

Substitute Handbook

2018-2019



CONROE
INDEPENDENT
SCHOOL DISTRICT

www.conroeisd.net



CONROE
INDEPENDENT
SCHOOL DISTRICT

Curtis Null, Ed.D.
Superintendent of Schools

Three easy ways to report from anywhere:

- 1** CISD website under "Employees"
Click on the  icon
- 2** Public Internet
Go to www.ethicspoint.com
- 3** Toll-free call
Call 1-866-294-9305



Dear CISD Employee,

As Superintendent of Conroe ISD, one of my most important duties is to provide the best possible workplace for everyone in the District. It is important that we enjoy our jobs and the people with whom we work. But it is also important to work in a safe, secure, and ethical workplace. If any one of us believes that something dishonorable or unethical is happening, then we cannot feel proud to work here, feel good about our jobs, or attain our highest productivity.

Every person shares in the responsibility for promoting a positive environment, and we all need to work together on this. To help, we have installed a phone and Internet-based reporting system called CISD Ethics Hotline operated by EthicsPoint. This hotline will enable you, with just a phone call or computer message, to report concerns related to safety, security, or ethical behavior. The District's dedicated Ethics Hotline number is 1-866-294-9305 and the website is: www.ethicspoint.com. You can also link to EthicsPoint on the CISD webpage under "Employee". The hotline and the website are available in both English and Spanish, for your convenience.

In a way, this system is much like the old suggestion box method of sharing information, except that it allows us to do much more while protecting your anonymity at the same time. A company called EthicsPoint manages the reporting system for us, and they have gone to great lengths to ensure that it is completely confidential. No one inside the District will ever know the source of the information that is reported unless you want them to.

Your input is essential to ensure that we maintain a positive, productive workplace. If you observe misconduct, we want you to report it on this ethics hotline or computer link. However, if you observe something that you aren't sure is a problem, but think it might be, you can also call or email just to ask for clarification.

You have my promise that all reports will be reviewed and responded to appropriately.

Please join me in using the CISD Ethics Hotline reporting system.

Remember: The District's dedicated toll-free number is 1-866-294-9305 and the website is:
www.ethicspoint.com

Sincerely,

Curtis Null
Superintendent



CONROE
INDEPENDENT
SCHOOL DISTRICT

Welcome to the Conroe Independent School District. The professional service you provide as a trained substitute allows our district to continue a quality educational program when staff members are absent. We recognize and commend your commitment to the high standards of instruction required for the success of our students.

This handbook contains helpful information to assist you as a qualified substitute for Conroe ISD. Please review the details carefully prior to accepting an assignment.

We appreciate your dedication to our children. Thank you for being a substitute.

Conroe Independent School District
Deane L. Sadler Administration/Technology Center
3205 West Davis • Conroe, Texas 77304-2098

Conroe ISD Substitute Office:

936-709-7710 • 936-709-9710 (Fax)
www.conroeisd.net

Conroe ISD Human Resources
3205 West Davis, Conroe, TX 77304

Substitute Office Hours:
Monday - Friday
8:00 a.m. - 4:30 p.m.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. Policy manuals can be accessed through the CISD homepage at www.conroeisd.net or in the CISD Legal Office in the Dr. Deane L. Sadler Administration/Technology Building during normal working hours.

Children are Our Future

In teaching children, it's essential that one keep these words constantly in mind:

A child is a person who is going to carry on what you have started. He is going to sit where you are sitting, and when you are gone, attend to those things which you think are important. You may adopt all the policies you please, but how they are carried out depends on him. He will assume control of your cities, states, and nations. He is going to move in and take over your churches, schools, universities, and corporations...the fate of humanity is in his hands.

—Abraham Lincoln



The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about **Title IX rights or Section 504/ADA rights**, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

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Substitute Employee Hiring Requirements

Substitute Teacher (Certified):

- Valid Texas teaching certificate
- College transcript (unofficial or official) showing a minimum of 60 earned hours conferred from an accredited school
- Foreign degree requires a transcript evaluation

Substitute Teacher (Non-Certified):

- College transcript (unofficial or official) showing a minimum of 60 hours earned from an accredited school
- Foreign degree requires a transcript evaluation

Substitute Paraprofessional/Aide:

- High school diploma or GED

Substitute RN Nurse:

- College transcript (unofficial or official) showing a minimum of 60 hours earned from an accredited school
- Texas RN license and CPR card
- 12 months of nursing experience required

Substitute LVN Nurse:

- Texas LVN license and CPR card
- Minimum 12 months of nursing experience required
- Must submit letter of interest and résumé to brobertson@conroeisd.net BEFORE applying

Child Nutrition - Cafeteria Substitutes:

- High school diploma or GED
- Substitutes required 8 a.m. - 2 p.m. in local schools
- \$50 per six-hour shift

These documents must be on file in the Substitute Office prior to beginning substitute duties.

If you are currently an employee of the district or have recently separated employment, you will not be eligible for hire in any capacity, including as a part-time substitute employee, until the month following the issuance of your last paycheck.

General Information

A. All substitute employees are required to be fingerprinted in accordance with Senate Bill 9, known as the "Fingerprinting Bill". Applicants are required to pay the cost (approx. \$50) and complete the fingerprint process before they can be hired.

B. All substitutes must complete the required courses listed on the Safe Schools website - <http://conroe.tx.safeschools.com/login/> Login using

your Employee Identification Number (EIN); no password is required. This must be completed within 60 days of the hire date to continue working.

