students' academic performance, while stressing achievement and excellence at all levels. The District's curriculum is balanced with extracurricular activities that offer students the opportunity to explore their various interests as well as develop and sharpen their skills and talents. The effectiveness of these programs relies on key people like YOU – the Fort Bend ISD employee – who gives students the desire to learn and excel. The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all district policies and procedures are included. Suggestions for additions and improvements are welcome and may be sent to the Department of Human Resources.

This handbook is neither a contract nor a substitute for the official District policy. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to a brief explanation of district policies and procedures related to employment. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. Copies of this handbook are located in school libraries, the principal's office, Staff Attorney's office, the Human Resource Department and Fort Bend ISD Home Page Employment section.

Employee Acknowledgment Form

Name _____

Campus/Department _____

I hereby acknowledge my ability to access an electronic copy of the Fort Bend ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

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

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

I, _____, hereby state that I have received a copy of Fort Bend Independent School District’s Drug and Alcohol Abuse Policy, Employee Substance Abuse Testing Procedures, and DHE (LEGAL) and (LOCAL). I acknowledge that I have read and understand these policies and procedures. I also understand that employees found in violation of the District’s Drug and Alcohol Abuse Policy are subject to immediate discharge.

Signature

Date

Note: This handbook includes two copies of this form. Please sign and date one copy and keep it in the handbook. Sign and date the other copy and forward it to your supervisor.

Employee Acknowledgment Form

Name _____

Campus/Department _____

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Signature

Date

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District Information

Our Beginnings

What began on April 18, 1959, as the consolidation of two small school districts, has grown today into the seventh largest public school District in Texas (out of 1,037). When Board members in the Missouri City and Sugar Land school districts made the decision to consolidate, it was to ensure that their schools could offer students the best educational opportunities available. Today Fort Bend ISD carries on that mission.

District Financial Recognitions and Awards

The district's Business and Finance staff has been presented several awards in past years that recognize FBISD's sound financial reporting and budgeting practices.

- For the 11th consecutive year, FBISD has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association, and the Certificate of Excellence in Financial Reporting Award by the Association of School Business Officials International.
- FBISD is proud to have received a fifth-consecutive rating of "Superior Achievement" under Texas' Schools FIRST financial accountability rating system. The Superior Achievement rating is the state's highest, demonstrating the quality of Fort Bend ISD's financial management and reporting system.
- FBISD earned the Government Finance Officers Association Distinguished Budget Presentation Award*, and the Association of School Business Officials International Meritorious Budget Award for several consecutive years. Only one percent of the school districts in Texas received these awards.

**The awards are based upon evaluation of a Comprehensive Annual Financial Report, and represent the district's commitment to the highest standards of financial reporting.*

Accolades All Around!

Among its many honors, Fort Bend ISD had 72 National Merit Scholarship Semi-finalists in 2008 and the FBISD graduates of the Class of 2008 received more than \$49 million in both academic and athletic college scholarship offers.

Other honors include:

- The U. S. Secretary of Education Spellings announced recently that Fort Settlement Middle School is a 2008 No Child Left Behind – Blue Ribbon School. The school will receive a special plaque and a flag

signifying its NCLB-Blue Ribbon School status.

- FBISD and Head Start are part of 20 entities in Texas that participate in the Texas Early Education Model Grant to strengthen early childhood programs.
- The Oliver Kids Team Program helps guide schools, communities, and programs in creative/innovative solutions to help children and families decrease health risks and increase healthful outcomes. Our community is the only one in Texas to have this comprehensive four-year program provided by a \$1.5 million grant from the Oliver Foundation to prevent obesity in children.
- Fort Bend ISD has a record number of 56 outstanding music students who were selected as 2008 All State Band, Choir, and Orchestra participants.
- Governor Rick Perry named Fort Bend ISD as the 2008 Fittest School District in Texas for large school districts, and as recipient of the 2008 School District Challenge Governor's Cup in the Texas Round-Up Health and Fitness Initiative.
- Blue Ridge Elementary School and E. A. Jones Elementary School are recipients of grants awarded from the Texas Educator Excellence Grants (TEEG) program. The grants program was created by the Texas Legislature to reward educators who demonstrate the ability to achieve higher levels of student academic performance at their campuses. Blue Ridge received \$60,000 and E. A. Jones, \$120,000.
- Fort Settlement Middle School, Sugar Land Middle School, Elkins High School and Hightower High School are included in a list of 574 "top public schools" in Texas. Only seven percent of the state's 7,908 public schools made the list, based on the percentage of economically disadvantaged students and high levels of achievement in student test scores.
- First Colony and Fort Settlement Middle Schools had five individual National Champions in the American Mathematics Competition with approximately 2,000 participating middle school students throughout the nation.
- The America's Promise Alliance selected FBISD and Sugar Land as a winner of a first-ever national competition to identify the 100 Best Communities for Young People.

Solid Business and Community Support

School, business and community partnerships that help prepare students for success in a global tomorrow have strong support in our community, include the following:

- Business and community partners donated more than \$4.8 million to educational programs with in-kind donations and direct financial support in 2007-2008.
- Volunteers In Public Schools (VIPS) recorded over 210,000 volunteer hours in our schools last year. At \$17.55 per hour (a rate established by the Houston Association of Volunteer Administrators), this is nearly \$4 million in services donated to assist students.
- The Fort Bend Education Foundation awarded \$303,409 for classroom grants in 2007-2008 for innovative education programs. Since its inception in 1992, the Education Foundation has donated over \$1.8 million to FBISD teachers and students.

What Makes Us Different Makes Us Fort Bend ISD

We are proud of the fact that Fort Bend ISD is one of the most diverse school districts in Texas and in the nation. We are a majority-minority school district, and our students represent countries from around the world. More than 80 different dialects and languages are spoken by our students and their families. All students and personnel are valued members of our unique family and all play a significant role in our success.

The Growth Continues!

Fort Bend ISD continues to be one of the fastest growing districts in Texas. In 2007-08, we served 67,000 students at 67 campuses. In 2008-2009, the district is projected to serve more than 69,000 students, and continues to add approximately 2,000 new students each year. By 2010, the District is projected to serve 75,728 students, and by 2015, projected to serve more than 88,000 students.

To serve a growing population, Fort Bend ISD has 10 high schools, 13 middle schools and 43 elementary campuses. To address various vocational interests and special learning needs, the district also has a Technical Education Center, the M.R. Wood Alternative Education Center, and the Progressive High School. Next year, the district will open four new campuses, one middle school and three elementary schools.

In 2007-2008, FBISD opened four new schools: Crockett Middle School, Cornerstone Elementary, Mary Austin Holley Elementary, and Rosa Parks Elementary. E. A. Jones has a newly rebuilt campus that opened in August 2007.

This school year, the district opened two new schools: Lynn Armstrong Elementary School (located at 3440 Independence Blvd.) and Jan Schiff Elementary School (located at 7400 Discovery Lane). Missouri City Middle School and Quail Valley Elementary School were also rebuilt and re-open in 2008.

For more information about Fort Bend ISD, visit our website at www.fortbendisd.com or call the Community Relations and Partnerships Department at 281-634-1100.

Fort Bend ISD Vision

Fort Bend ISD students will acquire knowledge, develop skills, and build character so that they will lead productive, fulfilling, and moral lives.

Fort Bend ISD Mission

By *Teaching Every Child and Learning Every Day*, Fort Bend ISD will provide the best educational opportunities to ensure that all students are successful.

Board of Trustees

Policies BA, BB, BD, and BE

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 Meetings take place the second and fourth Mondays of most months in the Board Room of the Administration Building, 16431 Lexington Blvd., in Sugar Land. Meetings begin at 7 p.m. and are open to the public. Called meetings are scheduled on an as-needed basis, although Texas law does allow the Board to call an emergency meeting in a crisis situation.

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

To address the Fort Bend ISD Board of Trustees, an audience participation form must be completed and turned in by 6:45 p.m. on the night of the Board Meeting. This form is available online at www.fortbendisd.com/board or from the Community Relations Department.

The seven-member Fort Bend ISD Board of Trustees comprised 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. Two are elected each year, one from each side of the district (Positions 1, 2, and 3 on the West, and Positions 5, 6, and 7 on the East). Also, every third year, the "at large" Position 4, is elected. The seven members of our Board of Trustees are elected on by all residents of the District, and represent all residents of the District.

Board Members

Sonal Bhuchar..... President
Steve Smelley Vice President
Bob Broxson Secretary
Laurie Caldwell.....Member
Susan HohnbaumMember
Daniel MenendezMember
David ReitzMember

Dr. Timothy R. Jenney, Superintendent

Senior Leadership Team

Chief Academic Officer

Dr. John Frossard

**Chief Accountability and Organizational
Development Officer**

Olwen Herron

Chief Human Resources Officer

Rhonda McWilliams

Chief Communication Officer

Mary Ann Simpson

Chief Financial Officer

Mike Seale

Chief Information Officer

Robert Calvert

Chief Auxiliary Services Officer

Vacant

**Assistant Superintendents for School
Administration**

Michael McKie, High School

Lawrence Hindt, Middle School

Dr. Marc Smith, Elementary School

Dr. Susan Wey, Elementary School

School Attorney

Carolyn Hanahan

Executive Assistant to Superintendent

Lindsay Shephard

**FORT BEND ISD
2008- 2009 CALENDAR**

August

Elementary Staff Development Days

14 – 15 District

18 – 21 Campus

Secondary Staff Development Days

18-19 District

14, 15, 20, 21 Campus

22 Teacher Prep Day

25 First Day of School

September

1 Holiday/Labor Day

26 Holiday/County Fair Day

October

2 Parent Conference Elem. /Early Dismissal

24 End of Nine Week Period

November

24 - 28 Holiday/Thanksgiving

December

22 – Jan. 2 Holiday/Winter Break

January

5 Students & Staff Return

13 - 16 Exams

15 - 16 Early Release (middle and high schools)

