

Notice of Regular Business Meeting
The Board of Trustees
Fort Bend Independent School District

Monday, July 27, 2026

This is Notice that the Fort Bend Independent School District Board of Trustees will hold a Regular Business Meeting on Monday, July 27, 2026, beginning at 6:00 PM in the Board Room of the Fort Bend ISD Administration Building, 16431 Lexington Blvd., Sugar Land, TX 77479. It is the Board of Trustees' intent that a quorum of the Board of Trustees will be physically present at this location although one or more trustees may participate by videoconference.

The agenda packet for the meeting is available at <https://meetings.boardbook.org/Public/Organization/649>.

Members of the public may view the live stream of the meeting at the following address:

<https://www.fortbendisd.gov/our-district/leadership/board-of-trustees/board-meeting-live-stream>

Members of the public who wish to address the Board must register to speak no later than 12:00 p.m. on the day of the meeting at the following address: <https://www.fortbendisd.gov/our-district/leadership/board-of-trustees/board-meetings>

1. Call to order
2. National Anthem
3. Moment of Silence
4. Recognitions
5. Public Comment
6. Superintendent Update
7. Board Activity Report
8. Information

A. Intruder Detection Report

9. Consent Agenda

All items under the Consent Agenda are acted upon by one motion. Upon a Board Member's request, any item on the Consent Agenda shall be moved to the Action portion of the regular agenda.

A. Board of Trustees Meeting Minutes: Consideration and approval of the minutes of Fort Bend ISD Board of Trustees meetings and/or public hearings on the following dates:

- June 8, 2026, Called Meeting and Agenda Review
- June 15, 2026 Public Hearing Budget & Proposed Tax Rate
- June 15, 2026 Regular Business Meeting

B. Order of Election for Trustees Pos. 1, 4, and 5: Consideration and approval to order an Election on Tuesday, November 3, 2026, for the full terms of Trustee Positions 1, 4, and 5.	22
C. Cellular Tower Lease Agreements with Diamond Communications: Consideration and approval for a lease agreement with Diamond Communications for cell tower operations at the following district sites: Old Kempner Stadium, Garcia Middle School, Sartartia Middle School, and Patterson Elementary School, and authorization for the Superintendent to negotiate and execute the agreements.	26
D. Produce (Supplemental): Consideration and approval for the purchase of Produce under a cooperative contract with New Caney ISD School - Purchasing Alliance (SPA) and authorization for the Superintendent to negotiate and execute the agreement through June 30, 2027.	29
E. Revision, deletion, or addition of the following Local Policies: BJCF, CAA, CLE, CQB, DC, DEC, DFBB, DH, DJ, DP, DPA, DPB, EFA, FEF, FFAC, FFB, FFF, FFG, FL, FO, GKA: Consideration and approval of proposed revisions, deletions, and additions of the following local policies: BJCF, CAA, CLE, CQB, DC, DEC, DFBB, DH, DJ, DP, DPA, DPB, EFA, FEF, FFAC, FFB, FFF, FFG, FL, FO, and GKA.	31
F. Library Book Purchase Programs Update: Consideration and approval of the purchase of new library materials that were posted for public review from May 26, 2026, through June 25, 2026.	166
G. Consideration and approval of proposed expenses that exceed \$50,000: Specifically for:	
1. Safety and Security Solutions (COOP): Consideration and approval for the purchase of safety and security solutions from CENTEGIX under a cooperative contract through The Interlocal Purchasing System (TIPS) in an amount not-to-exceed \$3,872,700 over a five- year period and authorization for the Superintendent to negotiate and execute the agreement through August 2031.	173
2. Audio Visual Equipment and Interactive Flat Panels (COOP): Consideration and approval for the purchase of audio-visual equipment and interactive flat panels from Piraino Consulting, Inc., under a cooperative contract with the SETX Purchasing Cooperative, in an amount not to exceed \$3,530,577 over a five-year period, and authorization for the Superintendent to negotiate and execute the agreement through July 2031.	176
3. Use of 2023 Bond Program Contingency Funds; Job Order Contract (JOC); and Professional Services Agreements for Additional Parking and a Portable Classroom Building: Consideration and approval for the use of 2023 Bond Program Contingency as proposed by Administration and authorization for the superintendent to negotiate and execute or terminate agreements and subsequent amendments, within the total approved budget, associated with the relocation, installation, and repair of a portable classroom building and the construction of a temporary parking lot expansion at Travis High School, in an	179

amount not to exceed \$553,115.

4. Athletic Media Services (COOP): Consideration and approval for the purchase of athletic media services from Vype Media LLC through the Central Texas Purchasing Alliance (CPTA) in an amount not-to-exceed \$350,000 over a five-year period and authorization for the Superintendent to negotiate and execute the agreement through July 2031. **182**

5. UT OnRamps Program (COOP): Consideration and approval of an agreement to participate in the UT OnRamps Program with the University of Texas at Austin, in an amount not to exceed \$550,000, and authorization for the Superintendent to negotiate and execute the agreement through August 2027. **185**

6. Data Analytics and Assessment Platform (Increase): Consideration and approval to increase the existing contract awarded under 23-085ED Data Analytics and Assessment Platform by \$550,000 for a total not to exceed amount of \$2,267,765 to continue providing the Data Analytics and Assessment Platform through June 2028. **188**

10. Convene in closed session under Texas Open Meetings Act, Texas Government Code, Chapter 551 under the following sections: 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law; Section 551.072 - Consider purchase, exchange, lease, or value of real property, Section 551.074 - Personnel matters, Section 551.076 - Security matters, Section 551.082 - Student discipline matter or complaint, or Section 551.0821 - Personally identifiable information about public school student

A. Deliberate possible action to propose the termination of the term contract of Yvonne Etta, Special Education Teacher at Dulles Middle School, during the contract term for good cause.

B. Deliberate assigning DGBA employee grievance of Symba Gonsalves to a Board hearing officer, or to schedule a future Board meeting to hear and consider the grievance.

11. Reconvene in Open Session

12. Consider Action on Closed Session Items

A. Consideration and possible action to propose the termination of the term contract of Yvonne Etta, Special Education Teacher at Dulles Middle School, during the contract term for good cause.

B. Consider assigning DGBA employee grievance of Symba Gonsalves to a Board hearing officer, or to schedule a future Board meeting to hear and consider the grievance.

13. Action

14. Future Meeting Discussion **190**

15. Adjournment

If, during the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in an open meeting. [See BEC (LEGAL)]

The following Fort Bend ISD Goals may be referenced in agenda items included in this document:

Priority 1: Increase successful student outcomes through enhanced learning opportunities.

Goal 1: By 2028, 80% of all students, at every campus, in grades 3, 5, 8, and 10 will grow at least one year in reading as indicated by NWEA Map Growth Measures.

Goal 2: For the class of 2026, the percentage of graduates that meet the criteria for CCMR will increase from 65% to 90%.

Priority 2: Create and sustain a culture and climate of professionalism, accountability, and communication (PAC) where stakeholders (students, parents, and staff) are valued, inspired, and engaged.

Goal 1: By 2027, FBISD will increase overall staff satisfaction with the district from 73% to 85% through an organizational focus on the principles of the PAC as measured by the District Culture and Climate Survey.

Goal 2: By 2027, FBISD will increase overall secondary student engagement in schools from 78% to 85% evidenced by students indicating they feel good about being in school on the District Student Engagement Survey.

Goal 3: By 2027, FBISD will increase parent satisfaction with FBISD schools from 80% to 85% evidenced by parents indicating the quality of their child's school as excellent or good through an organizational focus on the principles of the PAC as measured by the District Culture and Climate Survey.

Priority 3: Exhibit financial responsibility through transparent budgeting processes and effective management of resources aligned to the district strategic plan.

Goal 1: By June 2025, FBISD will review 100% of the key revenue drivers with the Board and align all funding with the district strategic plan. (Completed)

Goal 2: By 2027, ensure efficient staffing in all areas of the organization including campuses and departments.

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Recognition		
Board Policy:	District Priority: Priority 2	
Department: Chief Communication Officer		
Are there related documents to be signed by the Board? NO		
☒ Administration has reviewed the final submission for this agenda item.		
☐ Reviewed by Deputy Superintendent ☒ Reviewed by Chief of Staff		

Recommendation
The Administration recommends that the Board recognize: • National Anthem performed by Marshall High School Choir Director • Neill Elementary for winning first place yearbook from National publisher, Treering. • Two Fort Bend ISD Elementary school student councils receive Texas Elementary Principals and Supervisors Association (TEPSA) Student Leadership Award

Summary/Background
National Anthem performance by Tamra Garrett Marlon, choir director at Marshall High School
Neill Elementary School was the grand prize winner in K-8 category for their 2025-26 school yearbook spread from national publisher, Treering.
Highlands Elementary and Oyster Creek Elementary student councils both received the 2025-26 Texas Elementary Principals and Supervisors Association Student Leadership Award. This award is given to student councils who demonstrate exemplary leadership through service projects, campus initiatives, and community engagement efforts that positively impact school culture and beyond.

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Fort Bend Independent School District

Submitted by:

Chassidy Olainu-Alade
Chief Communications Officer

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Board of Trustees Meeting Minutes		
Board Policy: BE (Local)	District Priority: Priority 2	
Department: Legal		
Are there related documents to be signed by the Board? Choose Item		
☒ Administration has reviewed the final submission for this agenda item.		
☐ Reviewed by Deputy Superintendent ☒ Reviewed by Chief of Staff		

Recommendation
Consideration and approval of the minutes of Fort Bend ISD Board of Trustees meetings and/or public hearings on the following dates: • June 8, 2026 Called Meeting and Agenda Review • June 15, 2026 Public Hearing Budget & Proposed Tax Rate • June 15, 2026 Regular Business Meeting

Summary/Background
Board Policy BE (Local) states, "Board action shall be carefully recorded by the Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board." Following this policy, the Administration submits the meeting minutes for the Board's approval.

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Derrick Ward
General Counsel

Minutes
Fort Bend ISD Board of Trustees
Called Meeting and Agenda Review
June 8, 2026

A Board of Trustees Called Meeting and Agenda Review was held on Monday, June 8, 2026, beginning at 6:02 p.m. in the Board Room of the Fort Bend ISD Administration, 16431 Lexington Blvd, Sugar Land, Texas, 77479.

The Live Stream of the meeting was available at:
<https://www.fortbendisd.com/boardmeetinglivestream>.

The meeting was recorded as required by law, and the recording is available to the public at:
<https://fortbendisd.new.swagit.com/videos/390314>

The agenda packet for the meeting can be found here:
<https://meetings.boardbook.org/Public/Agenda/649?meeting=745515>

Presiding Officer.....Mrs. Kristin K. Tassin, President

Board Members Present

Mrs. Angie Hanan, Vice President
Dr. Shirley Rose-Gilliam, Secretary
Mr. Adam Schoof
Mrs. Afshi Charania
Mrs. Addie Heyliger (arrived in progress)
Mrs. Angie Wierzbicki

School Officials Present

Dr. Marc Smith, Superintendent of Schools
Beth Martinez, Deputy Superintendent Chief of Staff
Kathleen Brown, Deputy Superintendent of Operations
Dr. Jaretha Jordan, Deputy Superintendent of Teaching and Learning
Chassidy Olainu-Alade, Chief Communications Officer
Stephanie Williams, Chief of Organizational Development
Long Pham, Chief Information Officer
Thomas Lawing, Chief Operations Officer
Anthony Sanders, Chief of Police
Dr. Matt Warford, Chief Academic Officer
Derrick Ward, General Counsel

Kim Schaub, Recording Secretary

Others Present

Pam Kaminsky, Board Counsel
FBISD Staff and Employees

1. Meeting Called to Order

President Tassin called the meeting to order at 6:02 p.m. announcing the presence of a quorum and that the meeting had been duly called and the notice posted for the time and matter required by law.

2. Pledge of Allegiance

3. Moment of Silence

4. Public Comment

- There were no public speakers.

5. Information

A. Bond 2023 Overview

B. 2026-27 Budget Update and Public Hearing Date and Time for the 2026-27 Budget and Proposed Tax Rate

6. Closed Session

The Board convened in closed session at 6:54 p.m. under Texas Open Meetings Act, Texas Government Code, Chapter 551 under the following sections: 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law; Section 551.072 - Consider purchase, exchange, lease, or value of real property, Section 551.074 - Personnel matters, Section 551.076 - Security matters, Section 551.082 - Student discipline matter or complaint, or Section 551.0821 - Personally identifiable information about public school student.

7. Reconvene in Open Session

The Trustees reconvened in open session at 7:11 p.m.

8. Consider Action on Closed Session Items

- No action taken.

9. Review

A. Board of Trustees Meeting Minutes: Consideration and approval of the minutes of Fort Bend ISD Board of Trustees meetings and/or public hearings on the following dates:

- May 4, 2026 Called Meeting and Agenda Review
- May 6, 2026 Special Called Meeting Board Self Evaluation
- May 11, 2026 Special Called Meeting Budget Workshop
- May 11, 2026 Regular Board Meeting
- May 18, 2026 Special Called Meeting

B. City of Sugar Land Interlocal Agreement: Consideration and approval of an Interlocal Agreement with the City of Sugar Land for the 2027 Community Expo at James Reese

CTE Center.

- C. Designation of Public Information Act Non-Business Days: Consideration and approval of the designation of non-business days under the Texas Public Information Act for calendar year 2026 and Spring 2027.
- D. Compensation Plan: Consideration and approval of the 2026-27 Resolution for one-time Thank-You supplement for eligible members and adjustments for eligible transportation bus drivers and monitors.
- E. 2026-27 Budget Adoption: Consideration and approval of the 202-27 General Fund (199), National School Breakfast and Lunch Fund (240), and the Debt Service Fund (599) budgets as presented in the Fiscal Year 2026-27 budget document.
- F. 2025-26 Budget Amendments: Consideration and approval of a General Fund, Child Nutrition Fund and Debt Service Fund budget amendments for 2025-2026.
- G. Fund Balance Resolution: Consideration and approval of the committed fund balance resolution.
- H. Delegate and Alternate to the Texas Association of School Boards (TASB) Delegate Assembly: Consideration and approval of a Delegate and Alternate to the Texas Association of School Boards (TASB) Delegate Assembly.
- I. Revision of the following Local Policies BE, BED, CE, CI, CQD, DBD, DK, EHB, EHBA, and FDE: Consideration and approval of proposed revisions and additions of the following local policies: BE, BED, CE, CI, CQD, DBD, DK, EHBA, and FDE.
- J. School Boundary Advisory Committee Membership: Consideration and approval to ratify approval of new members serving on the School Boundary Advisory Committee (SBAC).
- K. 2026-27 Designated Hazardous Traffic Conditions List: Consideration and approval of the 2026-27 Fort Bend ISD Designated Hazardous Traffic Conditions List and approval to adopt the Designated Hazardous Traffic Conditions Resolution.
- L. Budget Amendment Regarding Use of 2023 Bond Program Contingency Funds: Consideration and approval for the use of 2023 Bond Program Contingency as proposed by Administration.
- M. 2025-26 Low Attendance Waiver: Consideration and approval of low attendance waiver and granting the superintendent authority to approve and submit all necessary waiver requests for the 2025-26 school year.
- N. CHS Orchestra International Travel: Consideration and approval of international travel by Williams P. Clements High School Orchestra student musicians to travel to Japan.
- O. 2026-2027 Student Code of Conduct: Consideration and approval of the Student Code of Conduct for the 2026-2027 school year.
- P. Interlocal Agreement Expose Excellence Youth Program: Consideration and approval of a renewal Interlocal Agreement between Fort Bend ISD, Fort Bend County and Fort

Bend County Juvenile Board for the 2026-2027 school year regarding the Expose Excellence Youth Program.

- Q. Memorandum of Understanding (MOU) JJAEP: Consideration and approval of the Memorandum of Understanding (MOU) for the Juvenile Justice Alternative Education Program (JJAEP) services among Fort Bend County Juvenile Probation Board, Fort Bend ISD (FBISD), Stafford MSD (SMSD), and Alief ISD (AISD).
- R. Review of proposed expenses that exceed \$50,000: Specifically, for:
1. Moving Services and Supplies (Increase): Consideration and approval to increase the existing contract awarded under 25-048ZB Moving Services and Supplies by \$2,000,000, for a total not-to-exceed amount of \$3,570,420 to continue providing moving services including related supplies through June 2030.
 2. Remediation, Restoration, and Disaster Recovery Services: Consideration and approval for the purchase of remediation, restoration, and disaster recovery services from multiple vendors under a cooperative contract with Choice Partners Purchasing Cooperative in an amount not-to-exceed \$1,750,000 over a five-year period and authorization for the Superintendent to negotiate and execute the agreements through July 2031.
 3. Information Technology Service Management (ITSM) Tool (Increase): Consideration and approval to increase the existing contract awarded under 23-049DE Information Technology Service Management (ITSM) Tool by \$510,000, for a total not-to-exceed amount of \$1,094,155, to continue providing the Information Technology Service Management (ITSM) tool through December 2028.
 4. Construction Services Agreement for Aquatic Practice Facility (BP007): Consideration and approval of a Construction Services Agreement with Satterfield & Pontikes Construction, Inc. for Aquatic Practice Facility (BP007), for a not-to-exceed amount of \$25,756,000 and authorization for the Superintendent to negotiate and execute or terminate the agreement.
 5. Job Order Contracting (JOC) Services Authorization: Consideration and approval of the use of Job Order Contracting (JOC) as an authorized project delivery method for eligible non-Bond projects that are less than \$500,000, for an aggregate amount not to exceed \$10 million, and authorize the Superintendent to negotiate any job orders up to this cumulative amount through June 30, 2027.
 6. Fine Arts Consultants and Clinicians (Supplemental): Consideration and approval for the purchase of Fine Arts consultant and clinician services from multiple vendors and authorization for the Superintendent to negotiate and execute the agreements through January 2028.
 7. Campus Fitness Programs: Consideration and approval for the purchase of campus fitness programs from Kick Drugs Out of America dba Kickstart Kids in an amount not to exceed \$5,760,000 over a five-year period and authorization for the Superintendent to negotiate and execute the agreement through June 2031.
 8. TEA Phone Free Schools Grant Program: Consideration and approval for the purchase of lockable units to secure and lock students cell phones during the school

day.

10. Action

- **MOTION made by Mrs. Hanan and SECONDED by Mrs. Wierzbicki** that the Board of Trustees endorses Dr. Shirley Rose-Gilliam to represent Region IV, Position G as a Director on the Texas Association of School Boards (TASB) Board of Directors.

MOTION CARRIES: 7-0

All those in favor: Tassin, Hanan, Gilliam, Schoof, Charania, Heyliger, Wierzbicki

All those opposed: 0

10. Adjournment

Having no further business before the Board, **MOTION** was made by Mrs. Heyliger to adjourn the meeting at 7:35p.m.

Kristin K. Tassin, President

Dr. Shirley Rose-Gilliam, Secretary

Minutes
Fort Bend ISD Board of Trustees
Public Hearing Budget & Proposed Tax Rate
June 15, 2026

A Board of Trustees Called Meeting Public Hearing Budget & Proposed Tax Rate was held on Monday, June 15, 2026, beginning at 5:32 p.m. in the Board Room of the Administration Building located at 16431 Lexington Blvd., Sugar Land, Texas. The Live Stream of the meeting was available at <https://www.fortbendisd.com/boardmeetinglivestream>.

The meeting was recorded as required by law, and the recording is available to the public at: <https://fortbendisd.new.swagit.com/videos/391081>

The agenda packet for the meeting can be found here:
<https://meetings.boardbook.org/Public/Agenda/649?meeting=746393>

Presiding Officer.....Mrs. Kristin Tassin, President

Board Members Present

Mrs. Angie Hanan, Vice President
Dr. Shirley Rose-Gilliam, Secretary
Mr. Adam Schoof
Mrs. Afshi Charania
Mrs. Addie Heyliger (arrived in progress @ 5:43pm)
Mrs. Angie Wierzbicki

School Officials Present

Dr. Marc Smith, Superintendent of Schools
Beth Martinez, Deputy Superintendent Chief of Staff
Dr. Jaretha Jordan, Deputy Superintendent of Teaching and Learning
Kathleen Brown, Deputy Superintendent of Operations
Chassidy Olainu-Alade, Chief Communications Officer
Stephanie Williams, Chief of Organizational Development
Long Pham, Chief Information Officer
Thomas Lawing, Chief Operations Officer
Dr. Matt Warford, Chief Academic Officer
Anthony Sanders, Chief of Police
Derrick Ward, General Counsel

Kim Schaub, Recording Secretary

Others Present

Jonathan Brush, Board Counsel
FBISD Staff and Employees

1. Meeting Called to Order

President Tassin called the meeting to order at 5:32 p.m. announcing the presence of a quorum and that the meeting had been duly called and the notice posted for the time and matter

required by law.

2. Public Comment

- Aziz Arifov spoke on potential budget cost-reduction strategies for FBISD.

3. 2026-27 Budget and Proposed Tax Rate

4. Public Comment

5. Adjournment

Having no further business before the Board, **MOTION** was made by Mrs. Heyliger to adjourn the meeting at 5:59 p.m.

Kristin K. Tassin, President

Dr. Shirley Rose-Gilliam, Secretary

Minutes
Fort Bend ISD Board of Trustees
Regular Business Meeting
June 15, 2026

A Board of Trustees Regular Business Meeting was held on Monday, May 11, 2026, beginning at 6:07 p.m. in the Board Room of the Administration Building located at 16431 Lexington Blvd., Sugar Land, Texas. The Live Stream of the meeting was available at:
<https://www.fortbendisd.com/boardmeetinglivestream>.

The meeting was recorded as required by law, and the recording is available to the public at:
<https://fortbendisd.new.swagit.com/videos/391080>

The agenda packet for the meeting can be found here:
<https://meetings.boardbook.org/Public/Agenda/649?meeting=748163>

Presiding Officer.....Mrs. Kristin K. Tassin, President

Board Members Present

Mrs. Angie Hanan Vice President
Dr. Shirley Rose-Gilliam, Secretary
Mr. Adam Schoof
Ms. Afshi Charania
Mrs. Addie Heyliger
Mrs. Angie Wierzbicki

School Officials Present

Dr. Marc Smith, Superintendent of Schools
Beth Martinez, Deputy Superintendent Chief of Staff
Dr. Jaretha Jordan, Deputy Superintendent of Teaching and Learning
Kathleen Brown, Deputy Superintendent of Operations
Chassidy Olainu-Alade, Chief Communications Officer
Stephanie Williams, Chief of Organizational Development
Long Pham, Chief Information Officer
Thomas Lawing, Chief Operations Officer
Dr. Matt Warford, Chief Academic Officer
Anthony Sanders, Chief of Police
Derrick Ward, General Counsel

Kim Schaub, Recording Secretary

Others Present

Jonathan Brush, Board Counsel
FBISD Staff and Employees

1.Meeting Called to Order

President Tassin called the meeting to order at 6:07 p.m. announcing the presence of a quorum, that the meeting had been duly called and the notice posted for the time and matter required by law.