C. Changes

Address and telephone number changes can be made through the **Employee Access Center** on the Conroe ISD website using your EIN. If you have had a name change, you will need to complete the Name/Phone/Address Change form and provide a copy of your new Social Security card before any changes will be made.

D. School Hours

Senior High7 a.m. - 3 p.m.
Junior High8 a.m. - 4 p.m.
Intermediate8:15 a.m. - 4:15 p.m.
Elementary7:30 a.m. - 3:30 p.m.

E. Pay Information

Substitutes are paid for either a full day or a half day (*half the full day rate*). Conroe ISD does not pay an hourly rate to substitutes. If you are unsure of the rate of pay for an assignment, please contact the campus for clarification.

Substitute Pay Rates

	Mondays Fridays	Tuesdays Wednesdays Thursdays
Texas Certified Teacher Substitute	\$100/day	\$90/day
<i>Substitutes must submit verification of valid certification to the Substitute Office.</i>		
Non-Certified Teacher Substitute	\$90/day	\$80/day
<i>All substitutes who are unable to verify Texas certification will receive non-certified pay. These substitutes must be able to verify at least 60 college credit hours.</i>		
Long-Term Texas Certified* Teacher Substitute	\$125/day	\$115/day
<i>Texas certified substitutes may be called for long-term substitute assignments.</i>		
Long-Term Non-Certified* Teacher Substitute	\$115/day	\$105/day
<i>In the event that a Texas certified substitute cannot be obtained for a long-term position, a non-certified substitute may be called.</i>		
Substitute RN Nurse	\$125/day	\$115/day
Long-Term RN Nurse Substitute	\$150	\$140
Substitute LVN Nurse	\$90	\$80
Substitute Aide	\$65/day	\$65/day
Long-Term Substitute Aide*	\$68/day	\$68/day
Cafeteria Substitute-Child Nutrition	\$50/day	\$50/day
<i>Any substitute who has been hired by CISD is qualified to substitute for Child Nutrition. If you want this option added to your profile, you must contact the Substitute Office. Substitutes are required 8 a.m. – 2 p.m. in local school cafeterias. No experience necessary.</i>		
Sign Language Interpreting	\$68/day	\$68/day

* Long-term assignments are 20 days or more of continuous substituting in one assignment.

Federal Income Tax, Medicare Tax of 1.45%, and effective July 1, 1991, Social Security of 6.2% must be deducted from each substitute check. Effective January 1, 1994, instead of paying into Social Security, you will contribute 6.2% of your pay through a before-tax payroll deduction, and the District will make a contribution equal to 1.3% of your pay to a 457(b) FICA Alternative Plan.

Beginning July 1, 2015, the District will collect any surcharge and other fees it is required to pay to the Teacher Retirement System (TRS) or any other retirement program on behalf of any substitute who is currently receiving benefits from TRS or another retirement program. Because the District does not incur such expenses in the employment of any other staff member, the substitute's pay will be reduced to offset this expense. The deduction from the substitute's pay will not be in the amount that will cause the substitute to fall below the state minimum salary schedule, if the minimum salary schedule applies to the substitute's position. Should the substitute owe an amount greater than what can be deducted from the substitute's pay check, the District will require the substitute to submit payment to the District by personal check. If after receiving notice that the substitute owes reimbursement to the District, the substitute fails to pay, the substitute may be terminated or restricted from accepting substitute assignments until all outstanding balances are paid. It is the substitute's responsibility to understand when and how surcharges will be applied. Please contact TRS or the appropriate retirement program with any questions regarding how surcharges applicable to them are calculated. Surcharge and fee rates typically change every school year.

Conroe ISD pays all employees through direct deposit. Direct deposit forms are available online at www.conroeisd.net. As stated on the form, you must attach a "voided" check for your account, and allow two (2) pay periods for it to become effective. Direct Deposit information may also be added, verified, and/or changed in the Employee Access Center.

Return the completed form and "voided" check to:

Conroe ISD- Payroll Department
3205 W. Davis • Conroe, Texas 77304-2098

Questions regarding paychecks should be directed to the Payroll Department at 936- 709-7722. When making inquiries to the Payroll Department, substitutes must know their EIN and the name of the employee for whom they have substituted. The substitute's pay is reported in accordance with the Conroe ISD Payroll Schedule.

F. Employee Benefits

Group Health Coverage

Conroe ISD offers group health coverage to substitutes through a self-insured plan. If you are a new substitute, you must enroll in or decline medical coverage within 31 calendar days of your date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual enrollment period. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event, such as marriage, divorce, birth, death, or loss of other coverage.

If you elect to enroll, you will be responsible for the full premium, and you must submit payment for one calendar month immediately upon completion of your enrollment. Premiums for subsequent months must be received by the 20th day of each preceding month (i.e. November premium due by October 20). All premiums must be sent to the District's third party administrator. If you fail to timely pay the monthly premiums, the District will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for the District's plan. A substitute who is enrolled in the District's health plan and who is then removed from the substitute roster becomes ineligible for health coverage.

Notice will be provided regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop; therefore, you would not be eligible for COBRA.

Please refer to the *Employee Benefits Guide for Substitute, Part-Time, and Temporary Employees* for additional information about group health coverage.