19 Holiday/Martin L. King Day

20 First Day of 2nd Semester

March

11 Parent Conf. Elementary/Early Dismissal

16 – 20 Holiday/Spring Break

27 End of Nine Week Period

April

10 Holiday/Good Friday

May

25 Holiday/Memorial Day

June

1 - 4 Exams

3 Early Release (middle and high schools)

4 Last Student Day (Early Release- All Students)

5 Teacher Work Day

5, 6 Graduation

Inclement Weather Days:

Jan. 19 & April 10

DIRECTORY

Superintendent

Dr. Timothy R. Jenney, Superintendent
Lindsay Shephard, Executive Assistant - 41009
Cindy Graham, Administrative Assistant - 41008
Dominga Salazar, Executive Secretary - 41007

Senior Leadership Team

Chief Academic Officer

Dr. John Frossard
Mary Ashcraft, Secretary - 40091

Chief Accountability and Organizational Development Officer

Olwen Herron
Secretary TBA - 41812

Chief Communications Officer

Mary Ann Simpson
Karen Fontenot, Secretary - 41104

Chief Financial Officer

Mike Seale
Brenda Preiss, Secretary - 41163

Chief Human Resources Officer

Rhonda McWilliams
Jackie Kendrick, Secretary - 41056

Chief Information Officer

Robert Calvert
Kathleen Jones, Secretary – 41068

Chief Auxiliary Services Officer

Vacant
Evelyn Chisenhall, Secretary- 41043

Assistant Superintendents for School Administration

Michael McKie, High Schools
Sue Marshall, Secretary - 41025
Lance Hindt, Middle Schools
Brenda Melton, Secretary - 41031
Dr. Marc Smith, Elementary Schools
Norma Perez, Secretary - 41028
Dr. Susan Wey, Elementary Schools
Becky Kolaja, Secretary - 41037

School Attorney

Carolyn Hanahan
Janie Pena, Secretary - 41275

Alpha by Department

Accountability & Program Evaluation

Dr. Jan Moore, Director
Rhonda Yamauchi, Secretary - 41244

Accounts Payable

Anna Means, Supervisor - 41173

Athletics

Keith Kilgore, Director
Peggy Menger, Secretary - 41900

Benefits (Risk Management)

Dorine Craig, Director
Johanna Jimenez, Secretary-41418

Building Manager

Gloria Nuñez - 41095

Career & Technology Education

Lamar Coleman, Director
Clara Carter, Secretary - 41246

Child Nutrition

Gail Stotler, Director
Paulette Boston, Secretary - 41190

Controller

John Davis
Emily Snyder, Secretary - 41050

Curriculum

Talesa Kidd, Director
Linda Lundquist, Secretary - 41231

Design & Construction

John Haskew, Manager
Nancy Green, Secretary - 45522

Extended Day

Michelle Amos, Coordinator
Jabeen Pradhan, Secretary - 44220

Facilities

Michael Johnson, Director
Irma Salinas, Secretary - 45560

Fine Arts

Dr. Matthew Milner, Director
Shari Vanderwork, Secretary - 41124

Gifted & Talented

TBA
Sherri McMinn, Secretary - 41129

Human Resources

Joel Treviño, Director of Staffing
Vickie Tracy, Secretary - 41402

Yaffa Steubinger, Technology/Winocular
Trina Reed, Secretary - 41547

Charles Spurlin, Elementary Staffing
Laura Steele, Secretary - 41416

Connie Jones, Secondary Staffing
Janet Young, Secretary - 41273

Kenneth Blanche, Administrator
Debbie Cooper, Secretary - 41277

Monique DaSant-Crawford,
Classified/Paraprofessional Staffing
Pam Christian, Secretary - 41271

Internal Auditor

Director TBA
DeAndra Gomez, Secretary - 42812

Legal Department

Carolyn Hanahan, Staff Attorney
Pam Kaminsky, Special Education Attorney
Janie Peña, Secretary - 41275

Library/Media Services

Karen Paulus, Coordinator
Joan Miller, Secretary - 41265

Mail Room

Ken Brooks, Manager - 41092

Maintenance

Mario Carrera, Manager
Secretary TBA - 45556

Organizational Development

Beth Martinez, Director
Secretary TBA - 41230

Operations & Grounds

Richard Blakely, Manager
Susan Blair, Secretary - 45551

Payroll

Sonja Curtis, Supervisor - 41219

Police Department

J. L. Campbell, Chief of Police
Kathy Spillers, Secretary - 45519

Print Shop

Matthew Herring, Coordinator
Jennifer Sterling, Secretary - 41816

Purchasing

Director TBA
June Williford, Secretary - 41801

Safe & Secure Schools

Ernesto Rodriguez, Director
Donna Reval, Secretary - 41797

Special /GT Education Services

Lynn Guidry, Director
Michelle Jones, Secretary - 41143

Special Programs

Dr. Mary Jackson, Director
Martha Stewart, Secretary - 41135

Student Appeals

Sandra Scott Bonner, Director
Mary Lou Robertson, Secretary - 41117

Student Support Services

Dr. Bob Conlon, Director
Diana Gonzalez, Secretary - 41131

Technology:

Sonia Stabinsky, Computing Services Director
Secretary TBA - 41162
Lynette Myer, Educational Technology Director
Mary Connealy, Secretary - 41099
Rick Miller, Network Services Director
Linda Canter, Secretary - 41336

Testing

Thomas Negri, Director - 41305

Transportation

Richard Torres, Director
Jamie McLaggan, Secretary - 41971

FBISD 24-HOUR EMERGENCY HOTLINE 281-634-5500

ELEMENTARY SCHOOLS

Armstrong Elementary

Joanna Dodson – Principal
3440 Lexington Blvd.
Missouri City, TX 77459
634-9410 Fax: 634-9409

Austin Parkway Elementary

Donna Whisonant – Principal
4400 Austin Parkway
Sugar Land, TX 77479
634-4001 Fax: 634-4014

Barrington Place Elementary

Dawn Carlson – Principal
2100 Squire Dobbins Drive
Sugar Land, TX 77478
634-4040 Fax: 634-4057

Blue Ridge Elementary

Deidre Holloway – Principal
6241 McHard Rd-FM 2234
Houston, TX 77053
634-4520 Fax: 634-4533

Brazos Bend Elementary

Beverly Croucher – Principal
621 Cunningham Creek Blvd.
Sugar Land, TX 77479
634-5180 Fax: 634-5200

Briargate Elementary

Faye McNeil – Principal
15817 Blue Ridge Road
Missouri City, TX 77489
634-4560 Fax: 634-4576

Burton Elementary

Ida Watkins – Principal
1625 Hunter Green Lane
Fresno, TX 77545
634-5080 Fax: 634- 5094

Colony Bend Elementary

Sue Sierra – Principal
2720 Planters Street
Sugar Land, TX
634-4080 Fax: 634-4092

Colony Meadows Elementary

Eugene Dupont – Principal
4510 Sweetwater Blvd.
Sugar Land, TX 77479
634-4120 Fax: 634-4136

Commonwealth Elementary

Julie Diaz – Principal
4909 Commonwealth Drive
Sugar Land, TX 77479
634-5120 Fax: 634-5140

Cornerstone Elementary

Christopher Winans – Principal
1800 Chatham Avenue
Sugar Land, TX 77489
634-6400 Fax: 372-6400

Drabek Elementary

Susan Cornelius – Principal
11325 Lake Woodbridge Drive
Sugar Land, TX 77478
634-6570 Fax: 634-6572

Dulles Elementary

Ginger Carrabine – Principal
630 Dulles Avenue
Sugar Land, TX 77478
634-5830 Fax: 634-5843

Fleming Elementary

Katina Brown – Principal
14850 Bissonnet Street
Houston, TX 77083
634-4600 Fax: 634-4615

Glover Elementary

Vonda Washington – Principal
1510 Columbia Blue Drive
Missouri City, TX 77489
634-4920 Fax: 634-4934

Goodman Elementary

Lisa Langston – Principal
1100 West Sycamore
Fresno, TX 77545
634-5985 Fax: 634-6000

Highlands Elementary

Dr. Latecha Bogle – Principal
2022 Colonist Park
Sugar Land, TX 77478
634-4160 Fax: 634-4176

Holley Elementary

Michele Riggs – Principal
16651 Bissonnet
Houston, TX 77083
634-3850 Fax: 327-3850

Hunters Glen Elementary

Angela Dow – Principal
8295 Independence Blvd.
Missouri City, TX 77489
634-4640 Fax: 634-4656

Jones Elementary

Robert Arena – Principal
1800 Fifth Street
Missouri City, TX 77489
634-4960 Fax: 634-4974

Jordan Elementary

Dr. Yvette Blake – Principal
17800 West Oaks Village Drive
Richmond, TX 77469
634-2800 Fax: 634-2801

Lakeview Elementary

Janet Moring – Principal
314 Lakeview Drive
Sugar Land, TX 77478
634-4200 Fax: 634-4214

Lantern Lane Elementary

Sheila Emery – Principal
3323 Mission Valley Drive
Missouri City, TX 77459
634-4680 Fax: 634-4694

Lexington Creek Elementary

Lucretia DeFlora – Principal
2335 Dulles Avenue
Missouri City, TX 77459
634-5000 Fax: 634- 5014

Meadows Elementary

Irma Cobos – Principal
12037 Pender Lane
Meadows, TX 77477
634-4720 Fax: 634-4734

Mission Bend Elementary

Carol Hale – Principal
16200 Beechnut
Houston, TX 77083
634-4240 Fax: 634-4250

Mission Glen Elementary

Carol Allin – Principal
16053 Mission Glen
Houston, TX 77083
634-4280 Fax: 634-4296