2. National Anthem

President Tassin asked everyone to stand for the National Anthem, performed by Cameron Rolling, Head Choir Director at Willowridge High School.

3. Moment of Silence

Following the performance, President Tassin asked everyone to remain standing for a moment of silence.

4. Recognitions

- National Anthem performance Cameron Rolling, Head Choir Director at Willowridge High School
- Fort Bend ISD student athletic trainers win at Texas State Association of Athletic Trainers Association State competition
- Clements High School Girls Tennis team wins at State UIL 6A competition
- Fort Bend ISD student Track & Field athletes win at the State competition
- Several Fort Bend ISD esports students place at the Esports State Championships
- Quail Valley Middle School students win at the Texas Science and Engineering Fair
- Two Fort Bend ISD high Schools receive the Designated with Distinction status from the Texas Education Agency and Educate Texas
- Members of the Fort Bend ISD Communications Department receive awards from the National School Public Relations Association

5. Public Comment

- Karina Anderson spoke about the grievance process.

6. Superintendent Update

7. President Update

8. Board Activity Report

9. Information

A. Intruder Detection Report

B. 2026 EOY Student Achievement Update

10. Consent Agenda

Agenda items 10.H, 10.K and 10.O were removed from the consent agenda.

MOTION made by Mrs. Hanan and SECONDED by Mrs. Heyliger that the Board of Trustees approve the Consent Agenda Items as presented except for items 10.H, 10.K and 10.O.

MOTION CARRIES: 7-0

All those in favor: Tassin, Hanan, Gilliam, Schoof, Charania, Heyliger, Wierzbicki

All those opposed: 0

- A. **Board of Trustees Meeting Minutes:** Consideration and approval of the minutes of Fort Bend ISD Board of Trustees meetings and/or public hearings on the following dates:
 - May 4, 2026 Called Meeting and Agenda Review
 - May 6, 2026 Special Called Meeting Board Self Evaluation
 - May 11, 2026 Special Called Meeting Budget Workshop
 - May 11, 2026 Regular Board Meeting
 - May 18, 2026 Special Called Meeting
- B. **City of Sugar Land Interlocal Agreement:** Consideration and approval of an Interlocal Agreement with the City of Sugar Land for the 2027 Community Expo at James Reese CTE Center.
- C. **Designation of Public Information Act Non-Business Days:** Consideration and approval of the designation of non-business days under the Texas Public Information Act for calendar year 2026 and Spring 2027.
- D. **Compensation Plan:** Consideration and approval of the 2026-27 Resolution for one-time Thank-You supplement for eligible members and adjustments for eligible transportation bus drivers and monitors.
- E. **2026-27 Budget Adoption:** Consideration and approval of the 202-27 General Fund (199), National School Breakfast and Lunch Fund (240), and the Debt Service Fund (599) budgets as presented in the Fiscal Year 2026-27 budget document.
- F. **2025-26 Budget Amendments:** Consideration and approval of a General Fund, Child Nutrition Fund and Debt Service Fund budget amendments for 2025-2026.
- G. **Fund Balance Resolution:** Consideration and approval of the committed fund balance resolution.
- H. **Delegate and Alternate to the Texas Association of School Boards (TASB) Delegate Assembly:** Consideration and approval of a Delegate and Alternate to the Texas Association of School Boards (TASB) Delegate Assembly.
- I. **Revision of the following Local Policies BE, BED, CE, CI, CQD, DBD, DK, EHB, EHBA, and FDE:** Consideration and approval of proposed revisions and additions of the following local policies: BE, BED, CE, CI, CQD, DBD, DK, EHBA, and FDE.
- J. **School Boundary Advisory Committee Membership:** Consideration and approval to ratify approval of new members serving on the School Boundary Advisory Committee (SBAC).

- K. **2026-27 Designated Hazardous Traffic Conditions List:** Consideration and approval of the 2026-27 Fort Bend ISD Designated Hazardous Traffic Conditions List and approval to adopt the Designated Hazardous Traffic Conditions Resolution.
- L. **Budget Amendment Regarding Use of 2023 Bond Program Contingency Funds:** Consideration and approval for the use of 2023 Bond Program Contingency as proposed by Administration.
- M. **2025-26 Low Attendance Waiver:** Consideration and approval of low attendance waiver and granting the superintendent authority to approve and submit all necessary waiver requests for the 2025-26 school year.
- N. **CHS Orchestra International Travel:** Consideration and approval of international travel by Williams P. Clements High School Orchestra student musicians to travel to Japan.
- O. **2026-2027 Student Code of Conduct:** Consideration and approval of the Student Code of Conduct for the 2026-2027 school year.
- P. **Interlocal Agreement Expose Excellence Youth Program:** Consideration and approval of a renewal Interlocal Agreement between Fort Bend ISD, Fort Bend County and Fort Bend County Juvenile Board for the 2026-2027 school year regarding the Expose Excellence Youth Program.
- Q. **Memorandum of Understanding (MOU) JJAEP:** Consideration and approval of the Memorandum of Understanding (MOU) for the Juvenile Justice Alternative Education Program (JJAEP) services among Fort Bend County Juvenile Probation Board, Fort Bend ISD (FBISD), Stafford MSD (SMSD), and Alief ISD (AISD).
- R. Consideration and approval of proposed expenses that exceed \$50,000: Specifically, for:
 - 1. **Moving Services and Supplies (Increase):** Consideration and approval to increase the existing contract awarded under 25-048ZB Moving Services and Supplies by \$2,000,000, for a total not-to-exceed amount of \$3,570,420 to continue providing moving services including related supplies through June 2030.
 - 2. **Remediation, Restoration, and Disaster Recovery Services:** Consideration and approval for the purchase of remediation, restoration, and disaster recovery services from multiple vendors under a cooperative contract with Choice Partners Purchasing Cooperative in an amount not-to-exceed \$1,750,000 over a five-year period and authorization for the Superintendent to negotiate and execute the agreements through July 2031.
 - 3. **Information Technology Service Management (ITSM) Tool (Increase):** Consideration and approval to increase the existing contract awarded under 23-049DE Information Technology Service Management (ITSM) Tool by \$510,000, for a total not-to-exceed amount of \$1,094,155, to continue providing the Information Technology Service Management (ITSM) tool through December 2028.
 - 4. **Construction Services Agreement for Aquatic Practice Facility (BP007):** Consideration and approval of a Construction Services Agreement with Satterfield & Pontikes Construction, Inc. for Aquatic Practice Facility (BP007), for a not-to-exceed

amount of \$25,756,000 and authorization for the Superintendent to negotiate and execute or terminate the agreement.

5. **Job Order Contracting (JOC) Services Authorization:** Consideration and approval of the use of Job Order Contracting (JOC) as an authorized project delivery method for eligible non-Bond projects that are less than \$500,000, for an aggregate amount not to exceed \$10 million, and authorize the Superintendent to negotiate any job orders up to this cumulative amount through June 30, 2027.
6. **Fine Arts Consultants and Clinicians (Supplemental):** Consideration and approval for the purchase of Fine Arts consultant and clinician services from multiple vendors and authorization for the Superintendent to negotiate and execute the agreements through January 2028.
7. **Campus Fitness Programs:** Consideration and approval for the purchase of campus fitness programs from Kick Drugs Out of America dba Kickstart Kids in an amount not to exceed \$5,760,000 over a five-year period and authorization for the Superintendent to negotiate and execute the agreement through June 2031.
8. **TEA Phone Free Schools Grant Program:** Consideration and approval for the purchase of lockable units to secure and lock students cell phones during the school day.

Action on Items Removed from the Consent Agenda

- **Delegate and Alternate to the Texas Association of School Boards (TASB) Delegate Assembly:** Consideration and approval of a Delegate and Alternate to the Texas Association of School Boards (TASB) Delegate Assembly.

MOTION made by Mrs. Hanan and SECONDED by Mrs. Charania that the Board of Trustees approve agenda item 10.H as presented.

MOTION made by Mrs. Hanan and SECONDED by Mrs. Charania to withdraw the motion to approve agenda item 10.H as presented.

MOTION made by Mrs. Hanan and SECONDED by Dr. Gilliam that the Board of Trustees approve consent agenda item 10.H and approve nomination of Trustee Charania as Delegate and Trustee Heyliger as Alternate for the Texas Association of School Boards (TASB) Delegate Assembly.

MOTION CARRIES: 7-0

All those in favor: Tassin, Hanan, Gilliam, Schoof, Charania, Heyliger, Wierzbicki

All those opposed: 0

- **2026-27 Designated Hazardous Traffic Conditions List: Consideration and approval of the 2026-27 Fort Bend ISD Designated Hazardous Traffic Conditions List and approval to adopt the Designated Hazardous Traffic Conditions Resolution.**

MOTION made by Mrs. Hanan and SECONDED by Dr. Gilliam that the Board of Trustees approve agenda item 10.K as presented.

MOTION made by Mrs. Hanan and SECONDED by Dr. Gilliam to withdraw the motion to approve agenda item 10.K as presented.

President Tassin has removed item 10.K from the agenda and asked that it be presented at a future meeting in July.

- **2026-2027 Student Code of Conduct:** Consideration and approval of the Student Code of Conduct for the 2026-2027 school year.

MOTION made by Mrs. Hanan and SECONDED by Mrs. Heyliger that the Board of Trustees approve agenda item 10.O as presented.

MOTION made by Mrs. Charania and SECONDED by Mrs. Heyliger to amend page 62, Coursework Notice, of agenda item 10.O to state the parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete before the beginning of the next school year, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The notice shall include information regarding all methods available for completing the coursework.

MOTION to AMEND CARRIES: 7-0

All those in favor: Tassin, Hanan, Gilliam, Schoof, Charania, Heyliger, Wierzbicki

All those opposed: 0

ORIGINAL MOTION AS AMENDED CARRIES: 7-0

All those in favor: Tassin, Hanan, Gilliam, Schoof, Charania, Heyliger, Wierzbicki

All those opposed: 0

10. Convene in Closed Session

The Board convened in closed session at 7:43 p.m. under Texas Open Meetings Act, Texas Government Code, Chapter 551 under the following sections: 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law; Section 551.072 - Consider purchase, exchange, lease, or value of real property, Section 551.074 - Personnel matters, Section 551.076 - Security matters, Section 551.082 - Student discipline matter or complaint, or Section 551.0821 - Personally identifiable information about public school student.

- A. Deliberate assigning DGBA employee grievance of Ann Gibbs to a Board hearing officer, or to schedule a future Board meeting to hear and consider the grievance.

11. Reconvene in Open Session

The Board reconvened in open session at 8:17 p.m.

12. Consider Action on Closed Session Items

- **MOTION made by Dr. Gilliam and SECONDED by Mrs. Heyliger** for the Board of Trustees to assign the Level Three employee grievance appeal of Ann Gibbs to the Board's designated hearing officer under Board Policy DGBA (Local).

MOTION CARRIES: 7-0

All those in favor: Tassin, Hanan, Gilliam, Schoof, Charania, Heyliger, Wierzbicki

All those opposed: 0

13. Action

- **MOTION made by Mrs. Hanan and SECONDED by Dr. Gilliam** that the Board of Trustees approve a project budget not to exceed \$1,000,000 from contingency funds for additional parking at the designated campuses and authorize staff to execute the necessary contracts for the installation of parking in preparation for the 2026–2027 school year.

MOTION CARRIES: 7-0

All those in favor: Tassin, Hanan, Gilliam, Schoof, Charania, Heyliger, Wierzbicki

All those opposed: 0

14. Future Meeting Discussion

15. Adjournment

Having no further business before the Board, **MOTION** was made by Mrs. Charania to adjourn the meeting at 8:20 p.m.

Kristin K. Tassin, President

Dr. Shirley Rose-Gilliam, Secretary

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Order of Election for Trustees Pos. 1, 4, and 5.		
Board Policy: BBB (Local)	District Priority: Priority 2	
Department: Legal		
Are there related documents to be signed by the Board? YES		
☒ Administration has reviewed the final submission for this agenda item.		
☐ Reviewed by Deputy Superintendent		☒ Reviewed by Chief of Staff

Recommendation
Consideration and approval to order an Election on Tuesday, November 3, 2026, for the full terms of Trustee Positions 1, 4, and 5.

Summary/Background
Texas Election Code §3.001 requires the governing body of a political subdivision to order each general election. Pursuant to Policy BBB (LOCAL), the three-year terms of office for Trustee Positions 1, 4, and 5, currently held by Ms. Angie Hanan, Dr. Shirley Rose-Gilliam, and Ms. Addie Heyliger, expire in 2026. Texas Election Code §41.001 establishes the uniform election date for public school districts as the first Tuesday after the first Monday in November, which is November 3, 2026. The deadline to order an election is 78 days prior to the election, which is Monday, August 17, 2026. In compliance with the Texas Election Code §141.040, the Notice of Deadline to File Applications for Place on the Ballot for the November 3, 2026, Board of Trustee Election Positions 1, 4, and 5 has been posted at the FBISD Administration Building and on the District website. The period for candidates to apply for a place on the November ballot opens Saturday, July 18, 2026. The filing period closes Monday, August 17, 2026. The Order of Election was prepared in accordance with state law and FBISD Policy BBB and BBBA. The election order includes: (1) the dates and times of early voting, (2) the location of each early voting site, and (3) any other information required by law. Early voting locations are designated by the Fort Bend County Elections Administrator pursuant to a Joint Election Agreement and Contract for Election Services with Fort Bend County that will be prepared after the Board orders the election. The location and number of early voting sites is subject to change.

Fort Bend Independent School District

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Derrick Ward
General Counsel

ORDER OF ELECTION

(Orden de Elección)

An Election is Ordered to be held on Tuesday, November 3, 2026 for voting in the Fort Bend Independent School District Trustee Election to elect one person for each position to serve the full terms of Positions 1, 4, and 5. (Se ordena una elección que será el martes, 3 de noviembre 2026 para votar en la Elección de la Mesa Directiva del Distrito Escolar Independiente de Fort Bend para elegir una persona para que sirva los términos completos de las posiciones 1, 4, y 5.)

Early Voting by Personal Appearance will be conducted as follows (La votación anticipada mediante comparecencia personal se llevará a cabo de la siguiente manera):

Main Early Voting Site (Sitio principal de votación anticipada):

**Fort Bend ISD Administration Building, Lobby
16431 Lexington Boulevard
Sugar Land, Texas 77479**

And such other early voting polling places as may be designated or amended by the early voting clerk (county elections administrator) pursuant to Section 271.006 of the Texas Election Code, which may include, but are not limited to, the following (*Y otros sitios de votación anticipada que pueda designar o modificar el secretario de votación anticipada (administrador de elecciones del condado) conforme con la Sección 271.006 del Código Electoral de Texas, que pueden incluir, entre otros, los siguientes*):

Branch Early Voting Sites (Sitios de votación anticipada):

Almeta Crawford High School	801 Caldwell Ranch Blvd, Rosharon, TX 77583
Beasley City Hall	319 S 3rd St, Beasley, TX 77417
Chasewood Clubhouse	7622 Chasewood Dr, Missouri City, TX 77489
Cinco Ranch Branch Library	2620 Commercial Center Blvd, Katy, TX 77494
Commonwealth Clubhouse	4330 Knightsbridge Blvd, Sugar Land, TX 77479
David Crockett Middle School	19001 Beechnut St, Richmond, TX 77407
FBC ESD No. 4 Admin Building	33301 FM 1093, Fulshear, TX 77441
Firethorne Clubhouse	28128 N Firethorne Rd, Katy, TX 77494
Four Corners Community Center	15700 Old Richmond Rd, Sugar Land, TX 77478
Fulshear Branch Library	6350 GM Library Rd, Fulshear, TX 77441
George Memorial Library	1001 Golfview Dr, Richmond, TX 77469
Great Oaks Baptist Church	7101 FM 2759 Rd, Richmond, TX 77469
Hightower High School	3333 Hurricane Ln, Missouri City, TX 77459
Jacks Conference Center	3232 Austin Pkwy, Sugar Land, TX 77479
James Bowie Middle School	700 Plantation Dr, Richmond, TX 77406
James Reese CT Center	12300 University Blvd, Sugar Land, TX 77479
Jones Creek Ranch Park	7714 FM 359, Richmond, TX 77406
Jordan High School	27500 Fulshear Bend Dr, Fulshear, TX 77441
Kroger Riverstone	18861 University Blvd, Sugar Land, TX 77479
Lakes of Bella Terra Recreation Center	11620 W Torino Reale Dr, Richmond, TX 77406
Lawrence E. Elkins High School	7007 Knights Ct. Missouri City, TX 77459
Lost Creek Conference Center	3703 Lost Creek Blvd, Sugar Land, TX 77479
Meadows Place City Hall	1 Troyan Dr, Meadows Place, TX 77477
Missouri City Visitors Center	1522 Texas Pkwy, Missouri City, TX 77489
Quail Valley Fund Office	3603 Glenn Lakes Ln, Missouri City, TX 77459

Richmond Water Management Facility	110 N 8th St, Richmond, TX 77469
Road and Bridge (Needville)	3743 School St, Needville, TX 77461
Rosenberg Annex Building	4520 Reading Rd, Rosenberg, TX 77471
Seven Lakes High School	9251 S Fry Rd, Katy, TX 77494
Sienna Annex	5855 Sienna Springs Way, Missouri City, TX 77459
Stafford City Hall	2610 S Main St, Stafford, TX 77477
Sugar Land Branch Library	550 Eldridge Rd, Sugar Land, TX 77478
Sugar Land City Hall	2700 Town Center Blvd N, Sugar Land, TX 77479
Tompkins High School	4400 Falcon Landing Blvd, Katy, TX 77494

Schedule for (Horario para): Fort Bend ISD Admin. Bldg. 16431 Lexington Blvd, Sugar Land, TX 77479

<u>Day</u> (Día)	<u>Date</u> (Fecha)	<u>Hours</u> (Horas)
Monday – Friday (lunes – viernes)	October 19 – 23, 2026 (19 – 23 de octubre 2026)	7:00 a.m. – 7:00 p.m.
Saturday (sábado)	October 24, 2026 (24 de octubre 2026)	CLOSED (CERRADO)
Sunday (domingo)	October 25, 2026 (25 de octubre 2026)	CLOSED (CERRADO)
Monday – Friday (lunes – viernes)	October 26 – 30, 2026 (26 – 30 de octubre 2026)	7:00 a.m. – 7:00 p.m.

Applications to vote by mail should be mailed to
(Las solicitudes para votar por correo deben enviarse a):

Chase Wilson
Fort Bend County Elections Administrator
301 Jackson St.
Richmond, TX 77469
Phone: 281-341-8670
Email: vote@fortbendcounty.tx.gov
Website: fortbendvotes.org

The last day to receive applications for Ballot by Mail is on Friday, October 23, 2026 at close of business
(El último día para recibir solicitudes de Boleta por Correo será el viernes, 23 de octubre, 2026 al cierre de operaciones).

The deadline for receiving Ballots by Mail is Tuesday, November 3, 2026 no later than 7:00 p.m. (La fecha límite para recibir Boletas por Correo será el martes, 3 de noviembre, 2026 a las 7:00 p.m.)

Issued this the _____ day of _____, 2026 (Emitida este día _____ de _____, 2026).

Signature of the Presiding Officer (Firma de la Presidenta)
Kristin Tassin, President, Board of Trustees, Fort Bend ISD

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Cellular Tower Lease Agreements with Diamond Communications		
Board Policy: CDB	District Priority: Priority 3	
Department: Chief Financial Officer		
Are there related documents to be signed by the Board? NO		
☒ Administration has reviewed the final submission for this agenda item.		
☐ Reviewed by Deputy Superintendent ☒ Reviewed by Chief of Staff		

Recommendation
Consideration and approval for a lease agreement with Diamond Communications for cell tower operations at the following district sites: Old Kempner Stadium, Garcia Middle School, Sartartia Middle School, and Patterson Elementary School, and authorization for the Superintendent to negotiate and execute the agreements.

Summary/Background
Fort Bend ISD currently has nine operational cellular towers on its property. The towers are located at Baines Middle School, Clements High School, Progressive High School, Frankie Field (3), Ridgemont Elementary School, Kempner High School and Elkins High School. There are currently twelve board approved sites under various stages of construction at Bowie Middle School, Crockett Middle School, First Colony Middle School, Travis High School, Walker Station Elementary School, Lantern Lane Elementary School, Leonetti Elementary School, Schiff Elementary School, Settler's Way Elementary School, Sienna Crossing Elementary School, Fort Settlement Middle School, and PFC Building Site. Diamond Communications is one of two consultants engaged by the district to market district-owned sites to wireless carriers. The firm has expertise in negotiating lease terms and rental rates, overseeing the construction of cell tower infrastructure, and managing the facilities and site operations. Diamond is compensated when they successfully secure a wireless carrier tenant for the district, and all compensation is paid directly by the carriers. The district receives revenue in the form of either monthly rental payments or lump-sum fees, and no District funds are used to procure these services. Diamond has identified these sites as potential cell tower sites on District property. The firm will conduct due diligence on the site and pay the district \$1,000 each for the options period. If

Fort Bend Independent School District

the sites are appropriate for cell tower infrastructure, annual rent for this site will be a minimum of \$60,000 for all sites.

Terms of each agreement are as follows:

Site Location	Total Area (Feet)	Monthly Rent	Annual Escalator Amt.	Options Period Amt.	FBISD Reserved Space	Term
Old Kempner Stadium	2500	\$1,250 + \$250 for each additional carrier	2%	\$1,000	Top 10' + Ground Space	Initial 5 years with 9 additional 5-yr terms
Garcia Middle School	2500	\$1,250 + \$250 for each additional carrier	2%	\$1,000	Top 10' + Ground Space	Initial 5 years with 9 additional 5-yr terms
Sartartia Middle School	2500	\$1,250 + \$250 for each additional carrier	2%	\$1,000	Top 10' + Ground Space	Initial 5 years with 9 additional 5-yr terms
Patterson Elementary Schools	2500	\$1,250 + \$250 for each additional carrier	2%	\$1,000	Top 10' + Ground Space	Initial 5 years with 9 additional 5-yr terms

This agreement seeks Board approval for the use of the sites in exchange for the monthly rent payment, as well as authorization for the Superintendent to execute the agreement.