Mandatory Retirement Plan

Employees are required to participate in the District's 457(b) FICA Alternative Plan (the Plan) if they meet one of the following eligibility requirements:

- Part-time (18.75 hours or less per week)
- Seasonal (five months or less per year)
- Temporary (contract year of two years or less in duration)
- Not covered by TRS in a position otherwise covered by TRS

Employees contribute 6.2% of their gross earnings to the Plan, pre-tax, and the District contributes 1.3%.

The 457(b) FICA Alternative Plan satisfies the Omnibus Budget Reconciliation Act of 1990 (OBRA 90) that mandates employees of public agencies, including school districts that are not members of the employer's existing retirement system as of January 1, 1992, to be covered under Social Security or a qualifying alternate plan. The Plan provides substantial cost savings compared to Social Security.

Distributions from the account can be requested for any of the following reasons:

- Termination of employment
- Permanent and total disability
- Death
- Retirement
- Age 70 1/2
- Changed employment status to a position covered by another retirement system, such as TRS (waiting period may apply)
- If there have not been any contributions to the account for two (2) years and the account balance is less than \$5,000, a distribution may also be available.

Account balances, distribution requests, and beneficiary designations are available online at www.region10rams.org. For other questions or information about the Plan, please contact TCG Administrators by phone at 800-943-9179 or by email at 457@tcgservices.com.

Voluntary Retirement Plans

The District makes available to all employees, including full-time, part-time, and substitutes, voluntary 403(b) and 457 plans. These plans allow employees to save a portion of their income for retirement without paying tax on the contributions until they are withdrawn from the plan. Maximum deferral amounts are set by the IRS for each calendar year, and deferrals may not exceed 100% of an employee's wages. Establishment of these accounts and changes in contribution amounts may be made at any time.

Additional information about the provisions and options for these plans is available in a separate booklet entitled, *Employee Benefits Guide for Substitute, Part-Time, and Temporary Employees* and online at www.conroeisd.net/hr. You may also contact First Financial Administrators, Inc. at 800-523-8423 or visit their website, www.ffga.com, for more information.

Note: Conroe ISD does not hire or contract with any financial agent other than First Financial Administrators, Inc. No financial agent "representing" Conroe ISD will ever call you at home or send you an email. Further, agents are prohibited from soliciting or conducting business on District property. Because investment strategies are a personal decision that each employee should investigate on his/her own, Conroe ISD makes no recommendation or approval of individual 403(b) plans, their sales representatives, agents, or financial advisors.

G. Creditable Experience

To be able to buy into Teacher Retirement System (TRS) using substitute teaching experience, the substitute must have taught **full-time days** (no part-time) for a total of at least 90 days during each school year.

Texas certified teachers who substitute 90 or more full-time equivalent days during the school year may apply for a creditable year of service. Requests may be submitted to the Human Resources Department on the Credential Request form.

H. Dress Code

Substitutes should dress professionally and wear appropriate footwear while working as an educator. Visible body piercing or body art should not be distracting for students or the professional community. Campus administrators may decide suitability.

I. Private Gain or Advertising

Substitutes are not permitted to use their positions to advertise any services, consultancies, products, etc., in any medium (print, visual, or oral) to or through students. Violation of this rule can be cause for removal from the District substitute list. If you have any questions about this rule, please contact the Substitute Office for clarification.

J. Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization.

Duties and Responsibilities of the Substitute

A. Daily Schedule and Routine

The District's expectation is that all substitutes fulfill a minimum of three days of substitute assignments each academic semester, or six days of substitute assignments by April 30th of the current school year. Failure to meet this expectation may result in employment separation at the conclusion of the academic year.

Substitutes must park in the faculty (not visitors) parking area and report directly to the front office at the start time of the assignment to sign in, receive the schedule for the day, attendance/roll procedures, and any other special instructions for the assignment.

If the need arises, a substitute may be asked to work in another class during the teacher's conference period. A substitute does not require a conference period.

Any money collected by the substitute should be deposited daily in the office along with adequate records. Money should not be left in the classroom.

New textbooks and workbooks should be issued only by the regular employee.

The substitute should leave the classroom in the same condition in which it was found.

At the end time of the assignment, the substitute should check with the campus office before leaving.

The substitute should consult with the building principal before initiating any teaching or other procedures not specified in the lesson plans.

The substitute folder should include the lesson plans for each day, the class roster and/or seating chart, the daily schedule, and instructions on lunchroom procedures/policies. It should be returned to the building designee or any other place designated by the employee.

B. Lesson Plans

Lesson plans and any other materials left for the day are obtained from the building designee. These plans should be studied carefully, and any questions concerning the plans should be referred to the team leader or department chairperson.

Lesson plans should be followed as closely as possible by the substitute.

Written work should not be graded except at the request of the regular classroom teacher.

C. Discipline

The substitute is expected to maintain a level of discipline in the classroom which is conducive to good learning. A well organized and skillfully conducted class will have fewer discipline problems. Your physical bearing and tone of voice affect the reaction of a class to you. A positive attitude will do much to win the respect of the students. The points below offer some sound advice.