Mission West Elementary

TBA
7325 Clodine Reddick
Houston, TX 77083
634-4320 Fax: 634-4334

Oakland Elementary

Barbie Herrington – Principal
4455 Waterside Estates Drive
Richmond, TX 77469
634-3736 Fax: 634-3738

Oyster Creek Elementary

Thomas Heinly – Principal
16425 Mellow Oaks Lane
Sugar Land, TX 77478
634-5910 Fax: 634-5925

Palmer Elementary

Pat Shoffit – Principal
4208 Crow Valley Drive
Missouri City, TX 77459
634-4760 Fax: 634-4773

Parks Elementary

Christina Hopkins – Principal
19101 Chimney Rock Road
Fresno, TX 77489
634-6390 Fax: 327-6390

Pecan Grove Elementary

Sandra Campos – Principal
3330 Old South Drive
Richmond, TX 77469
634-4800 Fax: 634-4814

Quail Valley Elementary

Amelia Perez – Principal
3500 Quail Village Drive
Missouri City, TX 77459
634-5040 Fax: 634-5054

Ridgegate Elementary

Lavonita White – Principal
6015 W. Ridgecreek Drive
Houston, TX 77053
634-4840 Fax: 634-4855

Ridgemont Elementary

Lita Skinner – Principal
4910 Raven Ridge Road
Houston, TX 77053
634-4880 Fax: 634-4896

Scanlan Oaks Elementary
Pamela Browning – Principal
9000 Camp Sienna Trail
Missouri City, TX 77459
634-3950 Fax: 634-3915

Schiff Elementary
Mary Brewster – Principal
7400 Discovery Lane
Missouri City, TX 77459
634-9450 Fax: 634-9449

Settlers Way Elementary
Kristi Durham – Principal
3015 Settlers Way Drive
Sugar Land, TX 77479
634-4360 Fax: 634-4376

Sienna Crossing Elementary
Linda Ruckman – Principal
10011 Steep Bank Trace
Missouri City, TX 77459
634-3680 Fax: 634- 3799

Sugar Mill Elementary
Elizabeth Graham – Principal
13707 Jess Pirtle
Sugar Land, TX 77478
634-4440 Fax: 634-4459

Townewest Elementary
Stephanie Houston – Principal
13927 Old Richmond Road
Sugar Land, TX 77478
634-4480 Fax: 634-4494

Walker Station Elementary
Christopher Morgan – Principal
6200 Homeward Way Blvd.
Sugar Land, TX 77479
634-4400 Fax: 634-4413

SECONDARY SCHOOLS

Middle Schools

Baines Middle School
David Yaffie – Principal
9000 Sienna Ranch Road
Missouri City, TX 77459
634-6877 Fax: 634-6880

Crockett Middle School
Dr. Catherine O'Brien – Principal
19001 Beechnut
Richmond, TX 77469
634-6380 Fax: 327-6380

Dulles Middle School
Michael Heinzen – Principal
500 Dulles Avenue
Sugar Land, TX 77478
634-5750 Fax: 634-5781

First Colony Middle School
Dr. Jennifer Reichel – Principal
3225 Austin Parkway
Sugar Land, TX 77479
634-3240 Fax: 634-3267

Fort Settlement Middle School
Karon Crockett – Principal
5440 Elkins Road
Sugar Land, TX 77479
634-6440 Fax: 634-6456

Garcia Middle School
Viretta West – Principal
18550 Old Richmond Road
Sugar Land, TX 77478
634-3160 Fax: 634-3207

Hodges Bend Middle School
Elsa Vega – Principal
16510 Bissonnet
Houston, TX 77083
634-3000 Fax: 634-3028

Lake Olympia Middle School
Kevin Shipley – Principal
3100 Lake Olympia Parkway
Missouri City, TX 77459
634-3520 Fax: 634-3549

McAuliffe Middle School
Sharon Delesbore – Principal
16650 South Post Oak
Houston, TX 77053
634-3360 Fax: 634-3393

Missouri City Middle School
Trevor Lemon – Principal
200 Louisiana Street
Missouri City, TX 77459
634-3440 Fax: 634-3473

Quail Valley Middle School

Lee Crews – Principal
 3019 FM 1092
 Missouri City, TX 77489
 634-3600 Fax: 634-3632

Sartartia Middle School

Dr. Sara Thurman – Principal
 8125 Homeward Way
 Sugar Land, TX 77478
 634-6310 Fax: 634-6373

Sugar Land Middle School

Lisa Padron – Principal
 321 Seventh Street
 Sugar Land, TX 77478
 634-3080 Fax: 634-3108

HIGH SCHOOLS**Austin High School**

Michael Leach – Principal
 3434 Pheasant Creek Drive
 Sugar Land, TX 77478
 634-2000 Fax: 634-2074

Bush High School

Shirley Rose – Principal
 6707 FM 1464
 Richmond, TX 77469
 634-6060 Fax: 634-6066

Clements High School

Kevin Moran – Principal
 4200 Elkins Drive
 Sugar Land, TX 77479
 634-2150 Fax: 634-2168

Dulles High School

Mark Foust – Principal
 550 Dulles Avenue
 Sugar Land, TX 77478
 634-5600 Fax: 634-5681

Elkins High School

Barbara Whitaker – Principal
 7007 Knights Court
 Missouri City, TX 77459
 634-2600 Fax: 634-2674

Hightower High School

Pat Paquin – Principal
 3333 Hurricane Lane
 Missouri City, TX 77459
 634-5240 Fax: 634-5333

Kempner High School

Troy Mooney – Principal
 14777 Voss Road
 Sugar Land, TX 77478
 634 2300 Fax: 634 2378

Marshall High School

Alonzo Reynolds – Principal
 1220 Buffalo Run
 Missouri City, TX 77459
 634-6630 Fax: 634-6650

Travis High School

Jeryl Jean Kyle – Principal
 11111 Harlem Road
 Richmond, TX 77469
 634-7007 Fax: 634-7010

Willowridge High School

Dr. Joe Coleman – Principal
 16301 Chimney Rock
 Houston, TX 77053
 634-2450 Fax: 634-2513

SPECIALIZED CAMPUSES**Progressive High School**

Anita Hill – Principal
 1555 Independence Blvd.
 Missouri City, TX 77489
 634-2900 Fax: 634-2913

Technical Education Center

Kenneth Kendziora – Supervisor
 540 Dulles Avenue
 Sugar Land, TX 77478
 634-5671 Fax: 634-5700

M.R. Wood Alternative Education Center

Beth Erickson – Principal
 139 Ave. E
 Sugar Land, TX 77478
 634-3320 Fax: 634-3331

<p>* All phone and fax numbers have a 281 area code</p>
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Employment

Policy DIA

Equal Employment Opportunity

The Fort Bend Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, gender, sex, national origin, disability and/or age in educational programs or activities that it operates or in employment decisions. The district is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the 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.)

If you suspect discrimination please contact the following:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Sandra Scott-Bonner, Director of Student Appeals, at (281) 634-1116 or Rhonda McWilliams, Chief Human Resources Officer at (281) 635-1055.

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Bob Conlon, Director of Student Support Services, at (281) 634-1130.

All other concerns regarding discrimination please contact the Superintendent, Dr. Timothy Jenney, at (281) 634-1000.

Each of the individuals listed above office at the Administration Building:

Fort Bend Independent School District
Administration
16431 Lexington Blvd.
Sugar Land, Texas 77479

Please refer to Board Policies DIA and FFH for further clarification.

General questions about the district should be directed to the Community Relations department at (281) 634-1000.

Job Vacancy Announcements

Policy DC (Local)

Announcements of job vacancies are posted on the FBISD Website. When vacancies occur, position notices are posted in each school and in the administration building so that current staff members may be informed of advancement opportunities. Applicants must apply during the posting dates and submit all required documents as listed on the job posting. To access information regarding current job opportunities, employees may access the Fort Bend Independent School District Web Page at www.fortbendisid.com.

Employment after Retirement

Policy DC (Legal)

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site (www.trs.state.tx.us).

Contract and Non-Contract Employment

Policies DC, DCA, DCB, DCD, DCE

State law requires the District to employ individuals that serve in positions requiring a certificate from State Board for Education Certification (SBEC); classroom teachers, principals, librarians, nurses, or counselors under a probationary contract, a continuing contract, or a term contract. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts. All full-time, professional and administrative employees employed in positions requiring SBEC certification and nurses who are new to the District must receive probationary contracts during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools 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 years, with an optional fourth year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts: Full-time teachers, professionals, and administrators employed in positions requiring certification and nurses who have successfully completed the probationary period will be employed by term contracts. Campus principals and central office administrators are employed under multiple – year term contracts. The terms and conditions of employment are detailed in the contract and employment policies.

Non-Certified Professional and Administrative Employees. 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 procedures for non-renewal or termination under the Texas Education Code.

Paraprofessional and Classified Employees. All paraprofessional and classified 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.

Searches, Alcohol, and Drug Testing

Policy DHE

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

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 who is required to have a commercial driver’s license (CDL) and who operates a commercial motor vehicle is subject to drug and alcohol testing. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted:

1. when reasonable suspicion exists;
2. at random;
3. when an employee returns to duty after engaging in prohibited conduct; and
4. as a follow-up measure.

Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required having a CDL who 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 relating to alcohol and drug policies and related educational material should contact the Director of Student Support Services at 281-634-1130.

First Aid, CPR, and AED Certification

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation (CPR). The American Red Cross, the American Heart Association, or another organization that provides equivalent training or certification must issue certification. It is required that certain employees be trained and certified in the use of an automated external defibrillator (AED).

Reassignments, Transfers, and Reduction in Force

Policies DFF, DK

All personnel are subject to assignment and reassignment by the Superintendent when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another department or facility that does not necessitate a change in the employment contracts. Campus reassignment 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 staff to ensure the efficient operation of the District as a whole). When reassignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a

reassignment may follow the District Policy DGBA (Local) for employee complaints.