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Fort Bend Independent School District

Richard Gay
Executive Director, Business Services

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Produce (Supplemental)		
Board Policy: CH, CV, or DBD (Local)	District Priority: Priority 3	
Department: Chief Financial Officer		
Are there related documents to be signed by the Board? NO		
☐ Administration has reviewed the final submission for this agenda item.		
☐ Reviewed by Deputy Superintendent		☒ Reviewed by Chief of Staff

Recommendation
Consideration and approval for the purchase of Produce under a cooperative contract with New Caney ISD School - Purchasing Alliance (SPA) and authorization for the Superintendent to negotiate and execute the agreement through June 30, 2027.

Summary/Background
On May 10, 2021, the Board approved contract 22-057AB for produce through the School Purchasing Alliance (SPA) cooperative, with Brothers Produce as the awarded vendor. This contract supports the purchase of produce needed for the preparation and service of breakfast, lunch, dinner, snacks, catered events, and concessions. This supplement adds an additional vendor to allow the District to obtain more competitive pricing. The previous award to Brothers Produce, the contract term, or the authorized expenditure amount does not change. This contract 22-057AB Produce seeks approval under relevant statutes, including Chapter 44, § 44.031(a) of the Texas Education Code and Chapter 791, Interlocal Cooperation Act, along with Board Policies CH (LEGAL) and CH (LOCAL) for purchasing goods and services. The Board of Trustees must approve proposal awards worth \$50,000 or more. Under the authority of the Texas Government Code §791.001 and the Interlocal Cooperation Act as amended, local governments like Fort Bend ISD are allowed to contract with each other and other government agencies. This Act exempts the requirement of seeking competitive bids for goods and services, once a school district determines that a local cooperative purchasing program offers the best value, to enhance efficiency and effectiveness.

Fort Bend Independent School District

Background

Expenditures for 2024-25 were \$1,1852,00.00. Expenditures will not exceed \$4,500,000 through 2027, and funding is included in the budget.

Requested by:	Matthew Antignolo, Executive Director Child Nutrition Kelly Schlacks, Executive Director Finance	
Vendor:	Hardies Fresh Foods	
Budget Sources:	Federal Funds General Fund Enterprise Funds	
Amount:	Not to Exceed \$4,500,000	
Other Supporting Information		
Sole Source:	N/A	
Number of vendors contacted by Purchasing:	N/A	
Number of vendors downloaded the solicitation:	N/A	
Number of responses received:	N/A	
Number of “no bid” responses received:	N/A	
Length of commitment:	Through June 2027	
Last solicitation date:	N/A	
Supporting documents:	N/A	
Disclosure under Board Policy CH, CV, or DBD (Local):	None	

*** Previously awarded a contract of the same scope with the District

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Kelly Schlacks
Executive Director Finance

Matthew Antignolo
Executive Director, Child Nutrition

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Revision, deletion, or addition of the following Local Policies: BJCF, CAA, CLE, CQB, DC, DEC, DFBB, DH, DJ, DP, DPA, DPB, EFA, FEF, FFAC, FFB, FFF, FFG, FL, FO, GKA		
Board Policy: Legal and/or Local: BJCF, CAA, CLE, CQB, DC, DEC, DFBB, DH, DJ, DP, DPA, DPB, EFA, FEF, FFAC, FFB, FFF, FFG, FL, FO, GKA	District Priority: Priority 1	
Department: Choose Department Are there related documents to be signed by the Board? Choose Item ☐ Administration has reviewed the final submission for this agenda item. ☐ Reviewed by Deputy Superintendent ☒ Reviewed by Chief of Staff		

Recommendation
Consideration and approval of proposed revisions, deletions, and additions of the following local policies: BJCF, CAA, CLE, CQB, DC, DEC, DFBB, DH, DJ, DP, DPA, DPB, EFA, FEF, FFAC, FFB, FFF, FFG, FL, FO, and GKA.

Summary/Background
The policies included in this agenda are from TASB Policy Updates 122, 126, and 127 and are relevant to the required Senate Bill 12 Compliance Certification required by September 30, 2026. Following Board action, the administration will review approved policies with the Board Policy Committee to determine any further local policy revisions for future Board consideration. BJCF – Superintendent: Nonrenewal (TASB Update 105 in 2016 and TASB Update 127 in 2026) Update 105: The first paragraph of this policy on superintendent nonrenewal affirms that decisions will not be based on protected employee characteristics. Recommended changes better align the list of protected characteristics with those in legal precedent regarding freedom from discrimination, harassment, and retaliation. The following changes are recommended to the list of Reasons for nonrenewal to make the list parallel with the nonrenewal reasons in DFBB(LOCAL) (Term Contracts): A new item 18, listing behavior that presents a danger of physical harm to a student or other individuals. Revisions at item 24 to include the failure to maintain, in addition to failure to fulfill, superintendent certification,

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unless granted a waiver by the commissioner. A new item 26, listing any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law. Deletion of an item that refers to fulfilling the requirements of a deficiency plan under an emergency or special assignment permit. In addition, the Notice of Proposed Nonrenewal provision was simplified to refer to the requirements in law, and references to school property have been changed to "district" property throughout. This policy reflects that a nonrenewal hearing of the superintendent will be conducted by an independent hearing examiner. If the board will always preside over this type of nonrenewal hearing, please contact your policy consultant for appropriate revisions.

Update 127: Recommended revisions to this local policy on nonrenewal of a superintendent align with language at DFBB (Local) relating to accommodations of disability and the addition of two nonrenewal reasons included in Update 126 that were related to SB12 from the 89th Legislature.

CAA – Fiscal Management Goals and Objectives: Financial Ethics (TASB Update 127 in 2026)

A cross-reference in the Note has been updated to reflect changes to the DH series of policies.

CLE – Buildings, Grounds, and Equipment Management: Required Displays (TASB Update 126 in 2025)

The subtopic name has been adjusted to Required Displays to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text.

CQB – Technology Resources: Cybersecurity (TASB Update 126 in 2025)

Recommended revisions comply with HB150, which moves cybersecurity training requirement from the Department of Information Resources to the Texas Cyber Command and includes details about notifications for cybersecurity incidents in addition to security breaches.

DC – Employment Practices (TASB Update 127 in 2026)

The cross-reference at Employment Assistance Prohibited has been updated to reflect changes to the DH series of policies. Standard policy language at BJA (local) notes that the superintendent may delegate responsibilities to other employees of the district but shall remain accountable to the board for the performance of all duties, delegated or otherwise. For this reason, TASB recommends removing "or designee" from the Posting Vacancies section.

DEC – Compensation and Benefits: Leaves and Absences (TASB Update 126 in 2025)

HB2 prompted recommended revisions to include Daily Rate of Pay under the Definitions section, as well as a section regarding Concurrent Use of Paid Leave during Family Medical Leave for classroom teachers.

DFBB – Term Contracts: Nonrenewal (TASB Update 126 in 2025)

Based on SB12, engaging or assigning diversity, equity, and inclusion duties, as well as instructional activities prohibited by law, are recommended for inclusion in the list of reasons

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a term contract employee may be nonrenewed. The item related to disability and the ability to perform the essential functions of the job has been amended for clarity.

DH - Employee Standards of Conduct (TASB Update 127 in 2026)

The two-cross references to DH(EXHIBIT) have been revised to reflect changes to the DH series of policies.

DJ - Employee Recognition and Awards (TASB Update 127 in 2026)

Since employee recognition and awards programs are normally part of the budgetary process, this local policy is recommended for deletion. If established in the district, details on these types of programs are more appropriately addressed in administrative regulations.

DP - Personnel Positions (TASB Update 127 in 2026)

To accommodate the restructuring of the DP series due to the requirements specific to principals, this local policy is recommended for deletion. Materials regarding principal qualifications have been moved to a new code at DPA(Local), and the language relating to school counselors has been moved to DPB (Local)

DPA - Personnel Positions: Principals (TASB Update 127 in 2026)

This new code specifically related to principals now houses principal qualification language that was previously at DP (Local). Minor revisions have been made to the text at Qualifications to align with the model job description provided by TASB HR Services. Non-substantive revisions to the district's locally developed text at Primary Role and Qualifications in items 5 and 8 are for clarity and consistency with policy style.

DPB - Personnel Positions: Other Personnel Positions (TASB Update 127 in 2026)

This new policy now houses text relating to school counselors that was previously at DP (Local).

EFA - Instructional Resources: Instructional Materials (TASB Update 126 in 2025)

In accordance with SB 12, a section on Parent Request for Instructional Material Review is recommended for inclusion. The policy requires the superintendent to develop administrative regulations to ensure that parents or guardians can request review of instructional materials individually or through a petition process with other parents.

FEF - Attendance: Release Time (TASB Update 126 in 2025)

This local policy is recommended for inclusion in the district's manual to reflect SB 1049 requirements regarding released time courses.

FFAC - Wellness and Health Services: Medical Treatment (TASB Update 122 in 2023 and TASB Update 126 in 2025)

Update 122: Recommended revisions to the provisions on opioid antagonists are based on SB 629, which requires a district to have at least one person who is authorized and trained to administer the medication present during regular school hours on each campus that serves grades 6 through 12. The grade levels to which this policy will apply are based on

Fort Bend Independent School District

information recently received from the district. The Legal Issues in Update 122 memo describes common legal concerns and best practices specific to this policy topic.

Update 126: A recommended revision at Medication Provided by Parent has been made due to SB 920, which now allows school employees, including nurses, to administer nonprescription medication in accordance with legal requirements.

FFB – Student Welfare: Crisis Intervention (TASB Update 122 in 2023 and TASB Update 126 in 2025)

Update 122: Recommended revisions to this local policy on crisis intervention include the following: In accordance with HB 3, provisions have been added at Student Reports to require each campus to establish a clear procedure for students to report concerning behavior by another student. Revisions at Employee Confidentiality are based on SB 1720 and allow employees who report a potential threat to elect to keep their identities confidential.

Update 126: As required by HB2, a provision is recommended for inclusion addressing the required notification that must be provided to teaching staff when a threat is made against the campus.

FFF – Student Welfare: Student Safety (TASB Update 126 in 2025 and TASB Update 127 in 2026)

Update 126: Since HB2 prompted so many revisions to this local policy regarding notifying a parent of a student with whom an employee or service provider is alleged to have engaged in misconduct, we offer for your consideration the TASB standard text for this policy.

Update 127: The definition of misconduct has been amended to include provisions from Senate Bill 571 from the 89th Legislative Session. The misconduct definition has also been reformatted to improve readability.

FFG –Student Welfare: Child Abuse (TASB Update 124 in 2024 and TASB Update 126 in 2025)

Update 124: The changes in policy FFG(LOCAL) are recommended to comply with revisions to the Family Code and Administrative Code. Under Reporting Child Abuse and Neglect, a new subsection on Oral Reports is recommended to comply with changes in law. In the Making a Report section, a paragraph has been added explaining that reporting individuals must provide their name and contact information when making a report. The policy continues to state that the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law.

Update 126: A recommended change at Reporting Child Abuse or Neglect reflects that SB 571 requires reporting within 24 hours of learning of the facts giving rise to suspicion of abuse or neglect of a child. The revision to item one at Making a Report also comes from SB 71.

FL – Student Records (TASB Update 122 in 2023)

Fort Bend Independent School District

HB 1416 repeals provisions related to accelerated learning committees. The references to the accelerated learning committee have been replaced with references to the accelerated education plan that now must be created for certain students who fail to perform satisfactorily on state assessments. The Legal Issues in Update 122 memo describes common legal concerns and best practices specific to this policy topic.

FO – Discipline (TASB Update 126 in 2025)

TASB recommends inclusion in this policy new provisions at Video and Audio Monitoring. The provisions provide guidance on using video and audio recording equipment and the notification requirements if the equipment is in use. The language also addresses access to recordings made by this equipment.

GKA – Community Relations: Conduct on School Premises (TASB Update 124 in 2024 and TASB Update 126 in 2025)

TASB Update 126: Language regarding handguns is recommended for revision due to SB 706.

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Beth Martinez
Deputy Superintendent Chief of Staff

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

Reasons

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of Constitutional rights or based unlawfully on race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for the nonrenewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Insubordination or failure to comply with Board directives.
5. Failure to comply with Board policies or administrative regulations.
6. Failure of the District to make measurable progress toward the goals stated in the District improvement plan. [See BQ]
7. Conducting personal business during school hours when it results in neglect of duties.
8. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
9. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
10. Failure to meet the District's standards of professional conduct.
11. Failure to report to the Board any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]
12. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
13. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

14. Disability, not otherwise protected by law, that prevents the Superintendent from performing the essential functions of the job, with or without reasonable accommodation.
15. Any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or the community, impairs or diminishes the Superintendent's effectiveness in the District.
16. Any breach by the Superintendent of an employment contract or any reason specified in the Superintendent's employment contract.
17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.
18. Behavior that presents a danger of physical harm to a student or other individuals.
19. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
20. Use of profanity in the course of performing any duties of employment, whether on or off District premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
21. Falsification of records or other documents related to the District's activities.
22. Falsification or omission of required information on an employment application.
23. Misrepresentation of facts to the Board or other District officials in the conduct of District business.
24. Failure to fulfill or maintain requirements for Superintendent certification, unless granted a waiver by the commissioner of education.
25. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
26. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
27. Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. [See EMB]

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

28. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.

27-29. Any reason constituting good cause for terminating the contract during its term.

**Notice of Proposed
Nonrenewal**

If the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent written notice of the proposed nonrenewal in accordance with law.

Request for Hearing

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall file a written request with the commissioner for an independent hearing examiner, and provide the Board a copy of the request, not later than the 15th day after the date the Superintendent received the notice of proposed nonrenewal.

Hearing Examiner

The hearing shall be conducted by an independent hearing examiner in accordance with the process described at DFD(LEGAL).

Board Decision

Following the hearing, the Board shall take appropriate action in accordance with DFD(LEGAL).

No Hearing

If the Superintendent fails to request a hearing, the Board shall take the appropriate action and notify the Superintendent in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

REASONS

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of rights guaranteed by the Constitution, or based unlawfully on race, color, religion, sex, national origin, disability, or age. Reasons for the non-renewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Insubordination or failure to comply with Board directives.
5. Failure to comply with Board policies or administrative regulations.
6. Failure of the District to make measurable progress towards the goals stated in the District improvement plan. [See BQ]
7. Conducting personal business during school hours when it results in neglect of duties.
8. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on school property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
9. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
10. Failure to meet the District's standards of professional conduct.
11. Failure to report to the Board any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL).
12. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
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SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

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15. Any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or community, impairs or diminishes the Superintendent's effectiveness in the District.
16. Any breach by the Superintendent of an employment contract or any reason specified in the Superintendent's employment contract.
17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.
18. Assault on a person on school property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
19. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
20. Falsification of records or other documents related to the District's activities.
21. Falsification or omission of required information on an employment application.
22. Misrepresentation of facts to the Board or other District officials in the conduct of District business.
23. Failure to fulfill requirements for Superintendent certification.
24. Failure to fulfill the requirements of a deficiency plan under an Emergency Permit or a Special Assignment Permit.
25. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
26. Any reason constituting good cause for terminating the contract during its term.

NOTICE

If the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent by hand or certified mail, return receipt requested, written notice of the proposed nonrenewal. This notice shall contain the hearing procedures and shall be delivered not later than the 30th day before the last day of the contract term.

SUPERINTENDENT
NONRENEWAL

BJCF
(LOCAL)

REQUEST FOR
HEARING

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall notify the Board in writing and file a written request with the Commissioner for an independent hearing examiner not later than the 15th day after receiving the notice of proposed action.

HEARING
EXAMINER

The hearing shall be conducted by an independent hearing examiner in accordance with the process described at BJCF(EXHIBIT).

BOARD DECISION

Following the hearing, the Board shall take appropriate action in accordance with BJCF(EXHIBIT).

NO HEARING

If the Superintendent fails to request a hearing, the Board shall take the appropriate action and notify the Superintendent in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

Philosophy

The Board believes student success is best achieved by empowered and effective leaders who are role models of honest and ethical behavior. Therefore, the Board expects any and all parties involved in the District's financial transactions to act with integrity, competency, and diligence.

Note: Additional guidance regarding conflicts of interest, ethics, and financial oversight may be found in the following policies and published administrative regulations and handbooks:

- Code of ethics:
 - for Board members — BBF
 - for employees — ~~DHDHA~~
- Financial conflicts of interest:
 - for public officials — BBFA
 - for all employees — DBD
 - for vendors — CHE
- Compliance with state and federal grant and award requirements: CB, CBB
- Financial conflicts and gifts and gratuities regarding federal funds: CB, CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: DBAA, DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

Fraud and Financial Impropriety

The District strictly prohibits fraud, financial impropriety, or any other illegal activities in the actions of its Trustees, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls
and Oversight**

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

Accountability for the effectiveness of fraud prevention cannot be delegated and shall remain with supervisors and managers. Personnel with supervisory or review authority shall have the following fraud prevention responsibilities:

1. Understand the areas within his or her authority that may be at risk for fraud.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

2. Establish and maintain effective controls and procedures to prevent acts of fraud or wrongdoing.
3. Establish and maintain effective controls and procedures to promptly detect attempted acts of fraud or wrongdoing, should prevention efforts fail.

Accountability for the effectiveness of these responsibilities cannot be delegated and shall remain with supervisors and managers.

Reports

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to a person with authority to investigate the suspicions, including any supervisor, the Superintendent, the Board President, or local law enforcement. Failure to report suspicions about suspected fraud or financial impropriety or failure to cooperate with an ongoing investigation of such matters could result in disciplinary consequences up to and including termination.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

**Protection from
Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports suspected fraud or financial impropriety. [See DG]

Fraud Investigations

As appropriate, members of the FBISD Police, Legal Services, Human Resources, Internal Audit, and Technology departments, either independently or in collaboration, shall have the primary responsibility for the investigation of suspected fraudulent acts.

Ethics Hotline

To facilitate reporting of suspected violations, especially in those situations where the reporting individual wishes to remain anonymous, the District has established a telephone/web reporting hotline. The District's Ethics Hotline is operated by an independent third party who will report all incidences directly to designated members of the Legal Services and Human Resources departments immediately after receiving notice of a concern. If the report involves the Superintendent, the designated members of the Legal Services and Human Resources departments shall submit the report to the President of the Board of Trustees. The designated members of the Legal Services and Human Resources departments shall have the primary responsibility for overseeing all investigations and follow up.

Individuals may submit an incident report of suspected violations by calling the Ethics Hotline at (877) 472-2110, by accessing the

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

link on the District's website, or reporting at www.lighthouse-services-cms.com.

The District's Ethics Hotline is separate from the FBISD Crime Stoppers program. Individuals may also report illegal activities to the Crime Stoppers hotline by calling (281) 491-TIPS (491-8477).

Response

If an investigation substantiates a report of fraud or financial impropriety involving the commission of a felony offense, the Superintendent shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration. If the investigation substantiates a report of fraud or financial impropriety involving the Superintendent, the investigation report shall be submitted to the President of the Board of Trustees.

If an employee is found to have committed fraud or financial impropriety, the Superintendent shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or a designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Audit Committee for review.

**Federal Awards
Disclosure**

In connection with federal awards, the District shall promptly disclose in writing whenever the District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in federal law, including the Civil False Claims Act. This provision applies to any activities or subawards of a federal award. [See CBB]

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FINANCIAL ETHICS

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(LOCAL)

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BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
~~FLAG REQUIRED~~ DISPLAYS

CLE
(LOCAL)

Note: In accordance with EC, the Board shall require students, once during each school day, to recite the pledges of allegiance to the U.S. and Texas flags.

Philosophy

The Board is dedicated to developing responsible citizens who respect and value the freedoms afforded in the United States. Prominent display of flags in the school setting is intended to serve as a reminder to exercise respect, responsibility, care, and concern toward our state, nation, and fellow citizens.

Campus Display

The U.S. and Texas flags shall be displayed on the grounds of each campus of the District when school is in session and according to law.

Classroom Display

The U.S. and Texas flags shall be prominently displayed in each classroom to which a student is assigned during the time that the pledges of allegiance to those flags are recited.

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
FLAG DISPLAYS

CLE
(LOCAL)

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TECHNOLOGY RESOURCES
CYBERSECURITY

CQB
(LOCAL)

Philosophy

The Board believes that the District has the responsibility to protect student and staff data and all technology resources through implementation of a robust District cybersecurity plan that is supported by awareness efforts and training for students and staff.

Cybersecurity Plan

The District shall develop a Cybersecurity Plan including strategies to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents. The Plan shall also address the District's approach to assessing cybersecurity risk and relevant mitigation strategies.

The Superintendent shall establish administrative procedures that support the implementation of the District cybersecurity plan including, but not limited to:

- Awareness and training,
- Timetables for backups,
- Expectations for being a good steward of District data,
- Expectations for work and personal use of technology by employees,
- Digital citizenship and current cybersecurity for student use,
- Current cybersecurity awareness,
- Communication and alignment between departments on best practices,
- Robust systems to protect confidential information, and
- Ongoing training for employees and students.

Training

The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the ~~Department of Information Resources~~ Texas Cyber Command; and
3. Limit or remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

**Cybersecurity
Coordinator**

The Superintendent shall report to the Board President any Board member who is noncompliant with cybersecurity training requirements. The Superintendent, following consultation with the Board President, may limit or remove a Board member's access to the District's computer systems and databases for noncompliance with cybersecurity training requirements. [See BBD(LEGAL)].

The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency in cybersecurity matters.

The coordinator shall address the District's breach, incident, threat, and attack protection plan with periodic security control assessments and drills including annual penetration and controls testing.

**Security Breach and
Cybersecurity
Incident
Notifications**

Upon discovering or receiving notification of a breach of system security or a ~~security~~cybersecurity incident, as defined by law, the District shall disclose the breach or incident to affected persons or entities and provide any other notices in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

~~4.1.~~ 4.1. Written notice.

~~5.2.~~ 5.2. Email, if the District has email addresses for the affected persons.

~~6.3.~~ 6.3. Conspicuous posting on the District's websites.

~~7.4.~~ 7.4. Publication through broadcast media.

The District shall disclose a breach or incident involving sensitive, protected or confidential student information as required by law.

TECHNOLOGY RESOURCES
CYBERSECURITY

CQB
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The District shall disclose a breach or incident involving sensitive, protected or confidential student information as required by law.