- Start the day in the manner in which you wish to continue.
- Know what lessons you will present, at what time you will present them, and the method you will use.
- Observe carefully prescheduled routines (*homeroom, breaks, and lunches, etc.*).
- Avoid threats, yet be firm.
- Strive for consistency and fairness.
- Stand when presenting a lesson.
- Speak loudly enough to be heard, but softly enough to command attention.
- Correction should be constructive.
- Never, under any circumstances, should a substitute punish a whole class for the misbehavior of a few students.
- Never humiliate or embarrass a child in front of peers. The student should be removed from the group until the substitute has the opportunity to speak with the student. Reprimands should be private whenever possible.
- When individual students cause behavior problems which are disruptive and cannot be handled by the substitute, these students should be sent to the office with a referral explaining the circumstances. If necessary, the substitute should request an administrator to come to the classroom. The substitute should not leave the classroom unattended.
- The use of corporal punishment is prohibited in any circumstance.
- Remind the students to remain seated and that the regular classroom rules will be followed.
- State the procedure for bathroom breaks during instruction time.
- If a student indicates that they are going to hurt themselves or hurt someone else, notify an administrator as soon as possible, and prior to the student leaving campus.

D. Attendance Accounting

The substitute will be informed by the building designee when and how the attendance should be checked. The procedure may vary according to the school. Do not allow students to check attendance under any circumstances.

E. Student Illness or Accident

If a student becomes ill while at school or has an accident, the student should be sent to the school nurse's office. In a case of serious accident or injury, the school nurse or an administrator should be sent for immediately.

Under no circumstances should a substitute administer internal medicine to a student.

F. Emergency Operations Procedures

Policies CKC, CKD

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

G. Extra Duties

The substitute may be expected to fulfill all extra duties that have been assigned to the regular employee. These duties may include bus duty, lunch and hall duty, or other special duties assigned by the principal.

H. Professional Ethics

The substitute has a professional obligation. The substitute should use extreme caution in expressing personal reactions and opinions about what is seen and heard in the classrooms of the various schools.

The substitute should dignify the profession by maintaining an attitude of cooperation with associates, respecting the authority of those in administrative positions, and by maintaining high standards of loyalty and service.

There should be no cursing in the classroom or school.

The school exists for the student. The first obligation of the substitute is to the student.

Agreements to work should be made and kept in a prompt and business-like manner. There are times when it will be necessary to cancel an assignment, but these times should be in a crisis situation only.

Under no circumstances should a substitute criticize a student or the regular employee in the presence of other students or employees.

The substitute must avoid comparing one school with another, or comparing the children in one neighborhood with those in another.

Substitutes are expected to willingly perform assigned and expected duties while employed and, if the need arises, change to different assignments within the campus.

Substitutes should never accept or request contact information from a student.

Complaints, comments, and/or questions should be directed to the building principal.

I. Elementary & Secondary School Practices

The following practices are expected of the substitute in the elementary and secondary schools of Conroe ISD:

- Cell phones should be switched off during the assignment.
- Protect and safeguard all equipment, school property, or personal items. Do not allow students to use, or have access to, items not specified in the lesson plans.
- Be punctual in every capacity (*arriving to and from lunch and conference periods, checking attendance, etc.*).
- Students should never arrive in the room ahead of you. You should be there to greet them when they arrive.
- Stand at the door during every class change, observing both the hallway and the classroom.
- Check the room when first entering, after every class change, and before leaving. The room should be left neat, clean, and orderly.
- Do not rearrange classrooms.
- Keep students away from windows and draperies.
- Protect and safeguard all personal items, equipment, and other personal property.

- Practice good energy conservation. Turn out lights and all electrical equipment before leaving the room at any time.
- Receive and dismiss students in an orderly fashion.
- Follow the lesson plans.
- The teacher's gradebook, lesson plan book, seating charts, textbook records, and attendance roll sheets are all very valuable documents. Know where they are at all times and protect them.
- Use discretion and caution in issuing hall and restroom passes and passes to the office.
- Enforce all school rules without apology.
- Report any unusual happenings to the principal immediately.
- Do not leave your students in the room at any time without supervision. If an emergency takes you from the room, ask an employee in the classroom next to you to monitor your students.
- Become familiar with the employee's daily schedule, which includes the amount of time for each subject, time to arrive in the cafeteria, P.E., restroom, and dismissal times.
- Recess periods require alert supervision. They are not social periods. Move among the children in your charge. You can not supervise from one spot.
- No food or drinks shall be allowed in the classroom.

J. Conroe ISD Classroom Safety Rules

1. No pesticides/air fresheners/essential oils are allowed.
2. No open flames at any time. (No candles) Fire code violation. No plug-in air fresheners or potpourri.
3. All glass in doors must be free of any visual obstruction.
4. All exits from the room (including exit windows) must be kept clear for egress.
5. Hallways and classrooms must maintain an 80% paper free environment to maintain the fire resistant integrity of the area.
6. Nothing will be within 24" of the ceiling if your area does not have a fire sprinkling system or 18" if you have a fire sprinkler system.
7. Quick flash fire hazards cannot be stored or maintained in the school; e.g. wood huts, live cut Christmas trees, hay bales.
8. All door exits from room must be free of combustible, non-fireproofed material.
9. No silencing of the fire alarm until the hazard has been identified. In the event of a fire, only a fire official is permitted to silence an alarm.
10. All aerosol cans must be under lock and key when not in use by teacher. Try to purchase non-aerosol and non-toxic products.
11. Learn the location of the nearest fire extinguisher and how to use the extinguisher. The local fire department will provide training.
12. Do not hang any items from the ceiling or ceiling tiles.
13. Home appliances (coffee pots, toaster ovens, heaters, refrigerators, etc.) are prohibited in the classroom, except with prior Principal approval.
14. Use of rubber cement is prohibited. Purchase non-toxic and safe products for classroom use.
15. Learn and use safe chemical storage procedures (MSDS).
16. All extension cords:
 - a. Must not be over 7' long;
 - b. Used for temporary use only;
 - c. Have an in-line circuit breaker;
 - d. No household extension cords are allowed; and
 - e. No daisy chain of cords or surge protectors.
17. All electrical panel boxes must have a three-foot clearance from any materials.
18. Prevent injuries:
 - a. Do not stand on chairs or desks. Obtain a step stool or ladder from the custodians;
 - b. Do not lift heavy objects by yourself. Get assistance