Employees with the required qualifications for a position and compliance with the requirements of the District transfer policy and at least two years of service may request a transfer to another campus. A District Voluntary Transfer Request form must be completed online and submitted to Human Resources. Teachers requesting a transfer to another campus must submit their request within the designated posted timeline for voluntary transfers. The voluntary transfer process may be found on the Districts pipeline, under Human Resources. Requests for transfer during the school year will not be considered.

Workload and Work Schedules

Policies DEA, DL

Professional Employees. Professional and administrative employees are exempt from overtime pay and are employed on a 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 required days of service and scheduled holidays will be distributed each school year.

Classroom teachers are provided planning periods for instructional preparation and conferences. The schedule of 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 full-time librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students one day a week when no other personnel are available during lunch.

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

Notification to Parents Regarding Teacher Qualifications

Policies DBA, DK

At schools receiving Title I funds, the District is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child is in a classroom in which the regular teacher is not "highly qualified".

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving on an emergency permit (including individuals waiting to take the TExES exam) or individuals who do not hold any certificate or permit. 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 Certification Office at 281-634-1284.

Outside Employment and Tutoring

Policy DBD

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 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.

Performance Evaluation

Policies DN, DNA, DNB

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda also can be used to document job performance. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.

Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee, unless on a waiver, shall have at least one evaluative conference annually to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems

necessary. All employees shall receive a copy of their annual written evaluation.

The annual appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS), except that the appraisal of teachers assigned to certain campuses shall follow a campus teacher appraisal plan written in compliance with statutory provisions and commissioner's rules.

The District shall establish an appraisal calendar each year. All formal classroom observations of teachers shall be scheduled by date and time. Informal classroom observations may occur at any time. The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board. 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 designees establish procedures regarding how domain scores from first and second appraisers will be used.

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.

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term.

District teachers who meet the criteria listed below shall be eligible for a less-than-annual appraisal as permitted by law:

Less-Than-Annual Appraisal of Teachers

To be eligible for less-than-annual appraisal a teacher shall:

1. Be on an educator contract;
2. Be SBEC-certified, teaching in his or her area of certification;
3. Have received an "exceeds expectations" rating in five of eight domains on PDAS and at least "proficient" in the other three domains;
4. Not be new to the campus; and
5. Have completed three years of service in the District.

During this less-than-annual appraisal period the teacher will complete and submit the PDAS teacher self-reports Parts I-III, as well as receive summative appraisal consisting of at least domains V-VIII.

A teacher who qualifies for a less-than-annual appraisal and who is in his or her fourth through tenth year of service shall be scheduled for a complete

PDAS appraisal every other year. A teacher in his or her eleventh year of service or more who qualifies for a less-than-annual appraisal shall be scheduled for a complete PDAS appraisal every third year.

In a school year in which a teacher is not scheduled for an appraisal, either the teacher or the appraiser may request that an appraisal be conducted by providing written notice to the other party.

Employee Involvement

Policies BQA, BQB

At both the campus and District level, Fort Bend ISD offers opportunities for involvement in matters that affect employees and influences the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees may be asked or elected 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 Curriculum and Instruction.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development 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 (e.g. bus drivers) and continued employee skill development. 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 classified staff enhance their knowledge and skills through workshops based upon assessed needs.

Compensation and Benefits

Salaries, Wages and Stipends

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. 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 or 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.

Paraprofessional and classified employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

Supervisors of nonexempt employees shall ensure an agreement or understanding with the employees regarding the form of compensation for overtime (direct pay or compensatory time off) 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.

A teacher may receive credit for years of substitute teaching experience 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 ninety-day minimum requirement was met. The adjustment will occur the year that the service is verified and subsequent years.

The Board of Trustees establishes salaries of all employees. All employees will receive written notification of their salary after the Board had adapted 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 in a step system. Experience and education determine the step and pay category for each teacher. Pay increases, or advancement to a higher step, are determined by creditable years of service in the District. 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 will determine placement and advancement of employees on the professional administrative salary schedules.

Annualized Compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal semi-monthly payments. An employee, who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer. Hourly employees (bus drivers, cafeteria workers, Extended Day staff, custodians, and crossing guards) are paid only for the hours they work.

Paychecks

Teachers and other 10-month employees are paid over twelve months of employment equal to twenty-four (24) pay periods. Additionally, first year teachers with the District will receive twenty-five (25) pay periods, beginning with the August 31 pay date. Employees on twenty-four (24) pay periods will receive checks twice each month from mid-September through the end of August. 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 2008-2009 school year is as follows:

Checks

August 29	March 13
September 15	March 31
September 30	April 15
October 15	April 30
October 31	May 15
November 14	May 29
December 1	June 15
December 15	June 30
January 5	July 15
January 15	July 31
January 30	August 14
February 13	August 31
February 27	

Automatic Payroll Deposit The District offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into an account at any financial institution that accepts electronic transfer of funding. With automatic deposit, an employee's pay is immediately available on the pay date. An authorization of direct deposit form must be on file in the Payroll Department. When activating or changing a direct deposit, a pre-notification period is required to insure all bank information has been submitted and processed correctly. Direct deposits is 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, we strongly recommend that employees not schedule drafts on the same day as a pay date. Contact the Payroll Department for more information about the direct deposit service.

Payroll Deductions

Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986.

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:

- deductions for the employee's share of premiums for health, dental, life, and vision insurance;
- annuities;
- the Texas Tomorrow Constitutional Trust Fund;
- savings and loan payments through Brazos Valley Schools Credit Union;
- membership dues to professional organizations (i.e. the United Way), and
- additional insurance coverage.

Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEA

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.

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. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in direct pay or compensatory time off. 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. Saturday and ends at 11:59 p.m. Friday. Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Employees may accumulate up to 60 hours of compensatory time.
- Compensatory time must be used only in the duty year that it is earned.
- Use of compensatory time may be used at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, non-duty).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- Nonexempt employees may not volunteer at their worksite.

Pay for salary errors in prior years. 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 Human Resources, which will be addressed in a timely manner. It is the practice of the District for any correction to be limited to the current fiscal year, which is from September 1st through August 31st.

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 expenses other than mileage. Authorized meals will be reimbursed on a per diem basis.

Group Health Insurance Benefits

Policy CRD

Group health insurance benefits coverage is available to employees who work 20 or more hours per week; are not retirees eligible for coverage under Insurance Code Chapter 1575 (retiree group health benefits); are not eligible for coverage by a group insurance plan under Insurance Code Chapter 1551 (state employee health insurance) or Chapter 1601 (state university employee health insurance); and are not performing personal service for the District as independent contractors.

The Board of Trustees determines the District's contribution to employee insurance premiums annually. Detailed descriptions of insurance coverage, prices and eligibility requirements are provided to all employees in a separate booklet available from the Benefits Department.

The Group Health Plan year is from January 1 through December 31. New employees must complete enrollment forms within the first 30 days of their start date. Current employees can make changes in their insurance coverage during annual open enrollment or if they have an IRS qualifying event. Employees should contact the Benefits Department for more information.

Supplemental Insurance Benefits

Policy CRD

In addition, other supplemental insurance benefits that may include, but are not limited to legal, disability and additional life insurance are available for employees to

enroll in at their own expense. Premiums for these programs may be paid by payroll deduction. Employees should contact the Benefits Department for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. 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, vision, and cancer and dread disease). Premiums are deducted from an employee's salary before federal income tax is calculated. This could result in a 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 30 days of their start date. All employees must accept or reject this benefit on an annual basis and during the specified time period of annual/open enrollment.

Worker's Compensation Insurance Policy CRE

In accordance with state law, the District provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the Risk Management Department at 281-634-1721. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

An employee receiving workers compensation wage benefits for a work-related illness or injury on the job may use sick leave or any other leave benefits in conjunction while recovering, except when the leave is classified as family and medical leave. While on worker's compensation, the District will pay the difference between the weekly income benefit and the employee's regular salary and charge available leave proportionately. Employees with questions about Workers' Compensation should contact Risk Management at 281-634-1721 or the Texas Workers' Compensation Commission at 1-800-452-9595.

Employee's Use of Own Vehicle If you are driving your own vehicle on District business; **your own insurance is primary.** If your vehicle, or someone else's vehicle or property is damaged, or if someone is injured, coverage shall be provided by your 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 Worker's Compensation. Maintaining a current auto insurance policy is a matter of law and the district expects that any individual may be required to drive their personal vehicle for District purposes must abide by this law.

Unemployment Compensation Insurance Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation 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 1-800-832-2829.

Teacher Retirement

Employees who serve 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 also eligible for TRS membership and to purchase a year of creditable service. 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 give a 30 day notice to their immediate supervisor and Human Resources. 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, or through the Internet at www.trs.state.tx.us.

For information regarding social security benefits, please contact the Social Security Office at 1-800-772-1213.

Leaves and Absences

Policy DEC

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. Employees who have personal needs that will require long leaves of absence should call the Department of Human Resources for counseling about leave options, continuation of benefits, and communicating with the District.

Employees must follow District and department or campus procedures to report or request leave of absence and complete the appropriate leave request

form. Any employee who reasonably expects to be away from work more than five (5) consecutive work days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, and in case of personal illness, the employee's fitness to return to work.

Personal Leave. Each employee earns state personal leave, in equivalent workdays, at the rate of one-half a workday for each eighteen (18) workdays of employment, up to the statutory maximum of five workdays annually.

At the beginning of the school year or employment period, an employee shall be credited with the full amount of leave allowance possible for the year. Days are earned only during active duty; therefore, an extended leave or excessive absences diminishes the total that may be earned for the year. In anticipation that the leave days will be earned for active service on duty during the school year, should an employee resign or cease to be employed before the end of the school year of employment period or have an extended leave, the leave allowance shall be prorated on the basis of time served. Upon return from leave, the District will recalculate and advance the number of possible days to be earned through the remainder of the contract period. The days used in excess of the prorated allowance shall be reimbursed to the District at the employee's regular daily rate of pay.