EMPLOYMENT PRACTICES

DC
(LOCAL)

Philosophy	The Board believes student success is best achieved through effective teachers, leaders, and staff that inspire learning. Therefore, the Board is committed to recruiting, developing, and retaining effective staff members.
Personnel Duties	The Superintendent ~~or designee~~ shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors. The Superintendent ~~or designee~~ shall establish administrative procedures including but not limited to the posting of vacancies and District processes for applications, contracts, resignations and retirements. These administrative procedures shall advance the Board's Core Beliefs and Commitments in an effort to recruit well-qualified candidates for teacher, leader, and other staff positions, and to further the creation of a diverse workforce by providing equal employment opportunities.
New Positions	All newly created locally funded administrative and professional support positions shall be approved by the Board.
Posting Vacancies	The Superintendent ~~or designee~~ shall establish administrative procedures for advertising employment opportunities and posting notices of vacancies. Current District employees may apply for any vacancy for which they have appropriate qualifications.
Applications	All applicants shall complete the application form supplied by the District. Information provided on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position. [For information related to the evaluation of criminal history records, see DBAA.]
Employment of Contractual Personnel	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. The Board retains final authority for employment of principals and all District administrators at Director level or above. [See DCA, DCB, and DCE as appropriate] The Board delegates to the Superintendent final authority for employment of all other contractual personnel. [See DCE]
Employment of Non-contractual Personnel	Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).

EMPLOYMENT PRACTICES

DC
(LOCAL)

	The Superintendent shall have final authority to employ and dismiss all non-contractual personnel on an at-will basis. [See DCD]
Resignation or Retirement in Lieu of Termination	An employee who resigns or retires while under investigation, or resigns or retires in order to avoid termination, shall not be eligible for reemployment with the District. [See also DFE]
Employment Assistance Prohibited	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law.
	Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and ~~DH(EXHIBIT)~~ <u>DHA(LEGAL)</u> for the Educators' Code of Ethics.]

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(LOCAL)

Philosophy	The Board believes student success is best achieved through effective teachers, leaders, and staff that inspire learning. Therefore, the Board is committed to recruiting, developing, and retaining effective staff members.
Personnel Duties	The Superintendent or designee shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors. The Superintendent or designee shall establish administrative procedures including but not limited to the posting of vacancies and District processes for applications, contracts, resignations and retirements. These administrative procedures shall advance the Board's Core Beliefs and Commitments in an effort to recruit well-qualified candidates for teacher, leader, and other staff positions, and to further the creation of a diverse workforce by providing equal employment opportunities.
New Positions	All newly created locally funded administrative and professional support positions shall be approved by the Board.
Posting Vacancies	The Superintendent or designee shall establish administrative procedures for advertising employment opportunities and posting notices of vacancies. Current District employees may apply for any vacancy for which they have appropriate qualifications.
Applications	All applicants shall complete the application form supplied by the District. Information provided on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position. [For information related to the evaluation of criminal history records, see DBAA.]
Employment of Contractual Personnel	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. The Board retains final authority for employment of principals and all District administrators at Director level or above. [See DCA, DCB, and DCE as appropriate] The Board delegates to the Superintendent final authority for employment of all other contractual personnel. [See DCE]
Employment of Non-contractual Personnel	Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).

EMPLOYMENT PRACTICES

DC
(LOCAL)

**Resignation or
Retirement in Lieu of
Termination**

The Superintendent shall have final authority to employ and dismiss all non-contractual personnel on an at-will basis. [See DCD]

An employee who resigns or retires while under investigation, or resigns or retires in order to avoid termination, shall not be eligible for reemployment with the District. [See also DFE]

**Employment
Assistance
Prohibited**

No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law.

Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Philosophy

The Board believes student success is best achieved in a supportive climate and safe environment. Therefore, the District shall provide an equitable leave policy that attracts and retains top talent and promotes a healthy lifestyle for all employees.

**Leave
Administration**

The District's leave program includes both paid leave and unpaid leave. Eligibility for the various types of leave depends on the employee's position, the number of months of service per year, and the length of service.

The Superintendent shall establish administrative procedures to address employee leaves and absences, and to implement the provisions of this policy. The administrative procedures shall also be published in the Employee Handbook.

Definitions

The term "immediate family" is defined as:

Immediate Family

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

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Leave Day

A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full time or part-time.

School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

Daily Rate of Pay

The "daily rate" of a contract employee, including a teacher, school counselor, or librarian, shall be computed by dividing the employee's annual salary by the number of duty days in the employee's contract year.

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State Sick Leave	For purposes of using or recording absences and leaves, the term “state sick leave” (SS) shall apply to state sick leave days earned before 1995. SS is available for use and may be transferred to other school districts in Texas. SS can be used only in increments, except when coordinated with FMLA leave taken on an intermittent or reduced schedule basis or when coordinated with Workers’ Compensation benefits.
State Personal Leave	All employees who are eligible for district health care benefits shall be entitled to five days of state personal leave (STPB) if they remain employed with the District for the entire school year.
Local Sick Leave	All employees who are eligible for district health care benefits shall earn five paid local sick leave (LSL) days per school year.
Local Personal Leave	For purposes of using or recording absences and leaves, the term “local personal leave” (LPL) shall apply to local personal leave days accumulated before the 2003-04 school year.
Vacation	For purposes of using or recording absences and leaves, the term “vacation” (VAC) shall mean number of hours per day equivalent to 10 vacation days per school year for all employees who are eligible for District health care benefits assigned to a 260-day Work Calendar.
Paid Time Off	For purposes of using or recording absences and leaves, the term “paid time off” (PTO) shall mean number of hours per day equivalent to five paid time off days per school year for all employees who are eligible for district health care benefits assigned to a 238-day Work Calendar.
Dock	For purposes of using or recording absences and leaves, the term “dock” shall mean that an employee experiences a reduction in compensation as a consequence of having used all available LSL, LPL, SS, STPB, VAC and PTO.
Family Emergency	The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL)

Availability	The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.
State Leave Proration	If an employee separates from employment with the District before his or her last duty day of the school year or begins employment

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after the first duty day of the school year, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal and local leave the employee used beyond his or her pro rata entitlement for the school year.

Medical Certification

An employee shall submit medical certification of the need for leave if:

- The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
- The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
- The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Personal Leave

The Board requires employees to differentiate the manner in which personal leave is used.

**Nondiscretionary
Use of Leave**

Nondiscretionary use of leave shall mean an employee may take leave for personal or family illnesses, family emergency, a death in the family, or active military service. It also includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

**Discretionary Use of
Leave**

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below:

*Request for
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the principal/work location supervisor shall not seek or consider the reasons for which an employee requests to use leave. The principal/work location supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes. The employee shall be notified as to whether the request is approved or denied.

Discretionary use of state personal leave shall not exceed five consecutive workdays.

COMPENSATION AND BENEFITS
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(LOCAL)

No more than 10 personal leave days shall be used in a school year. This shall not apply to an extended medical leave of absence approved by the Chief Human Resource Officer or designee. For purposes of this provision, the school year shall be measured from July 1 through June 30.

Absences for religious holy days shall be exempt from this limitation.

**Limitations on Use
of Discretionary
Leave**

Use of STPB leave or LPL shall require District-level approval in the following circumstances:

- The 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 examinations.
- Days scheduled for state-mandated assessments.
- Professional or staff development days.
- The last teacher duty day of the school year.
- Any other time the principal/supervisor determines that the employee's presence is critical to the instructional program or the operation of the school/department.

No more than 10 percent of the total staff of a school or department that exceeds 10 people may be on personal leave at the same time.

**Use of Local
Personal Leave**

LPL shall be considered leave earned in the District prior to July 1, 2003. LPL may be used according to the terms and conditions of STPB leave.

Use of Vacation

Vacation may accumulate up to 20 days. After annual entitlements are received, any vacation days in excess of the 20-day limit, up to a maximum of five days, will be transferred to LSL, which can then be used according to the terms and conditions of LSL.

Use of Paid Time Off

PTO may accumulate up to 10 days. After annual entitlements are received, any PTO days in excess of the 10-day limit will be transferred to LSL, which can then be used according to the terms and conditions of LSL.

**Use of Local Sick
Leave**

Each employee shall earn five paid LSL days per school year in accordance with administrative procedures.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave. [See DEAB]

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Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

- Local sick leave (LSL).
- Local personal leave (LPL) accumulated before the 2003-04 school year.
- State sick leave accumulated before the 1995-96 school year (SS).
- State personal leave (STPB).

An employee may not choose to be docked in lieu of use of available paid leave.

LSL shall accumulate without limit.

LSL shall be used according to the terms and conditions of SS accumulated before the 1995-96 school year. [See DEC(LEGAL)]

Recording

Leave shall be recorded in half-day increments for all employees according to the guidelines located in the employee handbook located on the District webpage.

Catastrophic Leave Benefit

After all available paid leave days and any applicable compensatory time have been exhausted, a full-time employee shall be granted in a school year a maximum of 30 leave days of catastrophic leave to be used for the employee's catastrophic illness or injury, including pregnancy-related illness or injury. Each employee shall be limited to a lifetime maximum of 60 days of catastrophic leave.

A written request for catastrophic leave must be accompanied by medical certification of the illness or injury.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Sick Leave Bank

The District shall establish a Sick Leave Bank (SLB) that employees may join through voluntary contribution of local leave days.

Leave contributed to the SLB shall be solely for the use of participating employees. An employee who is a member of the SLB may

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request leave from the SLB if the employee or a member of the employee's immediate family experiences illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop administrative procedures for the operation of the SLB that address the following:

1. Membership in the SLB, including the number of days an employee must contribute to become a member;
2. Procedures to request leave days from the SLB;
3. The maximum number of days per school year a member employee may receive from the SLB;
4. The committee or administrator authorized to consider requests for leave from the SLB and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the SLB.

Mental Health Leave

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

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

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

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The Superintendent shall develop procedures regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative procedures and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop procedures regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

**Line of Duty Illness
or Injury Leave of
Absence**

Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with the law and policy, the officer may use accumulated leave.

**Family and Medical
Leave**

Concurrent Use of
Paid Leave

Note: See
DECA(LEGAL)
for provisions
addressing
Twelve-Month
Period
FMLA Exception

The District shall make FMLA leave available to employees in accordance with DECA(LEGAL) and the following provisions.

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable, except as provided below.

A teacher shall notify the appropriate administrator if they choose not to use paid leave concurrently with FMLA leave for an absence related to pregnancy or the birth or adoption of child.

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.

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Combined Leave for Spouses	When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced-Schedule Leave	The District shall not permit use of intermittent or reduced-schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative procedures, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.
Temporary Disability Leave	Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. Recertification shall be required at 30-day intervals. Temporary disability shall run concurrently with FMLA leave and/or workers' compensation. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.] An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave. The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave. If temporary disability is foreseen, then the request for temporary disability leave must be completed 30 days in advance. If the temporary disability is unforeseen, then the request must be submitted within 15 calendar days of the last day worked or as soon as practicable. An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.

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Unpaid Personal Leave	An employee who is eligible for district health care benefits and who is not eligible for temporary disability leave may apply for an unpaid personal leave (UPL) of absence for up to 90 calendar days. UPL shall be taken under the same circumstances as FMLA leave. The leave request must be accompanied by medical certification from a qualified health-care provider supporting the need for leave.
Workers' Compensation	Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.
No Paid Leave Offset	An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable. The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]
Assault Leave	Absences due to assault leave, as defined by the Texas Education Code, Section 22.003, shall not be deducted from accrued leave or designated as FMLA leave. An employee on assault leave shall receive workers' compensation wage benefits supplemented by the District up to the pre-assault weekly salary. Incidents associated with assault leave shall be investigated by the District and, if not appropriately classified, the leave type shall be changed to workers' compensation and the employee's leave charged for any payments in excess of his or her entitlement under workers' compensation. In the event that leave is not available, the employee's pay shall be reduced.
Court Appearances	Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance. Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken as leave without pay in the event that leave is not available.
Restricted Duty	If a physician recommends restricted duty, the District may approve the employee's return to duty subject to the availability of a position allowing designated restrictions. An employee assigned to restricted duty who is not on FMLA leave and who refuses to accept the assignment may be subject to termination of his or her employment. Notwithstanding anything to the contrary here, if the employee has a disability as that term is defined under the Americans

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with Disabilities Act (ADA) or the Texas Commission on Human Rights Act (TCHRA), the District's policies under the ADA and/or the TCHRA, as applicable, shall apply.

Leave of Absence

A leave of absence may be granted by the Chief Human Resources Officer or designee to any employee, provided the employee makes a written request to the Chief Human Resources Officer and states an acceptable reason for the request.

The written request shall specify in exact and complete terms the reason for the leave. Falsifying or purposely misstating reasons may result in termination of the individual from employment with the District, in accordance with Board policies.

The employee shall notify the Chief Human Resources Officer or designee of his or her intention to return to active duty, in writing, at least 30 days before the expiration of the leave period. Failure to do so shall be deemed a resignation.

Upon returning from leave, attempts shall be made to place the employee in a comparable position. There is no assurance that an assignment will be available for the employee upon return from unpaid personal leave.

While on an approved leave of absence, the benefits that the employee earned as a result of the employee's years of employment in the District shall be protected; however, an employee who resigns and is later reemployed by the District shall be considered a new employee and shall receive no benefits that accrue to employees with a record of uninterrupted service.

**Developmental
Leave**

A professional employee who has served the District at least five consecutive school years may apply for a full or half year's academic unpaid leave of absence for approved research, travel, study as a full-time student in a college or university, or other suitable purpose. The request shall include the proposal for research, the length of time, and the product or method of verification for the developmental leave. The plan shall be approved by the Board.

The product or method of verification shall be presented to the Chief Human Resources Officer or designee prior to return from leave. In case of failure to comply with the requirement of full-time study without reason acceptable to the Board, the employee shall not be eligible for rehire at the end of the leave period.

**Fulbright Teacher
Exchange Program**

The District shall participate in the Fulbright Teacher Exchange Program to help promote mutual understanding between the people of the United States and the people of other countries through educational exchange. Teachers and administrators wishing to par-

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participate in the exchange program shall apply for approval to the Superintendent or designee. Employees approved by the Superintendent or designee and selected for the exchange program shall be compensated in accordance with the terms of the program.

Payment for
Accumulated Local
Leave Upon
Retirement

An employee who retires from the District shall be eligible for payment for accumulated leave under the following conditions:

1. The employee is retiring under Teacher Retirement System of Texas (TRS) guidelines.
2. The employee has at least 10 consecutive years without a break in service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 150 days. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

A professional employee shall be paid \$75 per day for each day of accumulated local leave. A paraprofessional or auxiliary employee shall be paid at the rate of \$50 per day for each day of accumulated local leave. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Payment for
Accumulated Local
Leave Upon Death

The beneficiaries of an employee who dies while employed by the District shall receive payment for up to 150 of the employee's accumulated local leave in accordance with the following:

- The beneficiary of a professional employee shall be paid \$75 for each day of accrued unused local leave.
- The beneficiary of paraprofessional or auxiliary employee shall be paid \$50 for each day of accrued unused local leave.

Reporting Absences

An employee shall notify his or her supervisor prior to being absent or as soon as physically able. Employees shall follow District and campus/departamental procedures to report absence(s).

Absence Control

An employee who is absent from duty for three consecutive days without notifying the immediate supervisor of his or her status and the anticipated date of return shall be dismissed from employment in accordance with Board policy. [See DCD and DF series]

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The District shall provide the employee written notice at the last known home address, as reflected in the system, regarding the expiration of his or her leave. At that time, the employee must provide appropriate medical release that he or she is able to return to duty and perform the essential functions of the job, if applicable. The employee's eligibility for reasonable accommodations, as required by the ADA [see DAA(LEGAL)], shall be considered if requested and if the employee provides the appropriate medical documentation.

If an employee fails to provide the appropriate medical release and/or documentation within the allotted timelines as stated in the notification and therefore does not return to work after exhausting all available paid and unpaid leave, the District shall automatically pursue termination, regardless of the reason for the absence. [See DF series]

Excessive Absences

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

COMPENSATION AND BENEFITS
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DEC
(LOCAL)

Philosophy

The Board believes student success is best achieved in a supportive climate and safe environment. Therefore, the District shall provide an equitable leave policy that attracts and retains top talent and promotes a healthy lifestyle for all employees.

**Leave
Administration**

The District's leave program includes both paid leave and unpaid leave. Eligibility for the various types of leave depends on the employee's position, the number of months of service per year, and the length of service.

The Superintendent shall establish administrative procedures to address employee leaves and absences, and to implement the provisions of this policy. The administrative procedures shall also be published in the Employee Handbook.

Definitions

The term "immediate family" is defined as:

Immediate Family

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

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Leave Day

A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full time or part-time.

School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

State Sick Leave

For purposes of using or recording absences and leaves, the term "state sick leave" (SS) shall apply to state sick leave days earned before 1995. SS is available for use and may be transferred to other school districts in Texas. SS can be used only in increments, except when coordinated with FMLA leave taken on an intermittent

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

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(LOCAL)

	or reduced schedule basis or when coordinated with Workers' Compensation benefits.
State Personal Leave	All employees who are eligible for district health care benefits shall be entitled to five days of state personal leave (STPB) if they remain employed with the District for the entire school year.
Local Sick Leave	All employees who are eligible for district health care benefits shall earn five paid local sick leave (LSL) days per school year.
Local Personal Leave	For purposes of using or recording absences and leaves, the term "local personal leave" (LPL) shall apply to local personal leave days accumulated before the 2003-04 school year.
Vacation	For purposes of using or recording absences and leaves, the term "vacation" (VAC) shall mean number of hours per day equivalent to 10 vacation days per school year for all employees who are eligible for District health care benefits assigned to a 260-day Work Calendar.
Paid Time Off	For purposes of using or recording absences and leaves, the term "paid time off" (PTO) shall mean number of hours per day equivalent to five paid time off days per school year for all employees who are eligible for district health care benefits assigned to a 238-day Work Calendar.
Dock	For purposes of using or recording absences and leaves, the term "dock" shall mean that an employee experiences a reduction in compensation as a consequence of having used all available LSL, LPL, SS, STPB, VAC and PTO.
Family Emergency	The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.
Note: For District contribution to employee insurance during leave, see CRD(LOCAL)	
Availability	The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.
State Leave Proration	If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave and local leave shall be prorated based on the actual time employed. If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal and local leave the employee used beyond his or her pro rata entitlement for the school year.

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Medical Certification

An employee shall submit medical certification of the need for leave if:

- The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
- The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
- The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Personal Leave

The Board requires employees to differentiate the manner in which personal leave is used.

**Nondiscretionary
Use of Leave**

Nondiscretionary use of leave shall mean an employee may take leave for personal or family illnesses, family emergency, a death in the family, or active military service. It also includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

**Discretionary Use of
Leave**

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below:

*Request for
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the principal/work location supervisor shall not seek or consider the reasons for which an employee requests to use leave. The principal/work location supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes. The employee shall be notified as to whether the request is approved or denied.

Discretionary use of state personal leave shall not exceed five consecutive workdays.

No more than 10 personal leave days shall be used in a school year. This shall not apply to an extended medical leave of absence approved by the Chief Human Resource Officer or designee. For purposes of this provision, the school year shall be measured from July 1 through June 30.

Absences for religious holy days shall be exempt from this limitation.

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**Limitations on Use
of Discretionary
Leave**

Use of STPB leave or LPL shall require District-level approval in the following circumstances:

- The 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 examinations.
- Days scheduled for state-mandated assessments.
- Professional or staff development days.
- The last teacher duty day of the school year.
- Any other time the principal/supervisor determines that the employee's presence is critical to the instructional program or the operation of the school/department.

No more than 10 percent of the total staff of a school or department that exceeds 10 people may be on personal leave at the same time.

**Use of Local
Personal Leave**

LPL shall be considered leave earned in the District prior to July 1, 2003. LPL may be used according to the terms and conditions of STPB leave.

Use of Vacation

Vacation may accumulate up to 20 days. After annual entitlements are received, any vacation days in excess of the 20-day limit, up to a maximum of five days, will be transferred to LSL, which can then be used according to the terms and conditions of LSL.

Use of Paid Time Off

PTO may accumulate up to 10 days. After annual entitlements are received, any PTO days in excess of the 10-day limit will be transferred to LSL, which can then be used according to the terms and conditions of LSL.

**Use of Local Sick
Leave**

Each employee shall earn five paid LSL days per school year in accordance with administrative procedures.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave. [See DEAB]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

- Local sick leave (LSL).
- Local personal leave (LPL) accumulated before the 2003-04 school year.

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- State sick leave accumulated before the 1995-96 school year (SS).
- State personal leave (STPB).

An employee may not choose to be docked in lieu of use of available paid leave.

LSL shall accumulate without limit.

LSL shall be used according to the terms and conditions of SS accumulated before the 1995-96 school year. [See DEC(LEGAL)]

Recording

Leave shall be recorded in half-day increments for all employees according to the guidelines located in the employee handbook located on the District webpage.

Catastrophic Leave Benefit

After all available paid leave days and any applicable compensatory time have been exhausted, a full-time employee shall be granted in a school year a maximum of 30 leave days of catastrophic leave to be used for the employee's catastrophic illness or injury, including pregnancy-related illness or injury. Each employee shall be limited to a lifetime maximum of 60 days of catastrophic leave.

A written request for catastrophic leave must be accompanied by medical certification of the illness or injury.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Sick Leave Bank

The District shall establish a Sick Leave Bank (SLB) that employees may join through voluntary contribution of local leave days.

Leave contributed to the SLB shall be solely for the use of participating employees. An employee who is a member of the SLB may request leave from the SLB if the employee or a member of the employee's immediate family experiences illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop administrative procedures for the operation of the SLB that address the following:

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1. Membership in the SLB, including the number of days an employee must contribute to become a member;
2. Procedures to request leave days from the SLB;
3. The maximum number of days per school year a member employee may receive from the SLB;
4. The committee or administrator authorized to consider requests for leave from the SLB and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the SLB.

Mental Health Leave

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

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

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

The Superintendent shall develop procedures regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;

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3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative procedures and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop procedures regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness or Injury Leave of Absence

Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with the law and policy, the officer may use accumulated leave.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

Note: See DECA(LEGAL) for provisions addressing FMLA.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.