- from someone to avoid injuries;
 - c. Desk drawers, cabinet doors, and file drawers should not be left open while unattended. Pull only one drawer at a time. Heavier items should be loaded in the lower file drawers to prevent the file cabinet from tipping over;
 - d. Chairs, wastebaskets, electrical cords, rugs, and other articles should not be left where they will become a tripping hazard; and
 - e. Do not sit on the edge of a chair. Do not sit in a straight chair tilted back. Do not sit or stand on a student desk. Do not attempt to roll your chair across the room while in the chair.
19. Report all work related accidents to the School Nurse or a Supervisor immediately.
 20. Ensure you have an evacuation plan posted near the door clearly showing primary and secondary routes of evacuation.
 21. All electrical equipment shall be turned off when not in use.
 22. Make certain televisions on portable carts are strapped down securely. Do not allow students to move equipment.
 23. Keep personal belongings under lock and key.
 24. No self-defense sprays are allowed.
 25. Ensure all doors and windows are locked when you leave your room.
 26. Review the District Emergency Procedures Manual (Tornado, hurricane, shelter-in-place procedures, etc.).
 27. Take your class roster with you if you evacuate your room.
 28. Report any unsafe condition(s) to the Principal or your Supervisor.

principals for questions or problems regarding lesson plans, schedules, discipline, policies, or school procedures.

In addition, the Substitute Office can be contacted for questions or problems regarding the general substitute program. It is everyone's goal to make substituting in Conroe ISD a rewarding and enjoyable experience.

E. Substitute evaluation

While formal evaluations are not conducted for substitutes, feedback regarding an individual's performance is often provided to the substitute supervisor. At times, this feedback may also be accompanied by a request that the substitutes not be assigned to a particular site/ location in the future based on the event/incident(s) triggering the feedback. Serious or repeated performance concerns may result in being removed from the Conroe ISD substitute list.

The following is a list of behaviors which are considered unacceptable, and which could result in being placed on a given location's "Exclusion" list or removal from the Conroe ISD substitute list. It is important to remember that the primary concerns driving these requirements are: the safety and security of the students and staff, the smooth operation of the campus with minimal impact or disruption to the overall educational process, and the maintenance of an environment which nurtures individuals and the educational process. Please note that this list is not all-inclusive. Situations will be reviewed on an individual basis, and appropriate determinations will be made based upon consideration of all factors.

- Last-minute cancellation of job assignment;
- Failure to appear for an assignment, or to notify the school in advance of inability to fulfill commitment;
- Tardiness;
- Failure to follow lesson plans left by teacher;
- Allowing students to watch television, videos, listen to radios, etc. if not directly related to the instructional part of the lesson plan;
- Use of internet other than as specified in lesson plans provided by the teacher;
- Failure to comply with administrator's request to perform assignments outside the classroom (i.e. lunch duty, bus duty, etc);
- Eating in the classroom;
- Leaving classes/students unattended;
- Inappropriate language/comments while on the assignment;
- Derogatory remarks made to students/others regarding the school, students, or staff;
- Use of profanity or obscenities;
- Use of cell phone, personal computer, or hand-held game device while in class;
- Misuse of school equipment/property for personal or otherwise inappropriate reasons;
- Viewing or permitting students to access inappropriate materials (i.e. reading materials, artwork, etc. which might be considered offensive, inflammatory, pornographic, or otherwise graphically inappropriate);
- Leaving campus without permission from an administrator;
- Leaving assignment prior to conclusion, abandoning classroom;
- Taking students off-campus;
- Singling out students for undue/non-instructional personal attention;
- Pressing one's religious or moral beliefs on students/staff members;
- Inappropriate attire, including body piercing and body art; and,
- Any other behavior exhibited which result in concerns regarding the safety, security, or well-being of students and staff.

F. Employment and termination

All substitutes are part-time, non-contract, and employed on an at-will basis. Substitutes are not guaranteed work at any specific campus, grade level, or other location. The District or

Responsibilities of the School and Employee to the Substitute

A. Responsibility of the school

Schedules should be available for both the regular school activities and other special events that may arise. The school should create an atmosphere of helpfulness, understanding, and respect toward the substitute.

B. Responsibility of the employee

The employee should make lesson plans, attendance procedures, seating charts, and any special instructions accessible to the substitute.

Additional Information

A. Schedule

Substituting is a part-time job and no guarantees are given as to how many days can be expected to work during the school year. Substitutes are utilized when employees are absent, and assignments are usually made on a daily basis. In some instances, substitutes are required on a long-term basis to cover an employee's extended leave.

B. Availability

Substitutes may request specific schools or specific days. Substitutes who are available and willing to accept varying assignments will work most frequently.

C. Long-term pay rate

If there is a break in the consecutive days worked in the long-term assignment, the substitute's pay will revert to the regular daily substitute pay rate. The only exception is when the absence is due to illness, verified in writing by the attending physician, or in the event of an emergency situation.