There is no limit on the accumulation of state personal leave. It can be transferred to other Texas school Districts and is generally transferable to education service centers. There are two types of personal leave: non-discretionary and discretionary.

Non-Discretionary. Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered non-discretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave. Employees are required to report their absences to Web Center/VIPER.

Discretionary. Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. Requests for use of discretionary personal leave must be submitted to the principal or department director/supervisor as soon as practicable, but no later than three days prior to the anticipated absence. State (STPB) and local (LPL if applicable) discretionary leave may not be taken for more than three consecutive days except in extenuating circumstances and with the approval of the Superintendent or designee. Nor more than a total of ten discretionary leave days, including any combination of state (STPB) personal or local (LPL) personal days may be used in each school year (July 1 through June 30). Employees have the option to

charge their absences related to sick leave (Non-Discretionary) to either state (ST) sick or local (LSL) sick balances. This election shall be made by the employee when completing the absence report or calling absence into VIPER. Any change made after the absence has occurred must be approved by the Chief Human Resources Officer or designee. Each request will be reviewed and considered on a case-by-case basis.

Discretionary Leave. Discretionary leave shall not be allowed in the following circumstances: 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, the last teacher workday of the school year, without the approval of a cabinet member. If the principal/supervisor determines that the employee's presence is critical to the instructional program or the operation of the school/department, discretionary leave may be denied.

Non-Duty/Vacation/Holiday Days. Twelve-month employees will have a varying number of non-duty days (sometimes called vacation days) each year. Employees are not paid for these days. Employees who leave the District before the end of their contract and who has used non-duty days will have their remaining salary reduced. The reduction will be equivalent to the number of non-duty days taken times their daily rate. The number of days will vary according to the District calendar. Non-duty days may not be substituted for holidays such as July 4th, Spring Break, and Christmas Break. Extension of holidays through use of non-duty days must be approved by the supervisor. Non-duty days should be used by the end of the contract year in which they are earned but may be carried through to October 31 of the following year. Employees may request to use non-duty days at their discretion. All twelve-month employees must obtain prior approval from their immediate supervisor before using a non-duty day. Any conflict with departmental workload or scheduling will be considered sufficient cause for denying a request for non-duty days. Requests for non-duty days are submitted on the "Request for Leave/Absence Report" and are to be reported to Web Center/VIPER.

Sick Leave. State sick leave earned before May 30, 1995 is available for use and may be transferred to other school Districts in Texas.

If an employee uses and is paid for more sick leave than he or she has earned, the cost of unearned leave will be deducted from the employee's next paycheck.

State or Local Sick leave 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

Temporary Disability Leave. In compliance with Education Code 21.409, temporary disability leave is offered only to employees classified as full-time educators. The purpose of temporary disability leave is to provide job protection to educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. A full-time educator may voluntarily request to be placed on temporary disability leave or be placed on leave involuntarily.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. Medical certification forms must be submitted to Human Resources if the employee will be out more than five days. If disability leave is approved, the length of leave is no longer than 187 work days. Employees are required to report their absences to Web Center/VIPER. If disability leave is not approved, the employee must return to work or be subject to termination procedures. 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 Department should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned, if an appropriate position is available. If a position is not available before the end of the school year, employees will be reinstated at the beginning of the following school year in a comparable position in the District.

Health care premiums will continue to be deducted from employee's paycheck. If an employee does not receive a paycheck, an invoice for employer paid premiums will be generated from the Benefits Department and mailed to the employee. Employee is responsible for paying the premiums to keep coverage in force. Employees should contact the Benefits Department for more information.

Family and Medical Leave (FMLA) Eligibility. Employees who have been employed by the District for at least 12 months, and have worked at least 1,250

hours during that time are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year under the following circumstances:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition
- A qualifying exigency resulting from active military service of a spouse, child, or parent

A husband and wife who are both employed by the District are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child; or to care for a covered military service member. Employees are required to report their absences to Web Center/VIPER.

Military Service Family Leave. An eligible employee is entitled to leave to care for an active duty military service member who incurs a serious illness or injury in the line of duty. The service member must be the employee's spouse, child, parent, or next of kin. An eligible employee may take up to 26 weeks on a one-time basis to provide care to a covered service member.

Continuation of Benefits and Job Restoration. Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or a comparable job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Use of Paid Leave. Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and workers' compensation absences. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

Intermittent Leave. An eligible employee other than an instructional employee may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent.
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

An eligible instructional employee who requests leave to care for a spouse, parent, or child or because of his or her own serious health condition that is foreseeable based on planned medical treatment and who would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, may be required to choose either to:

- Take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- Transfer temporarily to an available alternative position offered by the District for which the teacher is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the teacher's regular employment position.

"Instructional employees" are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instruction, nor does it include personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Requests for FML. When the need for family and medical leave is foreseeable, employees must provide 30 day advance notice to the district. When the need for leave is not foreseeable, employees must notify their supervisor as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic re-certification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work
- Certification of the need for family military leave

Employees requiring family and medical leave should contact the Human Resource Department for details on eligibility, requirements, and limitations.

Unpaid Personal Leave. A full-time employee may apply for an unpaid personal leave of absence for up to six months for personal reasons. The employee shall indicate the beginning and ending dates of the requested leave. An employee may request an extension of unpaid personal leave, for up to one year.

An employee who wishes to apply for unpaid personal leave shall notify the Chief Human Resources Officer, in writing, of his or her intention and shall provide the Chief Human Resources Officer sufficient information to evaluate the request. Employees are required to report their absences to Web Center/VIPER.

If employee does not receive a paycheck, health care benefits will terminate and employee will be eligible for COBRA benefits. Employee should contact the Benefits Department 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.

Assault Leave. Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault on the job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. Days of leave granted as assault leave will not be deducted from accrued personal leave or counted against the employee's family and medical leave entitlement and will be coordinated with workers' compensation benefits. Following an investigation of the claim, the District may change the assault leave status and charge the leave against the employee's accrued personal leave. The employee's pay will be reduced if accrued paid leave is not available. Principal/Supervisor or designee is required to contact the substitute office to report assaulted employee's absences.

Bereavement Leave. Use of state and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to approval of the Superintendent or designee. Employees are required to report their absences to Web Center/VIPER.

Jury Duty. Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service to their immediate supervisor. The employee will be allowed to retain any compensation they receive. Employees are required to report their absences to Web Center/VIPER.

Other Court Appearances. Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding other than personal legal matters. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to

submit documentation of their need for leave for court appearances. Employees are required to report their absences to Web Center/VIPER.

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1 – September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service. Employees are required to report their absences to Web Center/VIPER.

Reemployment After Military Leave. Employees who leave the district to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence or honorable discharge or release, and submit an application for reemployment to the Superintendent within 90 days of discharge or separation.

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 18 months. Employees should contact the Benefits Department for details on eligibility, requirements, and limitations.

Reemployment after Federal Military Leave
Employees who leave the District to enter into the United States uniformed services may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application **for reemployment to the Superintendent.**

FORT BEND ISD

EMPLOYEE'S QUICK REFERENCE

System Phone Number (281) 634-1381
Help Desk Phone Number (281) 634-1287

Write your PIN number here: _____

TO REGISTER AS A NEW USER AND RECEIVE YOUR P.I.N.

1. Press the **STAR KEY** when the system asks for **Personal Identification Number (PIN)**
2. Press **3** when the System says, "If calling as an employee."
3. Enter your **Employee Identification Number**, by pressing the telephone keys.
4. **Record Your Name.**
Press **1** if you like the recording
Press **9** if you want to re-record your name
5. The system reads your **Work Location**, then your **Job Description**.
6. The systems tells you your **PIN**.
Press **9** to review your **PIN**
Press **1** if written correctly

AFTER REGISTERING, YOU MAY REVIEW PIN OR RE-RECORD YOUR NAME

1. Follow steps 1 through 3 in the previous instructions as a new user.
2. Press **1** to **Hear Your Pin**, **OR**
Press **3** to **Change the Recording of your Name**

If you select Change Recording of Name,
Press **1** if you like the recording, **OR**
Press **9** to re-record name.

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts@5:00 am	5:00pm-9:30pm
Saturday	None	None
Sunday	None	5:00pm-9:30pm
Holidays	None	5:00pm-9:30pm

Reasons For Absence

1. **LSL – Local Sick Leave**
2. **ST – State Sick Leave**
3. **LPL – Local Personal Leave**
4. **STPB – State Personal Leave**
5. **ND – Non-Duty Day**
6. **MD – Military Duty**
7. **JD – Jury Duty**
8. **SB1 – School Business Sponsoring**
(Coaching, UIL, Student Council)
9. **SB2 – Staff Development (Authorization number)**
10. **SB3 – School Business Professional**
(Testing, Committee Work, etc.)

Campus ½ day Schedule in VIPER:

HIGH SCHOOL -	7:00am-11:00am 11:01am-3:00pm
MIDDLE SCHOOL	8:20am – 12:20pm 12:21pm – 4:20pm
ELEMENTARY SCHOOL	7:45am-11:45am 11:46am-3:45pm
CENTRAL ADMINISTRATION AND OTHER DEPARTMENTS	8:00am-12:00pm 12:30pm-4:30pm

***Call System, Enter PIN ***

MAIN MENU

1. to Report Absence
5. to Review, Cancel or Modify Absence
7. to Review Work Location
- 9 – to Exit

TO ENTER AN ABSENCE

1. Press 1 to Enter An Absence
2. Press 1 for a one-day absence for the **CURRENT** day, **OR** press 5 for a one-day absence for the **NEXT** work day, **OR** press 7 to enter the dates and times
3. **IF YOU PRESSED 1 OR 5 to enter a one-day absence...**
Press 1 to **ACCEPT** times, **SKIP TO** Step 4, **OR** press 5 to manually enter times
--To accept times, **PRESS** the **STAR KEY OR**, enter **START** time (HHMM).
Repeat procedure for **END** time, **SKIP TO** Step 4

IF YOU PRESSED 7 to enter the dates and times...