Combined Leave for Spouses

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

Intermittent or Reduced-Schedule Leave

The District shall not permit use of intermittent or reduced-schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

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Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative procedures, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.
Temporary Disability Leave	Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. Recertification shall be required at 30-day intervals. Temporary disability shall run concurrently with FMLA leave and/or workers' compensation. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.] An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave. The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave. If temporary disability is foreseen, then the request for temporary disability leave must be completed 30 days in advance. If the temporary disability is unforeseen, then the request must be submitted within 15 calendar days of the last day worked or as soon as practicable. An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.
Unpaid Personal Leave	An employee who is eligible for district health care benefits and who is not eligible for temporary disability leave may apply for an unpaid personal leave (UPL) of absence for up to 90 calendar days. UPL shall be taken under the same circumstances as FMLA leave. The leave request must be accompanied by medical certification from a qualified health-care provider supporting the need for leave.

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**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

**No Paid Leave
Offset**

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

Assault Leave

Absences due to assault leave, as defined by the Texas Education Code, Section 22.003, shall not be deducted from accrued leave or designated as FMLA leave. An employee on assault leave shall receive workers' compensation wage benefits supplemented by the District up to the pre-assault weekly salary.

Incidents associated with assault leave shall be investigated by the District and, if not appropriately classified, the leave type shall be changed to workers' compensation and the employee's leave charged for any payments in excess of his or her entitlement under workers' compensation. In the event that leave is not available, the employee's pay shall be reduced.

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken as leave without pay in the event that leave is not available.

Restricted Duty

If a physician recommends restricted duty, the District may approve the employee's return to duty subject to the availability of a position allowing designated restrictions. An employee assigned to restricted duty who is not on FMLA leave and who refuses to accept the assignment may be subject to termination of his or her employment. Notwithstanding anything to the contrary here, if the employee has a disability as that term is defined under the Americans with Disabilities Act (ADA) or the Texas Commission on Human Rights Act (TCHRA), the District's policies under the ADA and/or the TCHRA, as applicable, shall apply.

Leave of Absence

A leave of absence may be granted by the Chief Human Resources Officer or designee to any employee, provided the employee makes a written request to the Chief Human Resources Officer and states an acceptable reason for the request.

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The written request shall specify in exact and complete terms the reason for the leave. Falsifying or purposely misstating reasons may result in termination of the individual from employment with the District, in accordance with Board policies.

The employee shall notify the Chief Human Resources Officer or designee of his or her intention to return to active duty, in writing, at least 30 days before the expiration of the leave period. Failure to do so shall be deemed a resignation.

Upon returning from leave, attempts shall be made to place the employee in a comparable position. There is no assurance that an assignment will be available for the employee upon return from unpaid personal leave.

While on an approved leave of absence, the benefits that the employee earned as a result of the employee's years of employment in the District shall be protected; however, an employee who resigns and is later reemployed by the District shall be considered a new employee and shall receive no benefits that accrue to employees with a record of uninterrupted service.

Developmental
Leave

A professional employee who has served the District at least five consecutive school years may apply for a full or half year's academic unpaid leave of absence for approved research, travel, study as a full-time student in a college or university, or other suitable purpose. The request shall include the proposal for research, the length of time, and the product or method of verification for the developmental leave. The plan shall be approved by the Board.

The product or method of verification shall be presented to the Chief Human Resources Officer or designee prior to return from leave. In case of failure to comply with the requirement of full-time study without reason acceptable to the Board, the employee shall not be eligible for rehire at the end of the leave period.

**Fulbright Teacher
Exchange Program**

The District shall participate in the Fulbright Teacher Exchange Program to help promote mutual understanding between the people of the United States and the people of other countries through educational exchange. Teachers and administrators wishing to participate in the exchange program shall apply for approval to the Superintendent or designee. Employees approved by the Superintendent or designee and selected for the exchange program shall be compensated in accordance with the terms of the program.

Payment for
Accumulated Local
Leave Upon
Retirement

An employee who retires from the District shall be eligible for payment for accumulated leave under the following conditions:

1. The employee is retiring under Teacher Retirement System of Texas (TRS) guidelines.

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2. The employee has at least 10 consecutive years without a break in service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 150 days. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

A professional employee shall be paid \$75 per day for each day of accumulated local leave. A paraprofessional or auxiliary employee shall be paid at the rate of \$50 per day for each day of accumulated local leave. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Payment for
Accumulated Local
Leave Upon Death

The beneficiaries of an employee who dies while employed by the District shall receive payment for up to 150 of the employee's accumulated local leave in accordance with the following:

- The beneficiary of a professional employee shall be paid \$75 for each day of accrued unused local leave.
- The beneficiary of paraprofessional or auxiliary employee shall be paid \$50 for each day of accrued unused local leave.

Reporting Absences

An employee shall notify his or her supervisor prior to being absent or as soon as physically able. Employees shall follow District and campus/departamental procedures to report absence(s).

Absence Control

An employee who is absent from duty for three consecutive days without notifying the immediate supervisor of his or her status and the anticipated date of return shall be dismissed from employment in accordance with Board policy. [See DCD and DF series]

The District shall provide the employee written notice at the last known home address, as reflected in the system, regarding the expiration of his or her leave. At that time, the employee must provide appropriate medical release that he or she is able to return to duty and perform the essential functions of the job, if applicable. The employee's eligibility for reasonable accommodations, as required by the ADA [see DAA(LEGAL)], shall be considered if requested and if the employee provides the appropriate medical documentation.

If an employee fails to provide the appropriate medical release and/or documentation within the allotted timelines as stated in the

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notification and therefore does not return to work after exhausting all available paid and unpaid leave, the District shall automatically pursue termination, regardless of the reason for the absence. [See DF series]

Excessive Absences

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

Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job with or without reasonable accommodation.
19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

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29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. [See EMB]
35. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.
- ~~34-36.~~ Any reason constituting good cause for terminating the contract during its term.

Recommendations
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations. If the Board votes to propose nonrenewal for any employees, it shall also decide whether any requested hearing will be conducted by the Board or by an independent hearing examiner.

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Notice of Proposed
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing.

The Board has chosen to designate the type of hearing for proposed nonrenewals on a case-by-case basis. In the notice of proposed nonrenewal, the employee shall receive notice of whether the Board [see Request for Board Hearing, below] or an independent hearing examiner appointed by the commissioner of education [see Request for Appointment of Hearing Examiner, below] will conduct the hearing.

**Request for
Appointment of
Hearing Examiner**

If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by an independent hearing examiner, the employee may request a hearing by filing a written request with the commissioner, and providing the Board a copy of the request, not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

Hearing Procedures

The hearing shall be conducted by an independent hearing examiner in accordance with the process described at DFD.

Board Decision

Following the hearing, the Board shall take appropriate action in accordance with DFD.

**Request for Board
Hearing**

If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by the Board, the employee may request a hearing by providing written notice to the Board not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see Hearing by the Board, below] or an attorney designated by the Board [see Hearing by an Attorney Designated by the Board, below].

In either case, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

Hearing by the Board

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Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

Hearing Procedures

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

**Hearing by an
Attorney Designated
by the Board**

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the

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employee, the Superintendent, their representatives, and witnesses will be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the control of the attorney designated by the Board and shall generally follow the steps listed at Hearing by the Board.

Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.

Board Review

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board shall notify the employee in writing of the Board's decision on renewal not later than the 15th day after the date of the meeting.

No Hearing

If the employee fails to request a hearing, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
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15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job.
19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
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29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Any reason constituting good cause for terminating the contract during its term.

Recommendations
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

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Notice of Proposed
Nonrenewal

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notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing.

The Board has chosen to designate the type of hearing for proposed nonrenewals on a case-by-case basis. In the notice of proposed nonrenewal, the employee shall receive notice of whether the Board [see Request for Board Hearing, below] or an independent hearing examiner appointed by the commissioner of education [see Request for Appointment of Hearing Examiner, below] will conduct the hearing.

**Request for
Appointment of
Hearing Examiner**

If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by an independent hearing examiner, the employee may request a hearing by filing a written request with the commissioner, and providing the Board a copy of the request, not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

Hearing Procedures

The hearing shall be conducted by an independent hearing examiner in accordance with the process described at DFD.

Board Decision

Following the hearing, the Board shall take appropriate action in accordance with DFD.

**Request for Board
Hearing**

If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by the Board, the employee may request a hearing by providing written notice to the Board not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see Hearing by the Board, below] or an attorney designated by the Board [see Hearing by an Attorney Designated by the Board, below].

In either case, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

Hearing by the Board

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including

the name of the representative. Failure to give such notice may result in postponement of the hearing.

Hearing Procedures

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

**Hearing by an
Attorney Designated
by the Board**

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the employee, the Superintendent, their representatives, and witnesses will be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

TERM CONTRACTS
NONRENEWAL

DFBB
(LOCAL)

The conduct of the hearing shall be under the control of the attorney designated by the Board and shall generally follow the steps listed at Hearing by the Board.

Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.

Board Review

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board shall notify the employee in writing of the Board's decision on renewal not later than the 15th day after the date of the meeting.

No Hearing

If the employee fails to request a hearing, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Standards of Conduct

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See ~~DH~~(~~EXHIBIT~~~~DHA~~(~~LEGAL~~))] Further, each District employee is responsible for ensuring his or her conduct is aligned with and supportive of the Board's Core Beliefs and Commitments. [See AE]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to fulfill the District's mission and uphold the Board's Core Beliefs and Commitments. Also, each District employee shall treat others with dignity and respect while serving the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations of Standards of Conduct

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD, DCE, and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Fraud Awareness

Each employee shall be responsible for the detection, prevention, and reporting of fraud, misappropriations, and other irregularities. Each employee shall be familiar with the types of improprieties that might occur within his or her area of responsibility and shall be alert for any indication of irregularity. [See CAA]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Ethics Hotline	To facilitate reporting of suspected violations, especially in those situations where the reporting individual wishes to remain anonymous, the District has established a telephone/web reporting hotline. The District's Ethics hotline is operated by an independent third party who shall report all incidents directly to designated members of the Legal and Human Resources departments immediately after receiving notice of a concern. The reports shall be reviewed in collaboration with the Board's internal auditor. Individuals may submit an incident report of suspected violations by calling the number to the Ethics hotline or by accessing the link provided on the District's website.
Duties During a District Investigation	In the event of a District investigation or inquiry, each District employee has an affirmative duty to provide to his or her supervisor(s), or any other District official assigned to investigate, all relevant and factual information about matters inquired. An employee who fails to volunteer such information shall receive a directive from an administrator to provide a statement. An employee's failure to comply with such a directive constitutes insubordination, a violation that shall be grounds for disciplinary action, up to and including termination.
Electronic Recording	No employee shall electronically record by audio, video, or other means any conversations or meetings unless each and every person present has been notified of being electronically recorded. Persons wishing to record a meeting must notify anyone arriving late to any such meeting that the meeting is being recorded. An employee shall not electronically record a telephone conversation unless all persons participating in the telephone conversation have been notified of being electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board-sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.
Electronic Communication Use with Students	A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities. Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see ~~DH(EXHIBIT~~DHA(LEGAL))], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for maintaining privacy settings appropriate for the content.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Employee Use of
Electronic
Communication
Devices

An employee shall limit use of personal electronic communication devices to send or receive calls, text messages, picture messages, or video messages to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor and does not interfere with or impact the employee's job performance. An emergency shall be defined as a circumstance that is threatening to one's life or safety that warrants immediate action.

**Prohibited Classroom
Instruction or
Activities**

An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB]. This prohibition only applies to the extent permitted by law.

**Prohibited Diversity,
Equity, and Inclusion
Duties**

An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

This prohibition only applies to the extent permitted by law.

[See BT(LEGAL)]

Social Transitioning

In accordance with law, an employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning.

Social transitioning means a person's transition from the person's biological sex at birth to the opposite biological sex through the adoption of a different name, different pronouns, other expression of identity that deny or encourage a denial of the person's biological sex at birth.

District staff shall not ask any student for their preferred pronouns, and District staff shall not use pronouns for students that are inconsistent with the student's biological sex. District staff shall not ask any student for their preferred name nor use a preferred name for a student if staff has knowledge that the use of the preferred name is intended to support social transitioning. District staff shall not prohibit students from engaging in non-disruptive expression that includes a student's use of a student's preferred name or pronoun.

The Superintendent shall ensure that District staff receive training on the implementation of this policy.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

A parent may report a suspected violation of this policy to the Board by filing a grievance with the District, beginning at Level Two. The Board delegates to the Superintendent (or an authorized designee) the authority to investigate suspected violations and recommend a disposition to the Board. If the Board determines a violation occurred, it shall issue appropriate relief, including a report to the commissioner. [See FNG]

Harassment or Abuse

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

As required by law, the District shall notify the parent of a student with whom a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct.

[See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

Tobacco and Nicotine Products and E-Cigarettes

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

**Alcohol and Drugs /
Notice of Drug-Free
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	4. Referral to appropriate law enforcement officials for prosecution.
Notice	Employees shall receive a copy of this policy.
Arrests, Indictments, Convictions, and Other Adjudications	An employee shall report in writing to the Legal Services department within three calendar days any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below: 1. Crimes involving school property or funds; 2. 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 an educator; 3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; 4. Acts constituting abuse or neglect under the Texas Family Code; 5. Acts constituting public intoxication, operating a motor vehicle under the influence of alcohol, or disorderly conduct; or 6. Crimes involving moral turpitude, which include: • 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 or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; or • Felony driving while intoxicated (DWI).
Exception	The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses.
Consideration	Being convicted of or receiving adjudication for a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who receives deferred adjudication or is convicted of a crime during employment with the District: 1. The nature of the offense.

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2. The date of the offense.
3. The relationship between the offense and the position to which the employee is assigned.

Safety Requirements Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Dress and Grooming An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor.

Note: Adopted following an expedited process to maintain compliance with the law and regulations, and without the policy committee's full review.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Standards of Conduct

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)] Further, each District employee is responsible for ensuring his or her conduct is aligned with and supportive of the Board's Core Beliefs and Commitments. [See AE]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to fulfill the District's mission and uphold the Board's Core Beliefs and Commitments. Also, each District employee shall treat others with dignity and respect while serving the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations of Standards of Conduct

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. A District employee who holds a valid Texas License to Carry permit stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Fraud Awareness

Each employee shall be responsible for the detection, prevention, and reporting of fraud, misappropriations, and other irregularities. Each employee shall be familiar with the types of improprieties that might occur within his or her area of responsibility and shall be alert for any indication of irregularity. [See CAA]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Ethics Hotline	To facilitate reporting of suspected violations, especially in those situations where the reporting individual wishes to remain anonymous, the District has established a telephone/web reporting hotline. The District's Ethics hotline is operated by an independent third party who shall report all incidents directly to designated members of the Legal and Human Resources departments immediately after receiving notice of a concern. The reports shall be reviewed in collaboration with the Board's internal auditor. Individuals may submit an incident report of suspected violations by calling the number to the Ethics hotline or by accessing the link provided on the District's website.
Duties During a District Investigation	In the event of a District investigation or inquiry, each District employee has an affirmative duty to provide to his or her supervisor(s), or any other District official assigned to investigate, all relevant and factual information about matters inquired. An employee who fails to volunteer such information shall receive a directive from an administrator to provide a statement. An employee's failure to comply with such a directive constitutes insubordination, a violation that shall be grounds for disciplinary action, up to and including termination.
Electronic Recording	No employee shall electronically record by audio, video, or other means any conversations or meetings unless each and every person present has been notified of being electronically recorded. Persons wishing to record a meeting must notify anyone arriving late to any such meeting that the meeting is being recorded. An employee shall not electronically record a telephone conversation unless all persons participating in the telephone conversation have been notified of being electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board-sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.
Electronic Communication Use with Students	A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities. Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for maintaining privacy settings appropriate for the content.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

Employee Use of Electronic Communication Devices	An employee shall limit use of personal electronic communication devices to send or receive calls, text messages, picture messages, or video messages to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor and does not interfere with or impact the employee's job performance. An emergency shall be defined as a circumstance that is threatening to one's life or safety that warrants immediate action.
Harassment or Abuse	An employee shall not engage in prohibited harassment, including sexual harassment, of: 1. Other employees. [See DIA] 2. Students. [See FFH; see FFG regarding child abuse and neglect.] While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents. An employee shall report child abuse or neglect as required by law. [See FFG]
Relationships with Students	An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH] As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]
Tobacco and E-Cigarettes	An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]
Alcohol and Drugs / Notice of Drug-Free Workplace	As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below. An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

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1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,
Convictions, and
Other Adjudications**

An employee shall report in writing to the Legal Services department within three calendar days any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;

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2. 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 an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
4. Acts constituting abuse or neglect under the Texas Family Code;
5. Acts constituting public intoxication, operating a motor vehicle under the influence of alcohol, or disorderly conduct; or
6. Crimes involving moral turpitude, which include:
 - 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 or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; or
 - Felony driving while intoxicated (DWI).

Exception The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses.

Consideration Being convicted of or receiving adjudication for a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who receives deferred adjudication or is convicted of a crime during employment with the District:

1. The nature of the offense.
2. The date of the offense.
3. The relationship between the offense and the position to which the employee is assigned.

Safety Requirements Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Dress and Grooming An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Note: Adopted following an expedited process to maintain compliance with the law and regulations, and without the policy committee's full review.

EMPLOYEE RECOGNITION AND AWARDS

DJ
(LOCAL)

Service Awards

~~The Board expects that continuous service of District employees be rewarded with tangible items of appreciation and recognition. The Superintendent or designee shall determine appropriate recognition items for employees after each five years of consecutive service in the District; these items must be standard across the District.~~

PERSONNEL POSITIONS

DP
(LOCAL)

Philosophy

~~The Board believes the District shall provide a school climate that promotes students' learning, leadership, the attributes of a Profile of a Graduate, and enable students to reach their full potential academically, physically, socially, and emotionally.~~

Primary Role

~~Each principal shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards in furtherance of the District's vision and mission and in alignment with the Board's Core Beliefs and Commitments. As the recognized instruction leader, the principal's primary role shall be to ensure an effective instructional program for all students on his or her assigned campus and hold all personnel on his or her campus accountable for their performance and effectiveness.~~

Principal Qualifications

~~In addition to the minimal certification requirement, a principal shall have at least:~~

- ~~1. The demonstrated working knowledge of curriculum and instruction;~~
- ~~2. The demonstrated ability to evaluate instructional program and teaching effectiveness;~~
- ~~3. The demonstrated ability to manage budget and personnel and to coordinate campus functions;~~
- ~~4. The demonstrated ability to explain policy, procedures, and data;~~
- ~~5. The demonstrated ability to communicate professionally and collaboratively, maintain positive public relations, and utilize effective interpersonal skills;~~
- ~~6. A minimum of three years of administrative experience as an assistant principal, associate principal, or dean of instruction;~~
- ~~7. The demonstrated ability to use data from assessments to determine program/curriculum effectiveness and efficiency; and~~
- ~~8. Demonstrated FBISD Leadership Competencies and/or other qualifications deemed necessary by the Superintendent.~~
- ~~9. Other qualifications deemed necessary by the Board and/or included in the job description.~~

School Counselors

~~In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]~~

~~If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school~~

PERSONNEL POSITIONS

DP
(LOCAL)

~~counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.~~

PERSONNEL POSITIONS
PRINCIPALS

DPA
(LOCAL)

Philosophy

The Board believes the District shall provide a school climate that promotes students' learning, leadership, the attributes of a Profile of a Graduate, and enable students to reach their full potential academically, physically, socially, and emotionally.

Primary Role

Each principal shall perform their duties in accordance with state and federal law, District policy, and ethical standards in furtherance of the District's vision and mission and in alignment with the Board's Core Beliefs and Commitments. As the recognized instruction leader, the principal's primary role shall be to ensure an effective instructional program for all students and hold all personnel on his or her assigned campus accountable for their performance and effectiveness.

Qualifications

In addition to the minimal education and certification requirements established in the job description, a principal shall have at least:

1. The demonstrated working knowledge of curriculum and instruction;
2. The demonstrated ability to evaluate instructional program and teaching effectiveness;
3. The demonstrated ability to manage budget and personnel and to coordinate campus functions;
4. The demonstrated ability to implement policy and procedures;
5. The demonstrated ability to interpret data, including data from assessments to determine program and curriculum effectiveness and efficiency;
6. The demonstrated ability to communicate professionally and collaboratively, maintain positive public relations, and utilize effective interpersonal skills;
7. A minimum of three years of administrative experience as an assistant principal, associate principal, or dean of instruction;
8. Demonstrated District Leadership Competencies and other qualifications deemed necessary by the Superintendent; and
9. Other qualifications deemed necessary by the Board and/or included in the job description.

PERSONNEL POSITIONS
OTHER PERSONNEL POSITIONS

DPB
(LOCAL)

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Philosophy

The Board believes students and staff benefit from access to a broad range of instructional materials that align to the Texas Essential Knowledge and Skills for each subject of the required curriculum, represent varied points of view, and enhance student learning through literacy rich environments. The Board has confidence in staff selection of instructional materials; and supports transparency and parental rights to view instructional materials.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

**Administrative
Procedures**

The Superintendent shall establish administrative procedures consistent with this policy regarding standards for selecting instructional materials and a process for reconsidering denial of an educator's, parent's, guardian's, or trustee's request regarding the District use of an instructional material.

**Protection from
Inappropriate
Material**

The District shall comply with state and federal laws governing student access to materials ~~(See Policy[see EFB (Legal)LEGAL])~~ and the District will not acquire or maintain materials that promote sexual activity among minors or that contain graphic images or explicit descriptions of sex acts or simulations of such acts.

Library materials must be age appropriate. Other than materials limited to teaching students to avoid and report sexual abuse, materials available to elementary students shall be free of depictions, illustrations, or descriptions of nudity that appeals to prurient interest.

**Parent Request for
Instructional Material
Review**

The Superintendent shall develop administrative regulations to ensure compliance with state law and rules that a parent or guardian of a District student may request an instructional materials review for a subject area in the grade level in which their student is enrolled on the basis of the following:

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

	<u>1. The material is not aligned with District-adopted materials; or</u> <u>2. The material does not have the appropriate rigor for the grade level for the subject area in which the instructional material is used.</u> <u>The regulations shall also address procedures for submitting a parent petition to review instructional materials, the appeal process if a petition for review is denied, criteria for reviewing any appeal, and timelines for each step in the process.</u>
Reconsideration of Instructional Materials	A District employee, a parent or guardian of a District student, or trustee may request reconsideration of an instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.
Guiding Principles	The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials: 1. A parent's or guardian's right to exercise control over access to an instructional material shall extend only to his or her own child. 2. The Superintendent or his designee may deny access instructional material to a student upon request of the student's parent or guardian. The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use.
Informal Reconsideration	When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material. If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy, applicable administrative procedures, and information explaining the process for submitting a formal objection on the District's website.
Formal Request for Reconsideration	The District shall make the reconsideration procedures and a form to request reconsideration of instructional material available on the District's website.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

If a parent, guardian, or employee or trustee of the District wishes to request reconsideration of an instructional material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. The Superintendent or Superintendent's designee may either schedule a conference with the complainant within 10 business days of the complainant's electronic submission of their complaint or refer the request to a committee for review and recommendation.