D. Assistance

Substitutes should feel free to call upon grade level teachers, team leaders, department chairpersons, assistant principals, and

principal has the right to deny access to specific grade levels, teachers, campuses, and/or locations. Substitutes may resign their position at any time, for any reason, or for no reason and may be dismissed at any time, for any reason, or for no reason.

You may be removed from the District's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions;
- you do not accept and fulfill at least three days of substitute assignments per semester or six days of substitute assignments by April 30th of the current school year;
- you refuse to accept three consecutive offers of work which will be considered job abandonment;
- you do not complete the District-required Safe Schools mandatory training; or
- you do not timely return a letter of reasonable assurance.

If you are removed from the District's substitute roster for any of these reasons, you will not be eligible for rehire as a substitute for the next school year.

G. The Letter of Reasonable Assurance of

Continued Employment is required to be submitted during the spring semester to continue working as a substitute for the following school year. Failure to submit the letter by the due date is viewed as a resignation. The letter will be available electronically. Not accepting substitute assignments in Absence Management, online or by phone, is considered a voluntary quit until you accept another substitute assignment.

Policies and Standards

All local, state, and federal policies and guidelines can be located on the CISD website: www.conroeisd.net

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community;
- Maintain confidentiality in all matters relating to students and coworkers;
- Report to work according to the assigned schedule;
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action;
- Know and comply with department and District policies and procedures;
- Express concerns, complaints, or criticism through appropriate channels;
- Observe all safety rules and regulations, and report injuries or unsafe conditions to a supervisor immediately; and
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent first learns of the incident. The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, to which all District employees must adhere, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 AC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

- Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- Standard 1.13 The educator shall not be under the influence of or consume alcoholic beverages on school property or during school activities when students are present.
- Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and

personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

- or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

2. Ethical Conduct toward Professional Colleagues

- Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct toward Students

- Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2 The educator shall not intentionally, knowingly or recklessly treat a student in a manner that adversely affects the learning, physical health, mental health, or safety of the student or minor.
- Standard 3.3 The educator shall not intentionally, knowingly or recklessly misrepresent facts regarding a student.
- Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- Standard 3.5 The educator shall not intentionally, knowingly or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that minor or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that minor to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
 - (i) the nature, purpose, timing, and amount of the communication;
 - (ii) the subject matter of the communication;
 - (iii) whether the communication was made openly

District Investigations

Policy DH

When the District investigates a complaint of misconduct, including but not limited to complaints of student abuse or any type of sexual harassment, it expects and requires the cooperation of all employees, including the complainant, witnesses, and the accused. During an investigation, the District may interview employees privately and take oral and/or written statements from them. Any employee who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action up to and including termination from employment.

Fraud and Ethics Violations

In order to improve CISD and to demonstrate a commitment to high ethical standards, the District has selected EthicsPoint, a third-party confidential hotline provider, to provide employees with a simple, risk-free way to anonymously and confidentially report activities that may involve criminal, unethical or otherwise inappropriate behavior in violation of public law and/or Conroe ISD policies. Employees can file a report on-line at www.ethicspoint.com, through a link under "Employees" on the CISD website, or by dialing toll-free 1-866-294-9305. If you choose to remain anonymous, the hotline provider will not request identifying information, and their phone and computer systems do not collect that type of information. The District guarantees that reports submitted via the hotline will be handled promptly and discreetly. No retaliatory action will be taken against anyone for reporting or inquiring in good faith, or for seeking guidance on how to deal with potential or suspected wrongdoing.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the employee should report the complaint directly to the Superintendent. A complaint against the Superintendent may be made directly to the Board.

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

Statement of Nondiscrimination. The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

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

Harassment. Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race,

color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

- Has the purpose or effect of unreasonably interfering with the employee's work performance;
- Creates an intimidating, threatening, hostile, or offensive work environment; or
- Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples: Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggrieve conduct such as theft or damage to property.

Sexual Harassment. Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct, or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples: Examples of sexual harassment may include sexual advances, touching intimate body parts, coercing or forcing a sexual act on another, jokes, or conversations of a sexual nature, and other sexually motivated conduct, communication, or contact.

Retaliation. The District prohibits retaliation against an employee or student who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples: Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Prohibited Conduct. In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures. An employee who believes that he or she has experienced prohibited conduct or believes that another employee or student has experienced prohibited conduct should immediately report the alleged acts. The employee or student may report the alleged acts to his or her supervisor or campus principal. Alternatively, the employee or student may report the alleged acts to one of the District officials below.

Definition of District Officials. For the purposes of this policy, District officials are the Title IX Coordinator, the ADA/Section 504 Coordinator, and the Superintendent.

Title IX Coordinator. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Carrie Galatas
Position: General Counsel
Address: 3205 W. Davis, Conroe, TX 77304
Telephone: (936) 709-7700

ADA/Section 504 Coordinator. Reports of discrimination based on disability may be directed to the ADA/ Section 504 Coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which

incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Teresa Canon
Position: Director of Special Education
Address: 3205 W. Davis, Conroe, TX 77304
Telephone: (936) 709-7670

Superintendent. The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures. An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/ Section 504 Coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting. Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Notice of Report. Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Investigation of the Report. The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation. Absent extenuating circumstances, the investigation should be completed within 10 District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action. If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal. A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention. Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy. This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of Students

Policies DF, DH, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. The District's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

Statement of Nondiscrimination. The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

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

Prohibited Harassment. Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Examples: Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression or assault, display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment by an Employee. Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct, or other conduct or communication of a sexual nature when:

- A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
 - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited,

even if consensual.