- 3a. **PRESS** the **STAR KEY** to accept the date offered, enter **DATE** the absence starts (MMDD).
- 3b. **PRESS** the **STAR KEY** to accept the time offered, **OR** enter **TIME** the absence starts (MMD).
- 3c. **Repeat** procedures in 3a/3b for **DATE/TIME ABSENCE ENDS.**
4. Enter the **REASON NUMBER**, then press the **STAR KEY.**
5. Press 1 to **Record Special Instructions**, **OR** press 5 to **bypass this step.**
6. Press 1 if a **Substitute IS required**, **OR** press 3 if **NO substitute is required**, **SKIP** to Step 8.
7. Press 1 to **request a particular substitute**, **OR** press 3 to **bypass this step.** To **request a particular substitute**, enter their telephone number **minus** the area code, Example: (281) 634-1287 you would enter 6341287. Then **Press** the **STAR KEY.**
8. Press 1 to **Receive the job number**
You must receive the **job number** or it did not go through as complete.

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Press 5 to *Review or Cancel An Absence*
2. Listen to the information the System plays.
Press 1 to **hear the information again**, **OR** Press 3 to **hear another absence**, **OR** Press 5 to **cancel the job** the System just played, **OR** Press 6 to **Modify Special Instructions.**

If you select **Cancel The Job**, Press 1 to **Confirm The Cancellation Request.**

If a substitute was assigned to the absence—

Press 1 if you want the System to **inform** the substitute of the cancellation, **OR** press 5 if the **substitute knows** that the **Job** was canceled.

Once you confirm a request to cancel the **Job**, you **must** wait for the System to say “**job number xxxx has been cancelled.**”

If you select **Modify Special Instructions**, the System guides you through the steps of reviewing and replacing the voice message.

Fort Bend Independent School District

WebCenter

Quick Link Human Resources Web Page

WebCenter Address:

Within district <https://eschoolweb>

From Your Home:

<https://eschoolweb.fortbend.k12.tx.us>

or

<https://eschoolweb.fortbendisd.com>

User ID: _____

(User ID is “000” plus your People Soft ID Number)

PIN: _____

(PIN=your PIN # from VIPER)

Log on: Open your Internet Browser and access the SEMS Web Center site. Login information includes two identifiers that must be entered. When you have entered both fields, press the **Log On** button.

Log off: To end the session and disconnect from Web Center, press the **Log Off** link found in the lower portion of the screen.

Printing: You can print any of the screens you are currently viewing by using your browser’s print icon.

Press the **Create Absences** tab to enter an absence.

Select the **Location and Classification** when there is a choice in the drop down menu.

Select the **Reason** that applies to this absence from the drop down menus.

Select **Start** and **End** dates for your absence by clicking on the down arrows or using the Calendar icon. Ensure that the correct **time** is entered.

If this is a multiple day recurring absence, remove the checkmarks(s) from the **Work Days** boxes that **do not** apply to this absence.

Indicate if a substitute is required for this absence. To request a particular substitute, enter the Substitute's ID number or use the Search feature to find the Substitute by name.

Indicate if the requested substitute has agreed to accept the job. If **Yes** is selected, **the substitute will not be called.**

Press the **Submit** button when you have completed the form to validate the information. Errors will be displayed in red below the tabs. When the date is corrected, press the **Submit** button again.

The confirmation screen allows you to verify that the information is correct before the job is created. Press the **Create Absence** button to create the job and receive the job number OR press the **Cancel** button to return to the **Absence Creation** form without creating the absence.

If the absence has been successfully entered, a message will be displayed to indicate this along the Job Number.

Press the **Continue** button to return to the **Create Absence** tab.

Press the **Review Absences** tab:

- Review past, present, and future absences
- Cancel an absence

Select the date range for your search by pressing the down arrows for Month/Day/Year or using the Calendar icon and press the **Search** button OR press the **Search All** button to get a list of all your absences.

Use the **Next** and **Previous** button to navigate through the records on the list.

To cancel the job or view the job details, press the **Job number link.**

If you want the system to notify the substitute of the job cancellation (by calling them) place a checkmark in the box "Does the substitute need to be notified of your cancellation".

To confirm that you do want to cancel the absence, press the **Cancel Job** button.

You have **not** cancelled the absence until you press the **Cancel Job** button. A successful action will display to confirm the cancellation.

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 newsletter, and through special events and activities. Recognition and appreciation activities also include school service awards.

District Communications Throughout the school year, the Community Relations office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

E-News: Employee Newsletter

Great News from Fort Bend ISD: Community Newsletter

E-briefs: School board meeting summary

Press Releases: Distributed regularly to local press

Complaints and 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 problems or complaints with their supervisors or an appropriate administrator at any time.

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.

If an informal conference regarding a complaint 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.

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. For ease of reference, the District's policy concerning the process of bringing complaints and grievances is reprinted.

Notice to Employees The District shall ensure that all employees are informed of this policy.

Consolidation Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the grievances.

Freedom from Retaliation Neither the Board nor any District employee shall unlawfully retaliate against any employee for bringing a concern or complaint under this policy.

“Whistleblower” Grievances Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Three. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

General Provisions Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. 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.

Level One An employee who has a grievance must file a complaint form within fifteen (15) days of the date the employee first knew, or with reasonable diligence should have known, of the decisions or action giving rise to the complaint or grievance and with the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

Level Two If the employee did not receive the relief requested at Level One or if the time for response has expired, the employee may request a conference with the assistant superintendent to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of

the written Level One response, or if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents presented by the employee. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believe will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any shall be maintained with the Level One, Level Two, and Level Three records.

Level Four If the employee did not receive the relief requested at Level Three or if the time for a response has expired, the employee may appeal the decision to the Board, or at the Board's discretion, to a designated hearing officer who shall, in turn, make a written recommendation for disposition to the Board. [See HEARING OFFICER, below]

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Three response or, if no response was received, within ten days of the Level Three response deadline.

Hearing officers may be District employees who were not involved in the subject matter of the grievance or the grievance process, or they may be persons not employed by the District.

If Board Hears Appeal The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board with the record of the Level Three Complaint. The employee may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

If at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students, parents and coworkers and 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 to serve the best interests of the District. All District employees shall be expected to adhere to the standards of conduct set out in the "Code of Ethics and Standard Practices for Texas Educators". [See DH (Exhibit)]
- Shall not engage in prohibited harassment, including sexual harassment of other employees, as defined at DIA and students as defined at FFH. [See FFG regarding child abuse and neglect]
- Shall not form romantic or other inappropriate social relationships with students.
- Shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]
- Shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours.
- Shall report immediately in writing to the staff attorney 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.
- Maintain a clear neat appearance in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Use District time, funds, and property for authorized District business and activities only.

All district employees are expected to perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination. Certain misconduct by educators, including having a criminal record, must be reported to State Board for Educator Certification no later than the seventh day the Superintendent first learns of the incident.

All employees, as public servants, must follow the *Code of Ethics and Standard Practices for Texas Educators*, which is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

Effective September 1, 2002

Statement of Purpose The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, 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. 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 and others to improve the public schools of the community.

Enforceable Standards

I. Professional Ethical Conduct, Practices and Performance.

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official

policies of the school district or educational institution.

Standard 1.2 The educator shall not knowingly 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 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 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 applicable 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.

II. 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 education shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability or family status.

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 under this chapter.

III. 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health or safety.

Standard 3.3 The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

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 student, knowingly allow any student to consume alcohol, or illegal/unauthorized drugs in the presence of the educator.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Harassment of a co-worker or student motivated by race, color, religion, national origin, disability, age or gender is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes a 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.

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

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (See *Complaints and grievance*). 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.

Sexual Harassment

Policies DH, DF, DIA, FFG, FFH

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, and other verbal, nonverbal, or physical conduct 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.
- 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.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or the Title IX Coordinator, see page 41. The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

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, 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. Other prohibited conduct includes the following:

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

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

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. Failure to report will result in disciplinary action. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parent and promptly investigated. Conduct that may be characterized as child abuse must be reported to the appropriate authorities, as required by law. Employees

with questions or concerns relating to the alleged sexual harassment of a student should contact the Chief Human Resources Officer.

Alcohol and Drug Abuse Prevention Policies DH, DHE, DI

Fort Bend ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol or illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. 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 working hours while at school 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. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contracts shall be posted throughout the workplace.

Reporting Suspected Child Abuse Policies DF, DG, DH, FFG, GRA

All employees are required by law to report any suspected child abuse or neglect to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. Abuse is defined by the Texas Family Code and includes the following acts or omissions by a person:

1. mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
2. causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
3. physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an

injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;

4. failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
5. sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
6. failure to make a reasonable effort to prevent sexual conduct harmful to a child;
7. compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;
8. causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;
9. the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child;
10. causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code; or
11. causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child as defined by Section 43.25, Penal Code.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Employees are not required to report their concerns to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to

the principal does not relieve the employee of the requirement duty to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological treating or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, 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 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 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.
- Destroying, removing, or inappropriately using records, furniture fixtures, or equipment.
- Failing to provide financial records required by state or local entities.
- Failure to disclose conflicts of interest as required by policy.
- Any other dishonest act regarding the finances of the District.

Conflict of Interest

Policies BBFA, DBD

Employees are required to disclose to their supervisor 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.

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 for political activities is prohibited.

Safety

Policy CK

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

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

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

Tobacco Use

Policies DH, FNCD, GKA

State law prohibits smoking or using tobacco products on all District-owned property and at all school related or school sanctioned activities on or off campus. 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 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.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, 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 a educator, crimes that occur wholly or in part of school property or at a school-sponsored activity. Crimes involving moral turpitude are listed below.