In the event the request for reconsideration is referred to a committee, the committee shall, absent extenuating circumstances, submit a recommendation to the Superintendent or Superintendent's designee within 30 business days. The Superintendent or Superintendent's designee may accept, reject, or modify the committee's recommendation.

Appeal

The Superintendent's, Superintendent's designee's, or committee decision may be appealed to the Board by filing a written notice of appeal to the Superintendent within 10 business days of receipt of the Superintendent's decision.

Frequency of Review

After an instructional material has been reviewed by the Board through the reconsideration process, it shall not be reviewed again within two calendar years of the Board's final decision.

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Philosophy

The Board believes students and staff benefit from access to a broad range of instructional materials that align to the Texas Essential Knowledge and Skills for each subject of the required curriculum, represent varied points of view, and enhance student learning through literacy rich environments. The Board has confidence in staff selection of instructional materials; and supports transparency and parental rights to view instructional materials.

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INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

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District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

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Procedures**

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Inappropriate
Material**

The District shall comply with state and federal laws governing student access to materials (See Policy EFB (Legal) and the District will not acquire or maintain materials that promote sexual activity among minors or that contain graphic images or explicit descriptions of sex acts or simulations of such acts.

Library materials must be age appropriate. Other than materials limited to teaching students to avoid and report sexual abuse, materials available to elementary students shall be free of depictions, illustrations, or descriptions of nudity that appeals to prurient interest.

**Reconsideration of
Instructional
Materials**

A District employee, a parent or guardian of a District student, or trustee may request reconsideration of an instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

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<i>Formal Request for Reconsideration</i>	The District shall make the reconsideration procedures and a form to request reconsideration of instructional material available on the District's website. If a parent, guardian, or employee or trustee of the District wishes to request reconsideration of an instructional material, they shall follow the procedures to complete and submit the request for reconsideration form. After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. The Superintendent or Superintendent's designee may either schedule a conference with the complainant within 10 business days of the complainant's electronic submission of their complaint or refer the request to a committee for review and recommendation. In the event the request for reconsideration is referred to a committee, the committee shall, absent extenuating circumstances, submit a recommendation to the Superintendent or Superintendent's designee within 30 business days. The Superintendent or Superinten-

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

dent's designee may accept, reject, or modify the committee's recommendation.

Appeal

The Superintendent's, Superintendent's designee's, or committee decision may be appealed to the Board by filing a written notice of appeal to the Superintendent within 10 business days of receipt of the Superintendent's decision.

*Frequency of
Review*

After an instructional material has been reviewed by the Board through the reconsideration process, it shall not be reviewed again within two calendar years of the Board's final decision.

Release from School

A student shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.

Exception for
Released Time
Course

For purposes of this policy, a “released time course” shall have the same definition as provided in law.

A student shall be permitted to attend a released time course in accordance with the following requirements:

1. The parent or guardian has provided written consent for the student to attend the released time course;
2. The private entity offering the released time course maintains attendance records and will make those records available to the District;
3. The private entity, parent or guardian, or student assumes responsibility for transportation, including transportation for a student with a disability, to and from the location at which the released course is offered;
4. The private entity assumes liability for the student enrolled in the released time course while the student is under the private entity’s care; and
5. The student is responsible for any school work and assignments issued during the student’s absence from the District.

The District shall be prohibited from using District funds, excluding de minimis costs, to facilitate the student attending a released time course.

A private entity shall be prohibited from offering the released time course on District property unless the use is in accordance with policy GKD.

The District shall not interfere with a parent’s or guardian’s ability to request or access a released time course for the student.

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

Philosophy

The Board believes health and wellness are fundamental for student learning. Therefore, the District shall provide safe, compassionate, competent and appropriate care to protect the health, wellness, and safety of students.

Procedures

The Superintendent shall establish administrative procedures that support the FF series of policies, including but not limited to food allergy management plan, epinephrine injectors, and opioid antagonists.

**Medication Provided
by Parent**

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent or legal guardian. An authorized employee is permitted to administer the following medication:

- Prescription medication in accordance with legal requirements. A written request by a physician or other health-care professional with authority to write prescriptions shall be required annually when the medication must be administered.
- Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
- Herbal substances vitamins/minerals, homeopathic preparations, or dietary supplements provided by the parent/guardian. School personnel can administer these substances if:
 - The parent/guardian has submitted a written request, and
 - The substance has been approved by the FDA for safety and efficacy, and the substance is prescribed by a licensed physician with authority to write prescriptions in Texas.

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by District policy.

**Medication Provided
by District**

The District shall not purchase medication for specific students. However, the District may stock medication for emergency situations including, but not limited to, opioid antagonists such as naloxone and epinephrine auto-injectors.

**Prescription
Medications**

Except as permitted by law, an employee shall not:

- Recommend to a student or a parent that the student use a psychotropic or any other prescription drug;
- Suggest a particular diagnosis; or

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

- Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation, examination or treatment of the student.

See policy FFAE(LEGAL) and FFEB for information regarding psychotropic drugs and psychiatric evaluations.

Epinephrine Auto-
Injectors

The District's allergy and anaphylaxis management plan is for the care of students with a diagnosed or undiagnosed potentially life-threatening allergy who are at risk of anaphylaxis. -The maintenance, administration, and disposal of epinephrine auto-injectors at each campus in the District shall be the responsibility of the campus in accordance with guidance from the District health services staff.

School personnel who are authorized and trained may administer an epinephrine auto-injector to a person who is believed to be experiencing anaphylaxis on a school campus, at an off-campus school event, or while in transit to or from a school event.

Each campus shall have one or more school personnel members authorized and trained to administer an epinephrine auto-injector present during all hours the campus is open.

Maintenance and disposal of epinephrine auto-injectors shall be the responsibility of the school in accordance with guidance from the District's health services staff. -In the event emergency medical services (EMS) is called to provide medical services to a student, EMS shall properly dispose of the epinephrine auto-injector.

Opioid Antagonist
Medication

On Campus

~~School personnel who are authorized and~~ This provision shall be applicable to every campus.

The District authorizes school personnel who have been adequately trained ~~may to~~ administer an opioid antagonist ~~to in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person who is believed to be a life threatening drug-experiencing an opioid-related emergency on a school campus, at an off-overdose.~~

Each applicable campus ~~school event, or while in transit to or from a school event. (Health and Safety Code Sec. 483.104).~~

Each campus ~~shall have~~ at least one ~~or more school personnel members individual who is~~ authorized and trained to administer an opioid antagonist present during all regular school ~~hours the campus is open.~~

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

A person or organization acting under a standing order issued by a prescriber may store an opioid.
Maintenance, Availability, Training, and Reporting

Training

~~Maintenance and disposal of an opioid antagonist shall be the responsibility of the school in accordance with guidance from the District's health services staff. In the event EMS is called to provide medical services to a student EMS shall properly dispose of the opioid antagonist.~~

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and may distribute shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

Training shall be provided to campus and non-campus based staff on the following:

- Recognition of the signs and symptoms associated with life threatening allergic reactions/anaphylaxis and drug related emergencies;
- Implementation of emergency procedures after an epinephrine auto-injector is given and during a drug related emergency; and
- Proper disposal of used or expired epinephrine auto-injectors and opioid antagonists.

**Student Emergency
Contact Form**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a Student Emergency Contact Form that provides emergency information. A student who has reached age 18 shall be permitted to complete this form.

Note: For information about treatment, health clinics, crisis intervention and school safety, and school counseling, see FFAE, FFEB, FFB, FFEA, and FFAC [*Chapter 33 Texas Education Code and Education Code 26.009(a)(1)*].

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

Philosophy	The Board believes health and wellness are fundamental for student learning. Therefore, the District shall provide safe, compassionate, competent and appropriate care to protect the health, wellness, and safety of students.
Procedures	The Superintendent shall establish administrative procedures that support the FF series of policies, including but not limited to food allergy management plan, epinephrine injectors, and opioid antagonists.
Medication Provided by Parent	The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent or legal guardian. An authorized employee is permitted to administer the following medication: • Prescription medication in accordance with legal requirements. A written request by a physician or other health-care professional with authority to write prescriptions shall be required annually when the medication must be administered. • Nonprescription medication, upon a parent's written request, when properly labeled and in the original container. • Herbal substances vitamins/minerals, homeopathic preparations, or dietary supplements provided by the parent/guardian. School personnel can administer these substances if: • The parent/guardian has submitted a written request, and • The substance has been approved by the FDA for safety and efficacy, and the substance is prescribed by a licensed physician with authority to write prescriptions in Texas. No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by District policy.
Medication Provided by District	The District shall not purchase medication for specific students. However, the District may stock medication for emergency situations including, but not limited to opioid antagonists such as naloxone and epinephrine auto-injectors.
Prescription Medications	Except as permitted by law, an employee shall not: • Recommend to a student or a parent that the student use a psychotropic or any other prescription drug; • Suggest a particular diagnosis; or

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

- Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation, examination or treatment of the student.

See policy FFAE(LEGAL) and FFEB for information regarding psychotropic drugs and psychiatric evaluations.

Epinephrine Auto-
Injectors

The District's allergy and anaphylaxis management plan is for the care of students with a diagnosed or undiagnosed potentially life-threatening allergy who are at risk of anaphylaxis. The maintenance, administration, and disposal of epinephrine auto-injectors at each campus in the District shall be the responsibility of the campus in accordance with guidance from the District health services staff.

School personnel who are authorized and trained may administer an epinephrine auto-injector to a person who is believed to be experiencing anaphylaxis on a school campus, at an off-campus school event, or while in transit to or from a school event.

Each campus shall have one or more school personnel members authorized and trained to administer an epinephrine auto-injector present during all hours the campus is open.

Maintenance and disposal of epinephrine auto-injectors shall be the responsibility of the school in accordance with guidance from the District's health services staff. In the event emergency medical services (EMS) is called to provide medical services to a student, EMS shall properly dispose of the epinephrine auto-injector.

Opioid Antagonist
Medication

School personnel who are authorized and trained may administer an opioid antagonist to a person who is believed to be a life threatening drug related emergency on a school campus, at an off-campus school event, or while in transit to or from a school event. (*Health and Safety Code Sec. 483.104*).

Each campus shall have one or more school personnel members authorized and trained to administer an opioid antagonist present during all hours the campus is open.

Maintenance and disposal of an opioid antagonist shall be the responsibility of the school in accordance with guidance from the District's health services staff. In the event EMS is called to provide medical services to a student EMS shall properly dispose of the opioid antagonist.

A person or organization acting under a standing order issued by a prescriber may store an opioid antagonist and may distribute an opioid antagonist.

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

Training

Training shall be provided to campus and non-campus based staff on the following:

- Recognition of the signs and symptoms associated with life threatening allergic reactions/anaphylaxis and drug related emergencies;
- Implementation of emergency procedures after an epinephrine auto-injector is given and during a drug related emergency; and
- Proper disposal of used or expired epinephrine auto-injectors and opioid antagonists.

**Student Emergency
Contact Form**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a Student Emergency Contact Form that provides emergency information. A student who has reached age 18 shall be permitted to complete this form.

Note: For information about treatment, health clinics, crisis intervention and school safety, and school counseling, see FFAE, FFEB, FFB, FFEA, and FFAC [*Chapter 33 Texas Education Code and Education Code 26.009(a)(1)*].

STUDENT WELFARE
CRISIS INTERVENTION

FFB
(LOCAL)

Philosophy

The Board believes that student success is best achieved in a supportive climate and safe environment. The District shall develop a safe and secure organizational culture with inclusion so students can reach their full potential.

Training for staff, students and community shall include prevention and early-intervention measures to recognize and respond to mental health crisis situations.

Definitions

The following definitions shall apply for purposes of this policy.

Emergency
Operations Plan
(EOP)

Emergency Operations Plan (EOP) describes who will do what, as well as when, with what resources, and by what authority—before, during, and immediately after an emergency. The EOP connects into our Incident Command Structure (ICS).

Incident Command
Structure

Incident Command Structure is a standardized hierarchical structure that allows for a cooperative response by multiple agencies, both within and outside of government, to organize and coordinate response activities without compromising the decision-making authority of local command.

District and Campus
Teams

Team is defined as a threat assessment and safe and supportive school team established by the Board under Education Code 37.115. [See FFB(LEGAL)] The Superintendent or designee shall establish administrative procedures for the membership and responsibilities of the District and campus teams.

**District School
Threat Assessment
Team (DSTAT)**

The District shall establish and maintain a District School Threat Assessment Team (DSTAT) to support, train and oversee campus teams. This team shall be composed of members with expertise in counseling, behavior management, mental health and substance use, classroom instruction, special education, school administration, school safety and security, emergency management, and law enforcement.

**Campus School
Threat Assessment
Team (CSTAT)**

Each campus shall establish and maintain a Campus School Threat Assessment Team (CSTAT). The purpose of the CSTAT is to conduct threat assessments, to gather and analyze data to determine the level of risk, and to provide guidance to students that may pose a threat and notify DSTAT if threat is substantive.

Training

Training for staff, students and community shall include prevention and early-intervention measures to recognize and respond to crisis situations. This training shall include components such as:

- Mental health promotion and intervention,
- Substance abuse prevention and intervention, and
- Suicide prevention.

STUDENT WELFARE
CRISIS INTERVENTION

FFB
(LOCAL)

	The District threat assessment team will work collaboratively with each campus to ensure campus level teams are developed and trained using an evidence-based threat assessment model that includes prevention, intervention and monitoring.
Student Reports	Each campus shall establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate District employee.
Employee Confidentiality	A District employee who reports a potential threat may elect for the employee's identity to remain confidential and not be subject to disclosure under the state's public information law. The employee's identity shall only be revealed when necessary for the team, the District, or law enforcement to investigate the reported threat. The District shall maintain a record of the identity of a District employee who elects for the employee's identity to remain confidential.
<u>Notification to Teaching Staff of Threat</u>	<u>As soon as safe and practicable after an administrator or team receives information regarding a threat against a campus, including a threat made through social media, the appropriate administrator or the team shall immediately provide to each member of the teaching staff, including teacher aides, who may be directly affected by the threat a statement containing the following information:</u> <u>1. The existence of the threat;</u> <u>2. The nature of the threat; and</u> <u>3. Any other pertinent detail to ensure student and staff safety.</u> <u>The Superintendent shall develop administrative regulations to ensure that the required notice is provided to the teaching staff in accordance with law. The administrative regulations may also address notification of other appropriate employees on the affected campus.</u>
Substantive Threats or Emergencies	Any District employee may act immediately to prevent a substantive threat or respond to an emergency, including contacting law enforcement directly.
Threat Assessment Process	The Superintendent shall establish administrative procedures. [See Education Code 37.220, FFB(LEGAL), and Texas School Safety Center Guidelines] In accordance with the administrative procedures, the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes: Identifying individuals, based on referrals, tips, or observations, whose behavior has raised concerns due to threats of

violence or exhibiting behavior that is harmful, threatening, or violent.

2. Conducting an individualized assessment based on reasonably available information to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
3. Implementing appropriate intervention and monitoring strategies, if the team determines an individual poses a threat of harm to self or others. These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate.
 - For a student or other individual who the team determines poses a serious risk of violence to self or others, the team shall immediately report to the Superintendent or designee, who shall immediately attempt to contact the student's parent or guardian. Additionally, the Superintendent or designee shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the District's multi-hazard emergency operations plan.
 - For a student the team identifies as at-risk of suicide, the team shall follow the District's suicide prevention program.
 - For a student the team identifies as having a substance abuse concern, the team shall follow the District's substance abuse program.
 - For a student whose conduct may constitute a violation of the District's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.

As appropriate, the team may refer a student:

- To a local mental health authority or health-care provider for evaluation or treatment;
- For a full individualized and initial evaluation for special education services; or
- To mental health professionals providing services to the District.

The team shall not provide any mental health-care services, except as permitted by law.

STUDENT WELFARE
CRISIS INTERVENTION

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Guidance to School
Community

The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting. Guidance shall include providing educational material to all parents and families in the District that contains information on identifying risk factors and accessing resources for treatment or support provided on and off campus.

Reports

The team shall provide reports to the Texas Education Agency as required by law.

Philosophy

The Board believes that student success is best achieved in a supportive climate and safe environment. The District shall develop a safe and secure organizational culture with inclusion so students can reach their full potential.

Training for staff, students and community shall include prevention and early-intervention measures to recognize and respond to mental health crisis situations.

Definitions

The following definitions shall apply for purposes of this policy.

Emergency
Operations Plan
(EOP)

Emergency Operations Plan (EOP) describes who will do what, as well as when, with what resources, and by what authority—before, during, and immediately after an emergency. The EOP connects into our Incident Command Structure (ICS).

Incident Command
Structure

Incident Command Structure is a standardized hierarchical structure that allows for a cooperative response by multiple agencies, both within and outside of government, to organize and coordinate response activities without compromising the decision-making authority of local command.

District and Campus
Teams

Team is defined as a threat assessment and safe and supportive school team established by the Board under Education Code 37.115. [See FFB(LEGAL)] The Superintendent or designee shall establish administrative procedures for the membership and responsibilities of the District and campus teams.

**District School
Threat Assessment
Team (DSTAT)**

The District shall establish and maintain a District School Threat Assessment Team (DSTAT) to support, train and oversee campus teams. This team shall be composed of members with expertise in counseling, behavior management, mental health and substance use, classroom instruction, special education, school administration, school safety and security, emergency management, and law enforcement.

**Campus School
Threat Assessment
Team (CSTAT)**

Each campus shall establish and maintain a Campus School Threat Assessment Team (CSTAT). The purpose of the CSTAT is to conduct threat assessments, to gather and analyze data to determine the level of risk, and to provide guidance to students that may pose a threat and notify DSTAT if threat is substantive.

Training

Training for staff, students and community shall include prevention and early-intervention measures to recognize and respond to crisis situations. This training shall include components such as:

- Mental health promotion and intervention,
- Substance abuse prevention and intervention, and
- Suicide prevention.

**Substantive Threats
or Emergencies**

The District threat assessment team will work collaboratively with each campus to ensure campus level teams are developed and trained using an evidence-based threat assessment model that includes prevention, intervention and monitoring.

Any District employee may act immediately to prevent a substantive threat or respond to an emergency, including contacting law enforcement directly.

**Threat Assessment
Process**

The Superintendent shall establish administrative procedures. [See Education Code 37.220, FFB(LEGAL), and Texas School Safety Center Guidelines] In accordance with the administrative procedures, the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

1. Identifying individuals, based on referrals, tips, or observations, whose behavior has raised concerns due to threats of violence or exhibiting behavior that is harmful, threatening, or violent.
2. Conducting an individualized assessment based on reasonably available information to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
3. Implementing appropriate intervention and monitoring strategies, if the team determines an individual poses a threat of harm to self or others. These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate.
 - For a student or other individual who the team determines poses a serious risk of violence to self or others, the team shall immediately report to the Superintendent or designee, who shall immediately attempt to contact the student's parent or guardian. Additionally, the Superintendent or designee shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the District's multi-hazard emergency operations plan.
 - For a student the team identifies as at-risk of suicide, the team shall follow the District's suicide prevention program.
 - For a student the team identifies as having a substance abuse concern, the team shall follow the District's substance abuse program.

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- For a student whose conduct may constitute a violation of the District's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.

As appropriate, the team may refer a student:

- To a local mental health authority or health-care provider for evaluation or treatment;
- For a full individualized and initial evaluation for special education services; or
- To mental health professionals providing services to the District.

The team shall not provide any mental health-care services, except as permitted by law.

Guidance to School
Community

The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting. Guidance shall include providing educational material to all parents and families in the District that contains information on identifying risk factors and accessing resources for treatment or support provided on and off campus.

Reports

The team shall provide reports to the Texas Education Agency as required by law.

Note: See policies DHB and DHC for information on other required reports regarding alleged misconduct against a student.

The District shall notify a parent of a student with whom a District employee or a person acting as a service provider for the District is alleged to have engaged in misconduct, informing the parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the individual was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an individual's ~~alleged:~~

1. Alleged abuse or commission of an otherwise unlawful act with a student ~~or involvement in;~~
2. Involvement in or soliciting a romantic relationship, or soliciting or engaging in sexual contact, with a student;
3. Engaging in inappropriate communications with a student; or
4. Failing to maintain appropriate boundaries with a student.

**Notice of Suspected
Criminal Offense**

Except as provided by state law regarding child abuse investigations, the District shall notify a parent not later than one business day after the date an employee first suspects that a criminal offense has been committed against the parent's child.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

Following the District's receipt of evidence of educator misconduct, the District shall notify a parent of a student with whom an educator is alleged to have engaged in misconduct, informing the parent:

1. That evidence of the alleged misconduct was reported, has been or is being investigated, and may have occurred;
2. Whether the educator was terminated following a District investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the State Board for Educator Certification (SBEC) concerning the evidence that the educator may have engaged in misconduct.

For purposes of this policy, misconduct is defined as an educator's abuse or commission of an otherwise unlawful act with the student or involvement in a romantic relationship, or soliciting or engaging in sexual contact with the student.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

Note: Adopted following an expedited process to maintain compliance with the law and regulations, and without the policy committee's full review.

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Philosophy

The Board believes that students' best reach their full potential when provided a safe and secure environment. In alignment with the District Mission, the District acknowledges and supports the responsibility placed on all faculty and staff to ensure the safety and care of all students.

**Program to Address
Child Sexual Abuse,
Trafficking and
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based programs that prevent victimization of students;
3. Actions that the victim child should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA(LEGAL)]

**Reporting Child
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within ~~48~~24 hours of learning of the facts giving rise to the suspicion of abuse or neglect.

1. Any District employee, agent or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact

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with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of ~~educator~~ misconduct with a student, see FFF.]

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Making a Report

Reports may be made to any of the following:

1. A ~~state or local~~ law enforcement agency, as defined in law;
2. The Child Protective Services (CPS) division of DFPS at 800-252-5400 or the [Texas Abuse Hotline website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers.

[See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor or another District staff member. ~~—~~ Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

In accordance with law, an individual must provide their name and telephone number when making a report. If the individual making the report is a school employee, agent, or contractor, they must also provide their business address and profession.