Sexual Harassment by Others. Sexual harassment of a student, including harassment committed by another student, unwelcome sexual advances, requests for sexual favors, or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples: Examples of sexual harassment of a student may include sexual advances, touching intimate body parts or coercing physical contact that is sexual in nature, jokes or conversations of a sexual nature, and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Dating Violence. Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

Child Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Employees are required to follow the procedures described below in *Reporting Suspected Child Abuse*.

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion.

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

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. In addition,

employees must cooperate with investigators of child abuse and neglect. Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Alcohol- and Drug-Abuse Prevention

Policy DH

CISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use follows:

Tobacco Use. Employees shall not use tobacco products, including electronic cigarettes, vapors, and smokeless tobacco, on District premises, in District vehicles, nor in the presence of students at school or school-related activities. [See DH and GKA]

Alcohol and Drugs. Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

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

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

Exception. An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy. Notice: See DI (Exhibit) below.

Drug-Free Workplace Requirements

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2 The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a)(1)(B); 28 TAC 169.2 Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies DH and DHE] 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within 10 days of receiving such notice from the employee or any other source—the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D), (E) Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal,

state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

Mandatory Training

A requirement of employment is to participate in computerized staff development training. The training can be completed on a computer either at work or from home at the following website: <http://conroe.tx.safeschools.com>. Among other required trainings, employees are required to complete Sexual Harassment and Bloodborne Pathogens training in alternate years.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking or using tobacco products or e-cigarettes on all District-owned property and at school-related or school-sanctioned activities on or off school property. Additionally, employees shall not smoke or use tobacco products, including electronic cigarettes, vapors, and smokeless tobacco, at school-related or school-sanctioned activities on or off school property, in District vehicles, nor in the presence of students at school or school-related activities.

This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes, but is not limited to, the following:

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

Criminal History Background Checks

Policy DBAA

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

The District obtains criminal history record information on persons it intends to employ. Employees are required to disclose a prior record when requested to do so at the time of employment. Failure to do so could result in termination of employment. A review committee

assesses the records of employees found to have criminal records that may bar them from continued employment in the District.

Electronic Media, Communications Systems, and Technology Resources

Acceptable Use Guidelines

The Conroe Independent School District makes a variety of communications and information technologies available to students and District employees. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Acceptable Use Guidelines are intended to minimize the likelihood of such harm by educating Conroe ISD students and employees and setting standards which will serve to protect students and staff. Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the District's employment policy and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. The System Administrator or other administrator may deny, revoke, or suspend Network/Internet/resource access as necessary, pending the outcome of an investigation. The expectations of the District are that all network and technology resource users will comply with all policies, procedures, and guidelines outlined below:

Overview

The District expects that teachers will blend thoughtful use of the Internet and technology resources throughout the curriculum and will provide guidance and instruction to students in its use at all times that students utilize the Internet. The District also expects the prudent exercise of good judgment by administration, support staff, and teachers while using the District's technology resources, including the Internet and associated email, as tools in the day-to-day administration of their employment with the Conroe ISD and in the classroom environment. The District's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the resources is permitted with the exception of cell phones, which are for business use only, if the use:

- Imposes no tangible cost to the District;
- Does not unduly burden the District's technology resources; and
- Has no adverse effect on job performance or a student's academic performance.

Internet Filter

CISD uses a web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the Internet that contain material that is illegal, defamatory, inaccurate, or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the Internet is impossible. Employees are expected to monitor student Internet use and to report inappropriate Internet sites not filtered to administration.

Email

Email is a District service provided by public funds. Email is for instructional and administrative use. Sending jokes, chain letters, unsolicited junk mail, etc. via email is considered an inappropriate use of District equipment. Electronic mail transmissions and other use of the electronic communications system by employees shall not be considered confidential and are archived as records for an indefinite period of time. Email may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include activity logging, virus scanning, and content scanning. District email signatures should not contain quotations or any non-

school related information. Each summer, the Technology Department will reset all email signatures to name, title, campus/department, phone number, and email address.

Any memo correspondence sent via email must follow the same District guidelines as is used for other correspondence distribution.

Records retention guidelines apply to email correspondence and must be followed. Email is viewed as a public document and can become part of a legal process. Care should be given to the tone of the email. Also, grammar and spelling should be checked before an email is sent. Be mindful of the unique forwarding properties associated with email.

Electronic Storage

The District has provided network users with access to network storage location for files (U: drive). The storage area provides a place where school-related products can be stored from year to year.

To enforce the Acceptable Use Guidelines and to maintain the integrity of the District's technology resources, shared network space, and any District storage space will be monitored by District staff. Inappropriate files such as games, music, inappropriate images, movies, videos, and files that consume storage space will be deleted. External electronic storage devices are subject to monitoring if used or purchased with District resources or attached to District devices.

Network Behavior

Network/Internet users are responsible for their actions in accessing available resources. The following standards will apply to all users of the Network/Internet:

- The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not use another person's account;
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy;
- Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations; and
- Computers are joined to either a student or employee domain for management and inventory. Computers should not be removed from these domains.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the network.

Inappropriate Language

Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails distributed through District email is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks, are prohibited.