Moral turpitude includes the following:

- Dishonesty;
- Fraud;
- Deceit;
- Theft;
- Misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Acts constituting public intoxication, operating a motor vehicle while under the

influence of alcohol, or disorderly conduct if two or more acts are committed within any 12 month period; or

- Acts constituting abuse or neglect under the Texas Family Code.

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. 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 immediately.

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 building office or contact the administrator in charge.

All visitors to the schools, including parents 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 work place.

Cell Phones Fort Bend ISD employees may have in their possession mobile phones and/or paging devices. However, the use of these devices is prohibited during normal work hours.

Copyrighted Materials

Policy EFE

Employees are expected to comply with copyright laws relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes or DVD's are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Computer Use and Data Management

Policy CQ

All network and computer equipment is the property of Fort Bend Independent School District. As such, all copyright laws and federal and state laws regarding electronic data transfer or communication will be strictly adhered to and enforced. This includes, but is not limited to, making copies of copyrighted software, logging onto bulletin boards, invading networks or computer systems or files to alter information therein (viruses or unauthorized data manipulation) and bringing unauthorized software into the labs, classrooms or offices.

Duplication of any software, except for backup and archival purposes, from any facility/campus in the Fort Bend Independent School District's computer labs, classrooms, or offices is strictly prohibited. Any faculty or staff member found violating these laws or rules may be subject to civil and criminal penalties of \$250,000 and/or imprisonment and will be referred for disciplinary action. Suspected misuse of software should be reported to the Campus Administrator or Campus Instructional Technology Specialist.

Employee Use of Internet, Computer Systems, and E-Mail

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 electronic communications system, including the Internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Transmission of any material in violation of U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Network Etiquette Users are expected to abide by the generally accepted rules of network etiquette. 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.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Security Use of the FBISD electronic communications systems shall not be considered confidential and may be monitored. 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 FBISD Web site must be submitted to the Community Relations Department for review and 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.

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 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.

Asbestos Management Plan

Policy CKA

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of District property. A copy of the District's management plan is kept in the Facilities office and is available for inspection during normal business hours. A copy of this management plan is also available at each school's administrative office for inspection during normal business hours. The content of this management plan meet the requirements of the Asbestos Hazard

Emergency Response ACT (AHERA), which is enforced by the Texas Department of Health.

Pest Control Treatment

Policy DI

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 main entrance.

Health Requirements and Services: Communicable Diseases

Policy FFAD

Chronic Reportable Diseases Unless otherwise provided below, a student with a chronic reportable disease (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. The school nurse shall function as the liaison with the student’s doctor and be the coordinator of services provided by other staff. (See FFA)

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 of a minor student or an adult student may give written authorization specifying other persons or positions to whom 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: 1.) An appropriate school program adjustment is made. 2.) An appropriate alternative or special education program is established. 3.) The local health authority determines that the significant risk has abated and the student can return to class. Each removal of a student from school attendance under this circumstance shall be reviewed by the school nurse, the student’s doctor, and the Fort Bend County Health Department at least once a month to determine whether the condition precipitating the removal has changed.

Risk to Affected Student 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 Health

guidelines; however, the placement of a special education student can be changed only by an ARD committee.

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 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 must develop an individualized health plan for the student if the student will need care for diabetes while at school. At least one unlicensed diabetes care assistant 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.

General Procedures

Bad Weather Closing

The District may close schools because of bad weather or 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 or to release students early, the following radio and television stations will be notified by school officials; KTRH-Radio 740 AM, KPRC-Channel 2, KHOU-Channel 11, KTRK-Channel 13, KRIV (Fox) –Channel 26, KHWB-Channel 39 and KXLN-Channel 45.

If weather permits, we will post school closings as soon as possible on our Internet web site: www.fortbendisd.com and on another website (see below). However, a loss of power in the Houston area could prevent us from doing so. You may also call our main switchboard number at 281-634-1000 to hear a recorded message, or log onto: www.school-closings.net.

The Chief Communications Officer or designee will make all contacts and statements to media representatives.

When school is closed due to inclement 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

Policy CKC

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 evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should know the location and how to use the extinguishers nearest their place of work.

Purchasing Procedures

Policy CH

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 authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact your supervisor for additional information on purchasing procedures.

Personnel Records

Policy GBA

Most District records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at anytime by submitting a written request to Human Resources. Otherwise, personal information listed above will be released to the public.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Names changes will not be completed without the presentation of a new social security card. Forms to process a change in personal information are obtained from the department of Human Resources, FBISD home page, and the Pipeline. Hard copies of the form can be completed online. The form is located on the Pipeline/HR, and on the Internet:

www.fortbend.k12.tx.us/personnel/prof/employee_forms.htm.

Community Relations: Use of School Facilities

Policies DGA, GKD

Nonprofit organizations headquartered inside District boundaries may complete a District rental application for the use of District's buildings and equipment when they are not otherwise in use by the District. No activity shall be scheduled if it interferes with individual school operations or District scheduled activities, including facilities maintenance and/or repair projects.

For-profit organizations, alone or in collaboration with nonprofit organizations, may not use District buildings and equipment, except where such use is directly related to the provision of services benefiting students or staff as determined by the administration on a case-by-case basis with approval of the Board. Any such use shall be governed by separate agreement, upon such terms and conditions as may be approved by the Board. Principals/Supervisors are responsible for scheduling the use of facilities after school hours. Contact Facilities/Operations to obtain information on the fees charged. A contract for Use of School Facilities Form can be obtained on the internet – www.fortbendisd.tx.us/parentlinks/policy&administration links

Termination of Employment

Resignations

Policy DFE

Contract employees Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A

written notice of resignation should be submitted to Human Resources with a copy to the supervisor. Contract employees may resign at any other time only with the approval of the Superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification. The Superintendent will notify the State Board of Education when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board of Education Certification*.

All resignations shall be submitted in writing to the Superintendent. The employee shall give at least thirty (30) calendar days advance notice of the employee's intent to resign, or other reasonable notice 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 reasons for the resignation. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing. 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 Board or its designee.

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 Human Resources with a copy to the supervisor at least 30 days prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or Non-Renewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF

A probationary contract employee and a term contract employee may be suspended with pay or placed on administrative leave by the Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent 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 or non-renewed at the end of the year according to the procedures outlined in District policies. 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 non-renewal occurs will be provided when a written notice is given to an

employee. 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.

Dismissal of Non-Contract Employees

Policy DCD

Non-contract employees are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, 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 this handbook when pursuing the grievance.

Exit Interviews and Procedures

Policy DC

An exit interview shall be conducted and a termination report prepared, if possible, for every employee who leaves employment with the District. These interviews shall be conducted in accordance with administrative procedures. Information on continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Exiting employees are asked to provide the district with a forwarding address and phone number and complete a online questionnaire that provides the District with feedback on his or her employment experience. All District keys, books, property, and equipment must be returned upon separation from employment.

Reports to the State Board for Educator Certification (SBEC)

Policy DF

The dismissal or resignation of a certified employee will be reported to SBEC if there is reasonable evidence that the employee's conduct involves the following:

- A reported criminal history;
- Abused or otherwise committed an unlawful act with a student or minor;
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor;
- The possession, transfer, sale, or distribution of a controlled substance;
- The illegal transfer, appropriation, or expenditure of school property or funds;
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position;

- Committing a crime on school property or at a school-sponsored event; or
- Violating assessment instrument security procedures.

Equal Educational Opportunities

Policy FB

The Fort Bend Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, gender, sex, national origin, disability and/or age in educational programs or activities that it operates or in employment decisions. The district is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the 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.)*

If you suspect discrimination please contact the following:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Sandra Scott-Bonner, Director of Student Appeals, at (281) 634-1116 or Rhonda McWilliams, Chief Human Resources Officer at (281) 634-1055.

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Bob Conlon, Director of Student Services, at (281) 634-1130.

All other concerns regarding discrimination please contact the Superintendent, Dr. Timothy Jenney, at (281) 634-1000

Each of the individuals listed above office at the Administration Building:

Fort Bend Independent School District
Administration
16431 Lexington Blvd.
Sugar Land, Texas 77479

Please refer to Board Policies DIA and FFH for further clarification.

General questions about the district should be directed to the Community Relations department at (281) 634-1000.

Student Issues

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 given a copy of the court order terminating parental rights.
- The student (if 18 or older or emancipated by a court).
- School officials with legitimate education interests.

Materials that are not considered educational records and do not have to be made available to a parent or student include teacher's personal notes on a student that are shared only with a substitute teacher.

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 campus 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. Complaints are addressed by specific policies as noted below:

1. Complaints alleging discrimination or harassment based on race, color, age, gender, national origin, disability, or religion. [See FFH]
2. Complaints concerning retaliation related to discrimination and harassment. [See FFH]
3. Complaints concerning dating violence. [See FFH]
4. Complaints concerning bullying. [See FF]
5. Complaints concerning loss of credit on the basis of attendance. [See FEC]
6. Complaints concerning removal to a disciplinary alternative education program. [See FOC]
7. Complaints concerning expulsion. [See FOD and the Student Code of Conduct]
8. Complaints concerning identification, evaluation, or education placement of a

student with a disability within the scope of Section 504. [See FB]

9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the individuals with Disabilities Education Act. [See EHBA, FOF, and the parents' right handbook provided to parents of all students referred to special education]
10. Complaints concerning instructional materials. [See EFA]
11. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
12. Complaints concerning intradistrict/special circumstances transfers or campus assignments. [See FDB]
13. Complaints concerning restrictions during placements and expulsions as described in the FBISD Student Code of Conduct.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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

Only nurses and other employees who have received orientation, instruction, and supervised practice from the school nurse are authorized to administer medication. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine, in its original container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

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 ingestions, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

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.
- Excluding from class or a 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 Discipline

Policies in the FN series and FO series

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and Student Handbook. 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 students should be familiar with the District's policies and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFH, FFI, FNC, FO

All employees are required to report student complaints of bullying to their building administrators. The District's policy includes definitions and procedures for reporting and investigating bullying of students.