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Confidentiality

The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law and the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report
Suspected Child
Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Restrictions on
Reporting**

In accordance with 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 testing 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:

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

**Responsibilities
Regarding
Investigations**

The District shall be responsive, thorough and, to the greatest extent permitted by law, maintain confidentiality in all matters of potential abuse and neglect. This includes providing notice of and access to available resources including the use of wrap-around services to address physical and emotional needs.

In addition, in accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;

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2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

¹ Texas Abuse Hotline website: <http://www.txabusehotline.org>

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Philosophy

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Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA(LEGAL)]

**Reporting Child
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect.

1. Any District employee, agent or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact

with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800)252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

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By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked or canceled in accordance with 19 Administrative Code Chapter 249.

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1. Presents a substantial risk of death, disfigurement or bodily injury to the child; or
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The District shall be responsive, thorough and, to the greatest extent permitted by law, maintain confidentiality in all matters of potential abuse and neglect. This includes providing notice of and access to available resources including the use of wrap-around services to address physical and emotional needs.

In addition, in accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

¹ Texas Abuse Hotline Website: <http://www.txabusehotline.org>

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Comprehensive System

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records, including but not limited to paper, electronic or otherwise, shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian of Records

The principal is custodian of all records for currently enrolled students. The Superintendent or designee is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

Types of Education Records

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any ~~documentation of discussion or action by an accelerated learning committee convened~~ education plan developed for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.

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- b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
 - c. Immunization records. [See FFAB]
- 6. Attendance records.
- 7. Student questionnaires.
- 8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
- 9. Verified reports of serious or recurrent behavior patterns.
- 10. Copies of correspondence with parents and others concerned with the student.
- 11. Records transferred from other districts in which the student was enrolled.
- 12. Records pertaining to participation in extracurricular activities.
- 13. Information relating to student participation in special programs.
- 14. Records of fees assessed and paid.
- 15. Records pertaining to student and parent complaints.
- 16. Other records that may contribute to an understanding of the student.

Access by Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents

may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

Access by School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records. For non-District employees, confidentiality and privacy of student records shall not be compromised.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Prior to receiving access to student records, a contractor shall agree to maintain confidentiality of student data as required by law or District procedures. All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;

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3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Transcripts and
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records
Responsibility for
Students in Special
Education**

The special education director shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education department office.

**Procedure to Amend
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ~~ten~~10 District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ~~ten~~10 District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

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**Directory
Information**

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

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Comprehensive System

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records, including but not limited to paper, electronic or otherwise, shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian of Records

The principal is custodian of all records for currently enrolled students. The Superintendent or designee is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

Types of Education Records

The record custodian shall be responsible for the education records of the District. These records may include:

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2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by an accelerated learning committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

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- c. Immunization records. [See FFAB]
- 6. Attendance records.
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- 10. Copies of correspondence with parents and others concerned with the student.
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Access by Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or

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reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

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1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
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4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Prior to receiving access to student records, a contractor shall agree to maintain confidentiality of student data as required by law or District procedures. All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;

STUDENT RECORDS

FL
(LOCAL)

4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Transcripts and
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records
Responsibility for
Students in Special
Education**

The special education director shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education department office.

**Procedure to Amend
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

STUDENT RECORDS

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**Directory
Information**

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

STUDENT DISCIPLINE

FO
(LOCAL)

Student Code of Conduct

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

Annually, the Student Code of Conduct shall be presented to the Board at the June regular meeting.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Extracurricular Standards of Behavior

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

STUDENT DISCIPLINE

FO
(LOCAL)

“Parent” Defined

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

General Discipline Guidelines

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and impartially. Discipline shall be based on an assessment of the circumstances of each case and shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student’s age;
 - c. The frequency of misconduct;
 - d. The student’s attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
3. Before a student is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Corporal Punishment

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

Physical Restraint

Note: A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee’s duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

STUDENT DISCIPLINE

FO
(LOCAL)

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

Video and Audio
Monitoring

Video and audio recording equipment may be used for safety purposes to monitor student behavior on District property.

When video and audio recording equipment is in use, the District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to
Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

STUDENT DISCIPLINE

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COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

GKA
(LOCAL)

Philosophy

The Board believes community collaboration should occur within a safe learning and working environment. To that end, visitors to District facilities are expected to abide by the laws, policies, and administrative procedures that govern the operation of a public school district.

Access to District Property

Authorized District officials, including District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

Ejection or Exclusion under Education Code 37.105

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

Off-Campus Activities

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and
E-Cigarettes

The District prohibits smoking and the use of tobacco products, e-cigarettes, or other electronic vaporizing devices on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

Exceptions

No violation of this policy occurs when:

1. ~~A valid Texas License to Carry permit holder~~An individual who holds a handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

GKA
(LOCAL)

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Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Library Book Purchase Programs Update		
Board Policy: EFB		District Priority: Priority 1
Department: Deputy Superintendent Teaching & Learning		
Are there related documents to be signed by the Board? NO		
☒ Administration has reviewed the final submission for this agenda item.		
☒ Reviewed by Deputy Superintendent		☒ Reviewed by Chief of Staff

Recommendation
Consideration and approval of the purchase of new library materials that were posted for public review from May 26, 2026, through June 25, 2026.

Summary/Background
Pursuant to SB 13, all new library materials recommended for purchase must be posted for a 30-day public review period to provide staff, students, parents, and community members the opportunity to review and comment prior to purchase. In addition, each time a school library catalog is updated, the Board of Trustees must approve or reject the list of proposed library materials at the first open meeting held 30 days or later after the list is made available to the public.
The library materials recommended for purchase have been posted in compliance with this requirement and are now submitted for Board consideration and approval.

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Dr. Jaretha Jordan
Deputy Superintendent Teaching & Learning

Dr. Matt Warford
Chief Academic Officer

Title	Author	Level
A day in the life of your body	Jallow, Binta	Middle School
Abraham Lincoln	Wilson, Sierra	Elementary
African Elephant	Rylands, Warren	Elementary
African Safari	Coupé , Jessica	Elementary
African Wild Dog	Watt, E. Melanie	Elementary
Alabama Crimson Tide	Weber, Margaret	Elementary
American Revolution	Das, Priyanka	Elementary
Amy's Sandy Summer	Khemka, Nirja	Elementary
An immense world : how animals sense Earth's amazing secrets	Anderson, AnnMarie	Middle School
Ancient Greek gods	Nodes, Eliza	Middle School
Ancient Roman gods	Nodes, Eliza	Middle School
Apache	Kissock, Heather	Elementary
Arizona Cardinals	Wyner, Zach	Elementary
Astrobiology	Schlesinger, Emily	Middle School
Atlanta Falcons	Wyner, Zach	Elementary
Auburn Tigers	Temple, Ramey	Elementary
Baltimore Ravens	Wyner, Zach	Elementary
Bangladesh	Tomljanovic, Tatiana	Elementary
Barack Obama	de Medeiros, Michael	Elementary
Belgium	Gregory, Joy	Elementary
Bermuda	Banting, Erinn	Elementary
Bill Clinton	Das, Priyanka	Elementary
Bill Gates	Webster, Christine	Elementary
Billie Jean Peet, athlete	Beaty, Andrea	Elementary
Bison : community builders and grassland caretakers	Backhouse, Frances	Middle School
Blake Shelton	Das, Priyanka	Elementary
Border Collie	Das, Priyanka	Elementary
Boxer	Das, Priyanka	Elementary
Brad Paisley	Das, Priyanka	Elementary
Brain	Das, Priyanka	Elementary
Buffalo Bills	Wyner, Zach	Elementary
Caddo	Kissock, Heather	Elementary
Cane Corso	Das, Priyanka	Elementary
Cape Buffalo	Watt, E. Melanie	Elementary
Caracal	Watt, E. Melanie	Elementary
Carolina Panthers	Wyner, Zach	Elementary
Carrie Underwood	Das, Priyanka	Elementary
Cattle	Rylands, Warren	Elementary
Charlie Kirk	Meadows, Jenny Ann	Elementary
Cherokee	Kissock, Heather	Elementary
Chicago Bears	Wyner, Zach	Elementary
Chicago Fire FC	Gillespie, Katie	Elementary
Chimpanzee	Carr, Aaron	Elementary
Cincinnati Bengals	Wyner, Zach	Elementary
Clara Barton	Coupé , Jessica	Elementary

Cleveland Browns	Wyner, Zach	Elementary
Clouds	Coupé, Jessica	Elementary
Clownfish	Kissock, Heather	Elementary
Coco Gauff	Cucini, Sara	Elementary
Comanche	Kissock, Heather	Elementary
Cook Islands	Gregory, Joy	Elementary
Cristiano Ronaldo	Cucini, Sara	Elementary
Cursed tombs and lost treasure : investigating history's mysteries	Spilsbury, Louise	Middle School
Dallas Cowboys	Wyner, Zach	Elementary
Denver Broncos	Wyner, Zach	Elementary
Detroit Lions	Petersen, Justin	Elementary
Developing social awareness	Sanderson, Jennifer	Middle School
Discover Animal Migrations	Watt, E. Melanie	Elementary
Discover the Grand Canyon	Coupé , Jessica	Elementary
Dog	St. Jean, Trina	Elementary
Donald Trump	Daly, Ruth	Elementary
Dragon	Coupé, Jessica	Elementary
Dragons	Rylands, Warren	Elementary
Dump Truck	Rylands, Warren	Elementary
Eclipse (The Friendship Eclipse/Eclipses)	Clark, Christie	Elementary
Eileen Gu	Cucini, Sara	Elementary
Erling Haaland	Cucini, Sara	Elementary
Fennec Fox	Siemens, Jared	Elementary
Fog	Froise, Linda	Elementary
Franklin D. Roosevelt	Ridge, Yolanda	Elementary
French Bulldogs	Das, Priyanka	Elementary
French Guiana	Gregory, Joy	Elementary
George H. W. Bush	Das, Priyanka	Elementary
George Washington	Wilson, Sierra	Elementary
George Washington	Rylands, Warren	Elementary
Georgia Bulldogs	Temple, Ramey	Elementary
German Shepherds	Watt, E. Melanie	Elementary
German Shorthaired Pointer	Das, Priyanka	Elementary
GIANNIS ANTETOKOUNMPO-ALL ACCESS	BERNE, EMMA	Elementary
Giant Panda	Macleod, Steve	Elementary
Girls on the rise	Gorman, Amanda	Elementary
Glaciers	Webster, Christine	Elementary
Glaciers around the World	Wilson, Sierra	Elementary
Goat	Holloway, Ashley	Elementary
Golden Retrievers	Willis, John	Elementary
Great Dane	Das, Priyanka	Elementary
Greek Civilization	Noelle, Becky	Elementary
Green Bay Packers	Wyner, Zach	Elementary
Greenland	Tomljanovic, Tatiana	Elementary
Hail	Coupé, Jessica	Elementary
Hammerhead Sharks	Das, Priyanka	Elementary

Helen Keller	Coupé , Jessica	Elementary
Henry Ford	Coupé , Jessica	Elementary
Hindu gods	Nodes, Eliza	Middle School
History as it happened : a map-by-map guide	Carton, Steven	Middle School
History of the Gold Rush	Coupé , Jessica	Elementary
History of the Oregon Trail	Tomljanovic, Tatiana	Elementary
History of U.S. Natural Disasters	Ridge, Yolanda	Elementary
History of Westward Expansion	Tomljanovic, Tatiana	Elementary
Hola, Dominican Republic	Gottschall, Meghan	Middle School
Hola, Mexico	Kaminski, Leah	Middle School
Hong Kong	Tomljanovic, Tatiana	Elementary
Horse	Kissock, Heather	Elementary
Houston Texans	Wyner, Zach	Elementary
How do I give a great speech?	Eason, Sarah	Middle School
How do I listen well?	Cox Cannons, Helen	Middle School
How do I manage my social media?	Eason, Sarah	Middle School
How do I plan well?	Cox Cannons, Helen	Middle School
How do I write well?	Eason, Sarah	Middle School
I SURVIVED THE BLACK DEATH, 1348	TARSHIS, LAUREN	Elementary
I SURVIVED THE DESTRUCTION OF POMPEII, AD 79, GRAPHIC NOVEL	TARSHIS, LAUREN	Elementary
Impala	Gillespie, Katie	Elementary
Inclined Planes	Rylands, Warren	Elementary
Indianapolis Colts	Wyner, Zach	Elementary
Inter Miami CF	Froise, Linda	Elementary
Ireland	Bell, Jason	Elementary
Jacksonville Jaguars	Wyner, Zach	Elementary
Jasper Rabbit's Creepy Tales! (Chapter Book Boxed Set) : Troubling Tonsils!; Unsettling Salad!; Yarn Is Everything!	Reynolds, Aaron	Elementary
JD Vance	Gregory, Joy	Elementary
Jellyfish	Kissock, Heather	Elementary
John F. Kennedy	Ridge, Yolanda	Elementary
Kansas City Chiefs	Wyner, Zach	Elementary
KAREN'S KITTYCAT CLUB	FARINA, KATY	Elementary
Kidneys	Das, Priyanka	Elementary
Konichiwa, Japan	Kaminski, Leah	Middle School
Kumusta, Philippines	Anderson, Corey	Middle School
Kylian Mbappé	Cucini, Sara	Elementary
Labradors	Das, Priyanka	Elementary
Las Vegas Raiders	Wyner, Zach	Elementary
Learning to be self-aware	Sanderson, Jennifer	Middle School
Learning to self-manage	Sanderson, Jennifer	Middle School
Lemur	Carr, Aaron	Elementary
Lightning	Das, Priyanka	Elementary
Lionel Messi	Cucini, Sara	Elementary
LIONEL MESSI-ALL ACCESS	SCHOLASTIC	Elementary

Los Angeles Chargers	Wyner, Zach	Elementary
Los Angeles FC	Gregory, Joy	Elementary
Los Angeles Rams	Wyner, Zach	Elementary
Luke Bryan	Das, Priyanka	Elementary
Luke Combs	Das, Priyanka	Elementary
Makeup artistry	Schlesinger, Emily	Middle School
Managing your relationships	Eason, Sarah	Middle School
Manta Rays	Kissock, Heather	Elementary
Marching band	Schlesinger, Emily	Middle School
Medical robots	McHugh, Emerson C	Middle School
Mexico	Kopp, Megan	Elementary
Miami Dolphins	Wyner, Zach	Elementary
Minnesota Vikings	Scarpatti, Kevin	Elementary
Monkey	Coupé, Jessica	Elementary
Monuments Men	Schlesinger, Emily	Middle School
Morocco	Sawatzky, Melissa	Elementary
MrBeast	Meadows, Jenny Ann	Elementary
My life as a Buddhist	Bradley, Fleur	Middle School
My life as a Hindu	Bradley, Fleur	Middle School
My life as a Jew	Kleiman, Jennifer	Middle School
My life as a Sikh	Bradley, Fleur	Middle School
Narwhal	Carr, Aaron	Elementary
Neuroscience	Schlesinger, Emily	Middle School
New England Patriots	Wyner, Zach	Elementary
New England Revolution	Gillespie, Katie	Elementary
New Orleans Saints	Wyner, Zach	Elementary
New York Giants	Wyner, Zach	Elementary
New York Jets	Temple, Ramey	Elementary
Neymar	Cucini, Sara	Elementary
Ni hao, China	Kaminski, Leah	Middle School
Norse gods	Nodes, Eliza	Middle School
Oceans, Lakes, and Rivers	Ostopowich, Melanie	Elementary
Ohio State Buckeyes	Weber, Margaret	Elementary
Oklahoma Sooners	Weber, Margaret	Elementary
Ola, Brazil	Anderson, Corey	Middle School
OLIVIA RODRIGO-ALL ACCESS	BERNE, EMMA	Elementary
Oppenheimer and the atomic bomb	Singer, Eric	Middle School
Our Solar System	Rylands, Warren	Elementary
Ox	St. Jean, Trina	Elementary
Pacific Ocean	Rylands, Warren	Elementary
Penguin	Durrie, Karen	Elementary
Peru	Erlic, Lily	Elementary
Philadelphia Eagles	Wyner, Zach	Elementary
Pickleball	Wilson, Libby	Middle School
Pig	Sawatzky, Melissa	Elementary
Pittsburgh Steelers	Wyner, Zach	Elementary
Plastic arts	Schlesinger, Emily	Middle School

Poetry	Laney, C. L	Middle School
Poland	Banting, Erinn	Elementary
Polar Bear	MacLeod, Steve	Elementary
Pomeranians	Letskeman, Candice	Elementary
Precipitation	Purslow, Frances	Elementary
Prions	Schlesinger, Emily	Middle School
Puerto Rico	Gillespie, Katie	Elementary
Pugs	Das, Priyanka	Elementary
Rabbit	Holloway, Ashley	Elementary
Rain	Letskeman, Candice	Elementary
Rat	Sawatzky, Melissa	Elementary
Red Panda	Roumanis, Alexis	Elementary
Rescue of the Bounty : disaster and survival in Superstorm Sandy	Tougias, Mike	Middle School
Rogue Waves	Haugen, Brenda	Middle School
Roman Empire	Das, Priyanka	Elementary
Ronald Reagan	Ridge, Yolanda	Elementary
Rooster	Cucini, Sara	Elementary
Rosie the Flamingo: Feathers and Fairness	Gadgil, Saniya	Elementary
Ruby Bridges	Webster, Christine	Elementary
Rwanda	Tomljanovic, Tatiana	Elementary
San Diego FC	Gillespie, Katie	Elementary
San Francisco 49ers	Carr, Aaron	Elementary
San Jose Earthquakes	Gillespie, Katie	Elementary
Saphie, the one-eyed cat. Volume 1	JOHO	Elementary
Sea Turtles	Siemens, Jared	Elementary
Seattle Seahawks	Temple, Ramey	Elementary
Seattle Sounders FC	Gregory, Joy	Elementary
Shih Tzus	Letskeman, Candice	Elementary
Siberian Huskies	Letskeman, Candice	Elementary
Singapore	Bentley, Dorothy	Elementary
Snake	Holloway, Ashley	Elementary
Snow	Letskeman, Candice	Elementary
Snow Leopard	Carr, Aaron	Elementary
Spain	Bell, Jason	Elementary
Sporting Kansas City	Gillespie, Katie	Elementary
Sports law	Schlesinger, Emily	Middle School
Stephen Curry	Cucini, Sara	Elementary
Sticking to the facts : 10 ways to fight misinformation	Craigie, Gregor	Middle School
Sunshine	Cucini, Sara	Elementary
Surfing	Schlesinger, Emily	Middle School
Tampa Bay Buccaneers	Temple, Ramey	Elementary
Taylor Swift	Yasuda, Anita	Elementary
TAYLOR SWIFT-ALL ACCESS	BERNE, EMMA	Elementary
Tennessee Titans	Wyner, Zach	Elementary
Texas A&M Aggies	Weber, Margaret	Elementary
THE BAD GUYS IN ALIEN VS BAD GUYS	BLABEY, AARON	Elementary

THE BAD GUYS IN MISSION UNPLUCKABLE	BLABEY, AARON	Elementary
THE BAD GUYS IN OPEN WIDE AND SAY ARRRGH!	BLABEY, AARON	Elementary
The Battle of Little Bighorn	Haugen, Brenda	Middle School
The Camping Trip	Khemka, Nirja	Elementary
The Great Depression	Hicton, Douglas	Elementary
THE LAST STRAW	KINNEY, JEFF	Elementary
The most magnificent maker's A-Z	Spires, Ashley	Elementary
The most magnificent team	Spires, Ashley	Elementary
The Museum	Rylands, Warren	Elementary
The Netherlands	Sawatzky, Melissa	Elementary
The Water Cycle	Purslow, Frances	Elementary
Theodore Roosevelt	Wilson, Sierra	Elementary
THERE WAS AN OLD LADY WHO SWALLOWED A RAINBOW	COLANDRO, LUCILLE	Elementary
Tiger	Coupé, Jessica	Elementary
Tigua	Kissock, Heather	Elementary
Tornado	Cucini, Sara	Elementary
Tour Yellowstone National Park	Ridge, Yolanda	Elementary
Track and field	Schlesinger, Emily	Middle School
TRAVIS KELCE-ALL ACCESS	KELLEY, K.C.	Elementary
Turkey	Bentley, Dorothy	Elementary
U.S. Armed Forces	Rylands, Warren	Elementary
Underground Railroad	Banting, Erinn	Elementary
Walrus	Nugent, Samantha	Elementary
Washington Commanders	Temple, Ramey	Elementary
Water Buffalo	Whelan, Piper	Elementary
Water Pollution	Ostopowich, Melanie	Elementary
Water Power	Webster, Christine	Elementary
Wind	Cucini, Sara	Elementary
Yorkshire Terrier	Das, Priyanka	Elementary
Zdravstvujtye, Russia	Gottschall, Meghan	Middle School

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Review: Safety and Security Solutions (COOP)		
Board Policy: CH, CV, or DBD (Local)	District Priority: Priority 3	
Department: Police		
Are there related documents to be signed by the Board? NO		
☒ Administration has reviewed the final submission for this agenda item.		
☐ Reviewed by Deputy Superintendent		☒ Reviewed by Chief of Staff

Recommendation
Consideration and approval for the purchase of safety and security solutions from CENTEGIX under a cooperative contract through The Interlocal Purchasing System (TIPS) in an amount not-to-exceed \$3,872,700 over a five- year period and authorization for the Superintendent to negotiate and execute the agreement through August 2031.

Summary/Background
Summary Fort Bend ISD Police Department is seeking to implement an end-to-end campus safety/ management solution that will strengthen districtwide safety, security, and emergency management preparedness. <u>By bundling Crisis Alert, Safety Blueprint, Hall Pass, and Reunification,</u> along with related equipment from CENTEGIX, the district provides continuous support for students and staff, streamlining everything from daily hall monitoring to high-stakes crisis response. The following tools are essential components of a comprehensive campus safety and security strategy. • <u>Crisis Alert:</u> Empowers every employee to instantly request localized help or trigger a campus-wide 911 response from anywhere on school grounds, indoors or out. While equipped for major crises, 99% of its daily use supports staff during everyday incidents like student fights, medical emergencies, or extreme behavioral disruptions. • <u>Safety Blueprint - Precise Incident Mapping:</u> Is a dynamic, exact-location mapping tool that arms first responders with the exact coordinates of an alert and provides the location of all safety assets (AEDS, Stop the Bleed etc.).

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- **Hall Pass:** Provides real-time insights into student movement and hallway logistics to reduce daily administrative friction and assist in locating students during a crisis.
- **Reunification:** Provides the ability to manage and organize a parent/guardian reunification process following an emergency event.