Hazing

Policies FNCC

Students must have prior approval from the principal, or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, 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 discipline person.

APPENDIX A 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 the full monthly premium plus two percent. 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 Fort Bend ISD 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 who are covered by the Fort Bend ISD 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 Fort Bend ISD Group Health Plan if such health coverage would otherwise terminate by reason of 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 you are an employee of Fort Bend ISD covered by Fort Bend ISD Group Health Plan you have the right to choose this continuation coverage if you lose your group health coverage due to the following:

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

If you are the covered spouse of an employee, you have the right to choose continuation coverage for yourself if you lose group health coverage under Fort Bend ISD Group Health Plan for any of the following four reasons:

- The death of your spouse;
- A termination of your spouse’s employment (for reasons other than gross misconduct) or a reduction in your spouse’s work hours.
- Divorce or legal separation from your spouse; or
- Your 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 Fort Bend

ISD Group Health Plan is lost for any of the following reasons:

- The death of a parent;
- A termination of parent’s employment (for reasons other than gross misconduct) of reduction in a parent’s hours of employment with Fort Bend ISD;
- A parent’s divorce or legal separation;
- A parent becomes eligible for Medicare; or
- The dependent child ceases to be a “dependent child” under the Fort Bend ISD Group Health Plan.

NOTIFICATION RESPONSIBILITIES

Under the law, the employee or a family member has the responsibility to inform the Fort Bend ISD 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 you or your dependents do not notify Fort Bend ISD within this time period, you may lose your rights to continuation coverage. Fort Bend ISD has the responsibility to notify the Plan Administrator of the Medicare entitlement. Similar rights may apply to certain retirees, spouses, and dependent children if Fort Bend ISD 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 you that you have the right to choose continuation coverage.

Under the law, eligible employees and 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 you must notify the Plan Administrator. If continuation coverage is not elected, coverage under Fort Bend ISD 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, you and/or your 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 **after 45 days after the day on which the election of continuation coverage is first made.** If you elect continuation coverage, you will be informed when the subsequent premium payments are due. Once you and/or your dependents have elected continuation coverage you have 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
- Ineligible dependent

The 18 months may be extended to 29 months if an individual is determined to be disabled 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 eighteen (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. Fort Bend ISD 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)

Court orders issued under state domestic relations laws, intended to ensure children will have coverage under employer-provided plans of their parents.

TERMINATION OF CONTINUATION COVERAGE

The law also provides that your 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 your continuation coverage is not paid on time;**
- **You become covered by another group plan, unless the plan contains any exclusions or limitations with respect to any pre-existing condition you or your covered dependents may have;**
- **You become entitled to Medicare; or**
- **You extend coverage for up to 29 months due to your disability and there has been a final determination that you are no longer disabled.**

It is the employee's responsibility to notify the Benefits Department at (281) 634-1418 immediately of any change of eligibility. If insured, a COBRA notice and application will be mailed to your home address by the Plan Administrator.

**FORT BEND ISD
079907**

**DGBA (E)
(LOCAL)**

**PERSONNEL-MANAGEMENT RELATIONS:
EMPLOYEE GRIEVANCE**

EMPLOYEE GRIEVANCE FORM

Any employee who wishes to file a grievance must fill out this form completely and turn it in to the employee's principal or immediate supervisor. All grievances will be processed in accordance with DGBA and DGBA (LOCAL).

1. Name: _____

2. Position/Campus: _____

3. Please state the date of the event or series of events causing the grievance: _____

4. Please state your grievance including the individual harm alleged:

5. Please state specific facts of which you are aware to support your grievance (list in detail):

6. Relief sought: _____

Signature: _____ **Date Submitted:** _____



EMPLOYEE REQUEST FOR LEAVE APPLICATION

Check appropriate type:

Family Medical Leave (FML) – Employee is eligible if employed by FBISD for at least one year and worked at least 1250 hours during the previous year.

Temporary Disability Leave (TDL) – A full time educator is eligible for reasons of own personal serious health condition. Employee shall be returned to active duty, subject to the availability of an appropriate position, no later than the beginning of the next school year.

Unpaid Personal Leave (UPL) – Employee may apply for unpaid leave for up to thirty calendar days in extenuating circumstances. The employee will indicate the beginning and ending date of the requested leave and must include all pertinent and supporting evidence needed to review for approval.

(Type or Print)

1. Name of employee (First name, Middle Initial, Last Name)		2. Employee's position	
3. Employee ID Number	4. Work Site	5. Grade/Subject/Position	
6. Reason for requested leave: a. Birth of a son or daughter of the employee and in order to care for such son or daughter. (Does not apply to TDL) b. Placement of a son or daughter with employee for adoption or foster care. (Does not apply to TDL) c. In order to care for spouse, child, or parent with a serious health condition. (Does not apply to TDL) d. Because of employee's own serious health condition that makes him/her unable to perform job function. e. Unpaid Personal Leave – Must submit letter stating reason for request.			
7. If "c", please check one: Spouse Child Parent		8. If "c", state name and attach doctor's confirmation of relative's medical condition.	
9. Date on which leave begins:		10. Date of anticipated return to work:	
11. Are you requesting leave on an intermittent or reduced leave schedule? (Applies only if eligible for FML) <input type="radio"/> Yes <input type="radio"/> No		12. If "yes", please give schedule of when you anticipate you will be unavailable for work. (Applies only if eligible for FML)	
Employees seeking leave because of reason "6 (c)" or "6 (d)" above must provide medical certification within 15 days or as soon as practicable. Employees seeking to return to work after a leave because of their own serious illness reason "6 (d)", also must provide the Human Resources Dept. a medical certification of ability to perform essential job functions before they are authorized by the Human Resources Dept. to return to work.			
I hereby agree that while I am on leave, I will continue to pay my share of health insurance premiums, unless I elect to discontinue such coverage. I also agree that if I fail to return to work at the end of the leave period, I will reimburse the District for the cost of health benefits provided during my leave, unless I fail to return to work because of the continuation, recurrence or onset of a serious health condition or because of other circumstances beyond my control. If I am unable to return to work because of a serious health condition, I will provide medical certification from the appropriate health care provider stating that I am unable to perform the functions of my position on the date my leave expired or if I am needed to care for my spouse/parent/child because he/has has a serious health condition on the date that my leave expired. I understand that I may not be permitted to resume my position with the District until I provide medical certification, including a release to return to work. <p style="text-align: center;">THE MEDICAL CERTIFICATION FORM (DEC-E-3) MUST ACCOMPANY THIS FORM.</p>			
_____ Employee's Signature		_____ Principal/Supervisor's Signature	
_____ Date		_____ Date	
APPROVAL SIGNATURE:			
_____ Human Resources Administrator Signature		_____ Date	

Certification of Health Care Provider
(Family and Medical Leave Act of 1993)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division



(When completed, this form goes to the employee, **Not to the Department of Labor.**)

OMB No.: 1215-0181
Expires: 09-30-2010

1. Employee's Name

2. Patient's Name (If different from employee)

3. Page 4 describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition¹ qualify under any of the categories described? If so, please check the applicable category.

(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____, or None of the above _____

4. Describe the **medical facts** which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

5. a. State the approximate **date** the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present **incapacity**² if different):

b. Will it be necessary for the employee to take work only **intermittently** or to **work on a less than full schedule** as a result of the condition (including for treatment described in Item 6 below)?

If yes, give the probable duration:

c. If the condition is a **chronic condition** (condition #4) or **pregnancy**, state whether the patient is presently incapacitated² and the likely duration and frequency of **episodes of incapacity**²:

¹ Here and elsewhere on this form, the information sought relates **only** to the condition for which the employee is taking FMLA leave.

² "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

6. a. If **additional treatments** will be required for the condition, provide an estimate of the probable number of such treatments.

If the patient will be absent from work or other daily activities because of **treatment** on an **intermittent** or **part-time** basis, also provide an estimate of the probable number of and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:

b. If any of these treatments will be provided by **another provider of health services** (e.g., physical therapist), please state the nature of the treatments:

c. **If a regimen of continuing treatment** by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

7. a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform work** of any kind?

b. If able to perform some work, is the employee **unable to perform any one or more of the essential functions of the employee's job** (the employee or the employer should supply you with information about the essential job functions)?
If yes, please list the essential functions the employee is unable to perform:

c. If neither a. nor b. applies, is it necessary for the employee to be **absent from work for treatment**?

8. a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation?

b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery?

c. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable **duration** of this need:

Signature of Health Care Provider

Type of Practice

Address

Telephone Number

Date

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

Employee Signature

Date

A **"Serious Health Condition"** means an illness, injury impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity² or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

(a) A period of incapacity² of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity² relating to the same condition), that also involves:

- (1) **Treatment**³ **two or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- (2) **Treatment** by a health care provider on **at least one occasion** which results in a **regimen of continuing treatment**⁴ under the supervision of the health care provider.

3. Pregnancy

Any period of incapacity due to **pregnancy**, or for **prenatal care**.

4. Chronic Conditions Requiring Treatments

A **chronic condition** which:

- (1) Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- (2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and
- (3) May cause **episodic** rather than a continuing period of incapacity² (e.g., asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of **incapacity**² which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, or for a condition that **would likely result in a period of incapacity² of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

This optional form may be used by employees to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306).

Note: Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

³ Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

⁴ A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Public Burden Statement

We estimate that it will take an average of 20 minutes to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THIS OFFICE; IT GOES TO THE EMPLOYEE.

Fort Bend Independent School District

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