These are essential components if an effective campus safety, security, and emergency management strategy. With this tool, Fort Bend ISD gains a comprehensive ecosystem that reduces emergency response times, simplifies daily school operations, and fosters a true culture of safety across every campus. This multi-faceted solution is an allowable purchase under the School Safety Allotment Safe Cycle 1 funds. This purchase also ensures compliance with state requirements while enhancing immediate response capabilities.

The requirement for Silent Panic Alert Technology (SPAT) in schools was established by Senate Bill 838 (passed during the 88th Legislative Session), which mandates all school districts and open-enrollment charter schools to equip classrooms with silent panic alert technology. The system must allow for immediate, direct contact with local law enforcement, emergency services, fire departments, and health departments. These mandate requirements require the technology to simultaneously notify designated administrators and campus staff of emergencies.

Fort Bend ISD Police department will continue to explore other solutions by CENTEGIX (visitor management, dismissal, drill management etc.) that may be integrated to support various district initiatives and provide cost savings while enhancing overall safety and security.

This contract 26-083LB Safety and Security Solutions seeks approval under relevant statutes, including Chapter 44, § 44.031(a) of the Texas Education Code and Chapter 791, Interlocal Cooperation Act, along with Board Policies CH (LEGAL) and CH (LOCAL) for purchasing goods and services. The Board of Trustees must approve proposal awards worth \$50,000 or more. Under the authority of the Texas Government Code §791.001 and the Interlocal Cooperation Act as amended, local governments like Fort Bend ISD are allowed to contract with each other and other government agencies.

Renewal options are available through July 2031. Should the contract not be renewed for the full term, staff will utilize an alternate cooperative contract or return to the Board to request authorization to utilize an alternate procurement method.

The term of this contract is for three (3) years with two (2) optional one-year extensions. The contract term will begin on August 1, 2026, and will run through July 31, 2029. With the two (2) option years, the contract can be extended until July 31, 2031.

Background

Expenditures are not expected to exceed \$3,872,700 through July 2031. Funding is included in the budget.

Fort Bend Independent School District

Requested by:	Anthony Sanders, Chief of Police Kelly Shlacks, Executive Director, Finance	
Vendor:	CENTEGIX	
Budget Sources:	General Fund Grant Fund (T1) Bond Fund	
Amount:	Not to exceed \$3,872,700	
Other Supporting Information		
Sole Source:	N/A	
Number of vendors contacted by Purchasing:	N/A	
Number of vendors downloaded the solicitation:	N/A	
Number of responses received:	N/A	
Number of "no bid" responses received:	N/A	
Length of commitment:	Through July 2031	
Last solicitation date:	N/A	
Supporting documents:	N/A	
Disclosure under Board Policy CH, CV, or DBD (Local):	None	

*** Previously awarded a contract of the same scope with the District.

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Anthony Sanders
Chief of Police

Kelly Shlacks
Executive Director, Finance

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Audio Visual Equipment and Interactive Flat Panels (COOP)		
Board Policy: CH, CV, or DBD (Local)		District Priority: Priority 3
Department: Deputy Superintendent Operations		
Are there related documents to be signed by the Board? NO		
☒ Administration has reviewed the final submission for this agenda item.		
☒ Reviewed by Deputy Superintendent		☒ Reviewed by Chief of Staff

Recommendation
Consideration and approval for the purchase of audio-visual equipment and interactive flat panels from Piraino Consulting, Inc., under a cooperative contract with the SETX Purchasing Cooperative, in an amount not to exceed \$3,530,577 over a five-year period, and authorization for the Superintendent to negotiate and execute the agreement through July 2031.

Summary/Background
On August 23, 2021, the Board approved RFP 21-057AB, Audio Visual Equipment: Interactive Flat Panel Displays, authorizing the purchase of SMART interactive flat panel (IFP) displays, supporting devices, and accessories for all Fort Bend ISD classrooms to replace aging, non-interactive projectors, in an amount not to exceed \$31,800,000. This contract provided for the installation of SMART panels in all existing and new construction classrooms over the five-year term. Through cost controls and close coordination with the vendor, only \$28,270,000 of the expected \$31,800,000 was expended. The contract will expire in August 2026 and will be replaced by 26-073RA Audio Visual Equipment and Interactive Flat Panels, utilizing the remaining balance of \$3,530,577 from RFP 21-057AB. No new or additional funds are being requested. This contract seeks approval under relevant statutes, including Chapter 44, § 44.031(a) of the Texas Education Code and Chapter 791, Interlocal Cooperation Act, along with Board Policies CH (LEGAL) and CH (LOCAL) for purchasing goods and services. The Board of Trustees must

Fort Bend Independent School District

approve proposal awards worth \$50,000 or more. Under the authority of the Texas Government Code §791.001 and the Interlocal Cooperation Act as amended, local governments like Fort Bend ISD are allowed to contract with each other and other government agencies.

Renewal options are available through July 2031. Should the contract not be renewed for the full term, staff will utilize an alternate cooperative contract or return to the Board to request authorization to utilize an alternate procurement method.

The term of this contract is for three (3) years with two (2) optional one-year extensions. The contract term will begin on July 27, 2026, and will run through July 26, 2029. With the two (2) option years, the contract can be extended until July 26, 2031.

Background

Expenditures in 2024-25 were \$175,671. Expenditures are not expected to exceed \$3,530,577 through July 2031. Funding is included in the budget.

Requested by:	Long Pham, Chief Information Officer Kelly Shlacks, Executive Director Finance
Vendor:	Piraino Consulting, Inc.***
Budget Sources:	General Fund Child Nutrition Fund Student Activity Fund Bond Funds Grant Funds Campus Activity Fund Enterprise Funds
Amount:	Not to exceed \$3,530,577
Other Supporting Information	
Sole Source:	N/A
Number of vendors contacted by Purchasing:	N/A
Number of vendors downloaded the solicitation:	N/A
Number of responses received:	N/A
Number of “no bid” responses received:	N/A
Length of commitment:	Through July 2031
Last solicitation date:	August 23, 2021
Supporting documents:	N/A
Disclosure under Board Policy CH, CV, or DBD (Local):	None

*** Previously awarded a contract of the same scope with the District.

Fort Bend Independent School District

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Kathleen Brown
Deputy Superintendent Operations

Long Pham
Chief Information Officer

Fort Bend Independent School District

Executive Summary

Regular Board Meeting	Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Use of 2023 Bond Program Contingency Funds; Job Order Contract (JOC); and Professional Services Agreements for Additional Parking and a Portable Classroom Building	
Board Policy: CV (Local)	District Priority: Priority 3
Department: Deputy Superintendent Operations	
Are there related documents to be signed by the Board? NO	
☒ Administration has reviewed the final submission for this agenda item.	
☒ Reviewed by Deputy Superintendent	☒ Reviewed by Chief of Staff

Recommendation
Consideration and approval for the use of 2023 Bond Program Contingency as proposed by Administration and authorization for the superintendent to negotiate and execute or terminate agreements and subsequent amendments, within the total approved budget, associated with the relocation, installation, and repair of a portable classroom building and the construction of a temporary parking lot expansion at Travis High School, in an amount not to exceed \$553,115.

Summary/Background
On August 21, 2023, the FBISD Board of Trustees (Board) approved a Job Order Contracting (JOC) pool of five contractors to provide construction services to the District for both Bond 2023 and non-bond work. JR Thomas Group was one of the selected JOC contractors in the vendor pool. On June 26, 2023, the Board approved the Bond 2023 Architectural/ Engineering (A/E) design team pool. MWA Architects was selected from this pool to provide professional services related to the installation, relocation, and repairs of the district's portable classroom buildings needed for the 2025-2026 school year. Projected enrollment and staffing increases at Travis High School for the 2026–2027 school year have created a need for additional instructional space and staff parking. To address these operational needs in a timely and cost-effective manner, staff recommends the relocation and installation of an existing district-owned portable classroom building and the construction of a temporary parking lot expansion.

Fort Bend Independent School District

Staff is requesting approval to proceed with JR Thomas Group for the relocation, set up and repair of an existing portable classroom building owned by the District and the construction of the temporary parking lot expansion.

The scope of work required to install additional temporary parking needed to support the upcoming school year includes but is not limited to site demolition, site preparation, regrading, and gravel installation. The temporary parking solution is expected to provide approximately 70–75 additional parking spaces.

The proposed gravel parking improvement is intended to serve as a temporary solution for at least the 2026–2027 school year. The duration of use beyond that period will be determined through future analyses of campus staffing levels, enrollment trends, attendance boundary impacts, and parking needs. As these factors are evaluated over time, the District will assess whether the temporary parking should remain in place, be modified, converted to a permanent solution, or be removed. Any future actions and associated costs will be evaluated and presented for consideration as appropriate.

The proposed budget also includes professional services that may be required, such as architectural, engineering, surveying, permitting, and related consulting activities depending on site-specific conditions and local jurisdictional requirements. Actual expenditures will be limited to the services determined necessary during project implementation.

The following table summarizes the anticipated costs associated with the installation of additional temporary parking at the identified campuses.

2025-2026 Portable Classroom Building Relocations and Repairs Budget	Cost
Professional Design Services – MWA Architects	\$35,000
Design Contingency (10%)	\$3,500
Subtotal (Design Services – MWA Architects):	\$38,500
Construction – Portable Building Relocations, Repairs, and Temporary Parking Lot	\$405,468
Construction Contingency (10%)	\$40,547
Subtotal (JR Thomas Group, Inc. – Contractor):	\$446,015
Site Development	\$25,000
Technology	\$30,000
Furniture, Fixtures, and Equipment (FF&E)	\$13,600
Subtotal (Other Project Costs):	\$68,600
Total Budget	\$553,115

Administration recommends the acceptance of a not-to-exceed total project budget of \$553,115 for additional parking. The project is an operational need resulting from enrollment

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increases and will be funded through 2023 Bond Program Contingency Funds. Budgets may be adjusted once final proposals are received, but the total project will not exceed the proposed \$553,115.

Upon Board approval, staff will execute the contracts for the installation of additional temporary parking and a portable classroom building. To ensure the parking and classrooms are ready for use by August 2026, the work will begin as determined by the issuance of Purchase Orders.

District Priority Alignment

This agenda item aligns with **District Priority 3** by supporting operational readiness and accommodating projected enrollment growth for the 2026–2027 school year. By utilizing an existing Job Order Contracting (JOC) pool, establishing a defined not-to-exceed budget, and leveraging district resources strategically, the project demonstrates responsible stewardship of public funds. Additionally, the investment supports instructional effectiveness and efficient staffing transitions while maintaining transparency in planning and budget management.

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Kathleen Brown
Deputy Superintendent of Operations

Dr. Thomas Lawing
Chief Operations Officer

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Athletic Media Services (COOP)		
Board Policy: CH, CV, or DBD (Local)	District Priority: Priority 3	
Department: Deputy Superintendent Teaching & Learning		
Are there related documents to be signed by the Board? NO		
☒ Administration has reviewed the final submission for this agenda item.		
☒ Reviewed by Deputy Superintendent	☒ Reviewed by Chief of Staff	

Recommendation
Consideration and approval for the purchase of athletic media services from Vype Media LLC through the Central Texas Purchasing Alliance (CPTA) in an amount not-to-exceed \$350,000 over a five-year period and authorization for the Superintendent to negotiate and execute the agreement through July 2031.

Summary/Background
FBISD Athletics Department, in partnership with VYPE Media, provides a professionally engineered media platform designed to elevate student athletes, enhance community engagement, and streamline district athletic communications. This partnership delivers a comprehensive ecosystem that integrates high-end publications, professional media days, and district-wide graphic support. Collectively, these services ensure consistent, high-quality representation of FBISD athletic programs while promoting district pride and excellence. The FBISD custom magazine serves as the centerpiece of this initiative. It offers a professional platform to showcase student-athletes, coaches, and athletic programs across all twelve (12) high schools. The publication functions as both a high-quality keepsake that reinforces district pride and a premium advertising vehicle that strengthens relationships with local partners and community stakeholders. Overall, the VYPE Media partnership enhances the visibility of FBISD athletics, supports strategic communication efforts, and provides meaningful opportunities for community engagement and sponsorship. This contract, 26-078KB Athletic Media Services, seeks approval under relevant statutes, including Chapter 44, § 44.031(a) of the Texas Education Code and Chapter 791, Interlocal

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Cooperation Act, along with Board Policies CH (LEGAL) and CH (LOCAL) for purchasing goods and services. The Board of Trustees must approve proposal awards worth \$50,000 or more.

Under the authority of the Texas Government Code §791.001 and the Interlocal Cooperation Act as amended, local governments like Fort Bend ISD are allowed to contract with each other and other government agencies. This Act exempts the requirement of seeking competitive bids for goods and services, once a school district determines that a local cooperative purchasing program offers the best value, to enhance efficiency and effectiveness.

Renewal options are available through July 2031. Should the contracts not be renewed for the full term, staff will utilize an alternate cooperative contract or return to the Board to request authorization to utilize an alternate procurement method.

Background

Expenditures in 2024-25 were \$70,000. Expenditures are not expected to exceed \$350,000 through July 2031. Funding is included in the budget.

Requested by:	Dr. Stephen Warford, Chief Academic Officer Kelly Shlacks, Executive Director Finance	
Vendor:	Vype Media LLC***	
Budget Sources:	General Fund	
Amount:	Not to Exceed \$350,000	
Other Supporting Information		
Sole Source:	N/A	
Number of vendors contacted by Purchasing:	N/A	
Number of vendors downloaded the solicitation:	N/A	
Number of responses received:	N/A	
Number of “no bid” responses received:	N/A	
Length of commitment:	Through July 2031	
Last solicitation date:	N/A	
Supporting documents:	N/A	
Disclosure under Board Policy CH, CV, or DBD (Local):	None	

*** Previously awarded a contract of the same scope with the District

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Fort Bend Independent School District

Submitted by:

Dr. Jaretha Jordan
Deputy Superintendent Teaching & Learning

Dr. Matt Warford
Chief Academic Officer

Kelly Schlacks
Executive Director Finance

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of UT OnRamps Program (COOP)		
Board Policy: CH, CV, or DBD (Local)		District Priority: Priority 1
Department: Deputy Superintendent Teaching & Learning		
Are there related documents to be signed by the Board? NO		
☒ Administration has reviewed the final submission for this agenda item.		
☒ Reviewed by Deputy Superintendent		☒ Reviewed by Chief of Staff

Recommendation
Consideration and approval of an agreement to participate in the UT OnRamps Program with the University of Texas at Austin, in an amount not to exceed \$550,000, and authorization for the Superintendent to negotiate and execute the agreement through August 2027.

Summary/Background
On June 9, 2025, the Board approved 25-059DE UT OnRamps Program. This contract expires in August 2026. In partnership with the University of Texas at Austin, the UT OnRamps program provides dual enrollment opportunities for students and professional development for teachers. This contract will allow the District to implement OnRamps by offering simultaneous high school and college courses through a dual-enrollment model, and high school teacher training, in the form of professional development. OnRamps offers high school students the opportunity to earn high school credits from Fort Bend ISD and college credits from UT Austin through a dual enrollment model. The purpose of Fort Bend ISD offering the OnRamps program is to provide additional options to better support students' ability to advance in their college and career readiness and more opportunities for earning college credit for their future success. This partnership also creates an affordable and convenient UT experience for Texas students regardless of their location or their college plans. The textbooks are part of the program and do not pose an additional cost to the District, students, or families. It also increases the number and diversity of students who engage in advanced academic offerings in the district and aligns with the Board's Priority for high academic outcomes and the goal of increasing College, Career, and Military Readiness (CCMR) to 90% for the class of 2027 and all the following classes beyond. Designed by UT faculty, the college-level courses allow students to earn both high school and college credit if they successfully meet the college course requirements. Local high school teachers, who are trained by UT faculty, teach the courses in alignment with UT faculties' course design. Three kinds of teacher training opportunities are provided as part of the program:

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Virtual asynchronous pre-professional learning, one-day virtual workshops each fall and spring, and one-week summer virtual institutes. Additionally, OnRamps teachers are mentored virtually throughout the year by UT faculty.

This contract 26-082DE UT OnRamps Program seeks approval under relevant statutes including Chapter 44, § 44.031(a) of the Texas Education Code and Chapter 791, Interlocal Cooperation Act, along with Board Policies CH (LEGAL) and CH (LOCAL) for purchasing goods and services. Under the authority of the Texas Government Code §791.001 and the Interlocal Cooperation Act as amended, local governments like Fort Bend ISD are allowed to contract with each other and other government agencies. This Act exempts the requirement of seeking competitive bids for goods and services, once a school district determines that a local cooperative purchasing program offers the best value, to enhance efficiency and effectiveness.

Fort Bend ISD and UT Austin will share the responsibility of implementing the OnRamps program. Staff will return to the Board to request authorization for the UT OnRamps Program on an annual basis.

Background

Expenditures year to date are \$489,695. Expenditures will not exceed \$550,000 through August 2027. Funding is included in the budget.

Requested by:	Dr. Stephen Warford, Chief Academic Officer Kelly Shlacks, Executive Director Finance	
Vendor:	The University of Texas at Austin***	
Budget Sources:	General Fund Student Activity Funds Title I, II & IV	
Amount:	Not to exceed \$550,000	
Other Supporting Information		
Sole Source:	N/A	
Number of vendors contacted by Purchasing:	N/A	
Number of vendors downloaded the solicitation:	N/A	
Number of responses received:	N/A	
Number of “no bid” responses received:	N/A	
Length of commitment:	Through August 2027	
Last solicitation date:	N/A	
Supporting documents:	N/A	
Disclosure under Board Policy CH, CV, or DBD (Local):	None	

Previously awarded a contract of the same scope with the District.

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Fort Bend Independent School District

Submitted by:

Dr. Jaretha Jordan
Deputy Superintendent Teaching & Learning

Dr. Matt Warford
Chief Academic Officer

Kelly Schlacks
Executive Director Finance

Fort Bend Independent School District

Executive Summary

Regular Board Meeting		Meeting Date: July 27, 2026
Agenda Item Title: Consideration and approval of Data Analytics and Assessment Platform (Increase)		
Board Policy: CH, CV, or DBD (Local)	District Priority: Priority 3	
Department: Deputy Superintendent Teaching & Learning		
Are there related documents to be signed by the Board? NO		
☒ Administration has reviewed the final submission for this agenda item.		
☒ Reviewed by Deputy Superintendent		☒ Reviewed by Chief of Staff

Recommendation
Consideration and approval to increase the existing contract awarded under 23-085ED Data Analytics and Assessment Platform by \$550,000 for a total not to exceed amount of \$2,267,765 to continue providing the Data Analytics and Assessment Platform through June 2028.

Summary/Background
On June 26, 2023, the Board approved initial expenditures not to exceed \$1,717,765 through 2028. The Teaching and Learning Department is requesting a contract increase in the amount of \$550,000 to allow for the continued use of the Data Analytics and Assessment Platform to track assessments, maintain student data, and support student achievement districtwide through June 2028. In addition to supporting student achievement, the Data Analytics and Assessment Platform allows for streamlined data management processes by providing teachers, campus administrators, and central office staff with access to student achievement data. As a centralized data platform, it has eliminated redundancies and ensures staff can access the information needed to make informed decisions. The request to increase this contract results from the District purchasing an additional feature within the Eduphoria platform, the TEKS Assessment Bank. The TEKS Assessment Bank provides teachers and central office staff with access to TEKS-aligned assessment questions used to create common assessments administered to students via Eduphoria.

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The assessment data is then analyzed within grade level teams as part of the Professional Learning Team process to determine student mastery of the TEKS and guide conversations about instructional adjustments.

Background

Expenditures in 2024-25 were \$475,556. Expenditures year to date are \$407,672. The contract balance remaining under the current Board authorization is \$485,452. Expenditures are not expected to exceed \$2,267,765 through June 2028. The increase of \$550,000 is included in the budget.

Requested by:	Melissa Hubbard, Asst. Superintendent Teaching & Learning Kelly Schlacks, Executive Director, Finance
Vendor:	EDUPHORIA! INC. ***
Budget Sources:	General Fund
Amount:	Not to Exceed \$2,267,765
Other Supporting Information	
Sole Source:	N/A
Number of vendors contacted by Purchasing:	N/A
Number of vendors downloaded the solicitation:	N/A
Number of responses received:	N/A
Number of "no bid" responses received:	N/A
Length of commitment:	Through June 2028
Last solicitation date:	N/A
Supporting documents:	N/A
Disclosure under Board Policy CH, CV, or DBD (Local):	None

*** Previously awarded a contract of the same scope with the District

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Melissa Hubbard
Asst. Superintendent Teaching & Learning

Kelly Schlacks
Executive Director, Finance

Fort Bend Independent School District

Executive Summary

Regular Board Meeting	Meeting Date: July 27, 2026
Agenda Item Title: Review: Information and Discussion: Future Agenda Items	
Board Policy: Legal and/or Local: BF (Local)	District Priority: Priority 2
Department: Deputy Superintendent Chief of Staff	
Are there related documents to be signed by the Board? Choose Item	
☐ Administration has reviewed the final submission for this agenda item.	
☐ Reviewed by Deputy Superintendent	☒ Reviewed by Chief of Staff

Recommendation

Summary/Background
It is the Board's practice to discuss future meeting dates and agenda items at each Regular Business meeting of the Board of Trustees. As of the date this agenda was prepared, the following meetings are planned, along with the tentative agenda items listed (in addition to routine agenda items). <u>August 2026</u> • Information Items ○ Bond Update ○ Accountability A-F with CCMR ○ Long-Range Boundary Plan Update on Secondary Scenarios • Consideration and Possible Action ○ Attendance Credit for 2026-27 <u>September 2026</u> • Information Items ○ Bond Update ○ Intruder Detection Report ○ 2027-28 Calendar Development Process ○ Long-Range Boundary Plan Update on Secondary Boundary Recommendations and Public Feedback ○ Debt Update • Consideration and Possible Action ○ Tax Rate Adoption

Fort Bend Independent School District

- Tax Roll Approval
- Class Size Exception
- November Polling Locations
- 2026 TTESS Appraisers
- Fiscal and Budgetary Strategy
- Investment Strategy
- List of Bond Underwriters
- Bond Parameter Orders for Debt Issuance
- Budget Amendment

Future Items

- BOY Assessment Update
- Board Member Training Credit Report
- Superintendent Evaluation (Closed Session) October 26
- Nomination to 2027 Houston-Galveston Area Council General Assembly
- District Improvement Plan
- Campus Improvement Plans and Turn-Around Plans
- Long Range Boundary Plan Final Secondary Boundary Recommendations

Recommended by:

Dr. Marc Smith
Superintendent of Schools

Submitted by:

Beth Martinez
Deputy Superintendent Chief of Staff