Commercial Use

Use for commercial, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief

- Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Network/Internet, or any networks that are connected to the Network/Internet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited;
- Deleting, examining, copying, or modifying files and/or data

- belonging to other users, without their permission, is prohibited;
- Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users without their permission is prohibited, unless permitted by District policy;
- Deliberate attempts to exceed, evade, or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited; and
- Unauthorized disclosure, use, and dissemination of personal information regarding students and employees are prohibited.

Security

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify the campus/department administrator or the System Administrator. The security problem should not be shared with others. Attempting to bypass security and filtering software is prohibited.

Attempts to log on to the Network/Internet impersonating a system administrator or CISD employee may result in revocation of the user's access to the Network/Internet.

Transmitting/Storing Confidential Information

Teachers, staff, and students may not redistribute or forward confidential information (i.e. educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be transmitted, redistributed, or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing such personal information as home addresses or phone numbers of users or others is prohibited. In order to reduce the loss of confidential information due to theft or misplacement, student/staff confidential information should not be stored on portable devices such as memory sticks, laptops, or on hard drives. This information should be stored on the U:drive.

Extreme caution should be used if data is stored on cloud storage (Google docs, drop box, etc.). Cloud-based storage should not be used for any data that is considered confidential. This storage is not provided by the District and is subject to the Terms of Use of the particular site being used.

Modification of Computer

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Use of Electronic/Social Media with Students

The District realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is part of 21st century learning. In an effort to maximize the effectiveness of these tools, while at the same time maintaining a high level of professional expectations, CISD has set forth the following procedures for employee usage of online social media:

- Personal online social media may not be associated with professional online social media;
- All communication via various media by staff with parents and students will be professional and of the appropriate nature, purpose, timing, and amount;
- The employee does not have a right to privacy with respect to communication with students and parents; and
- The employee continues to be subject to applicable state and federal laws, local policies, administrative guidelines, and the Code of Ethics and Standard Practices for Texas Educators, including compliance with Family Educational Rights and Privacy Act, copyright laws, open records requests, etc.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

Upon written request from a parent or student, the employee shall discontinue communicating with a student by e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any currently enrolled students.

Text Messaging

Communication with students through the use of text messaging is only permitted by staff members who have extracurricular responsibilities and the students for which that employee is responsible. All communication must:

- Be professional and appropriate; and
- Be limited to matters within the scope of the employee's professional responsibilities.

Personal Use of Electronic Media and Social Networking

Policy DH

Employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. District employees must model the character they are expected to teach, both on and off the worksite. This applies to material which is posted on personal websites and other Internet sites, such as Twitter, Instagram, or Facebook. As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media 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. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content. If an employee posts messages or pictures which diminish the employee's professionalism or discredits the employee's capacity to maintain the respect of students and parents, it will impair the employee's ability to effectively perform his or her job. This type of material includes, but is not limited to, text or pictures involving hate speech, nudity, obscenity, vulgarity, conduct illegal for a minor, or sexually explicit content. Please be aware that such conduct may be grounds for termination or other disciplinary action. Employees who maintain social networking sites for their private use should not share that site with students.

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

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment;
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent;
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purposes of communicating with students;
- The employee may not post student names, photographs, or videos in which students appear on personal online social media;
- Employees may not share or post, in any format, information, videos or pictures obtained while on duty or District business on any personal electronic media account unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy laws and policies.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records; [See Policy FL]
 - Confidentiality of health or personal information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law; [See Policy DH (EXHIBIT)]
 - Confidentiality of District records, including educator evaluations and private e-mail addresses; [See Policy GBA]
 - Copyright law; [See Policy CY] and
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See Use of Electronic Media with Students, below, for regulations on employee communication with students through electronic media.

Use of Electronic/Social Media with Students

Policy DH

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

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

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Instagram, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications;
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication; and
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

Conroe ISD Emergency Operations Procedures



CONROE
INDEPENDENT
SCHOOL DISTRICT

Emergency Operations Procedures

Emergencies, disasters, accidents, injuries, and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual and an organizational responsibility.

This **Emergency Operations Procedures** notebook has been developed to assist in minimizing the negative effects from such events. Please read this guide thoroughly before an emergency occurs. Become acquainted with the contents, and keep this notebook available in your office or at your desk for immediate reference. **Do not file this document!** Being familiar with this document will assist in your preparation to protect students, staff, and yourself.

If you have questions concerning a unique situation not covered in this reference or need additional emergency information, please contact the Conroe ISD Chief of Police, William J. Harness, Conroe ISD Police Department, wharness@conroeisd.net or 936-709-8905.

In case of emergency call the CISD Police:
936-709-8911 or 911

Security Alert Procedures

All students and staff should be brought into a secure area. ALL exterior doors to the building should be locked and verified to the extent that it can be done safely. Class changes, if applicable, should be allowed only within the main building. No one should be permitted to go outside to portables, or engage in any outside activity. An announcement will be made "All personnel, we are under a Security Alert".

- Remain calm. Do not panic.
- Designated person(s) will lock, or verify locked, assigned exterior doors.
- Clear all hallways, restrooms, and other rooms that cannot be secured.
- Verify classroom door is locked and closed securely.
- Secure and cover classroom windows if appropriate.
- Be sure classroom phone is set to ring.
- Make a list of the students who are present but not on your class roster.
- Make a list of the students who are not present but who are on your class roster and where these students are.

Intruder

During an "intruder" emergency, there are two basic responses:

1. **Lockdown**, when all students, visitors, and staff should be assembled in secure, pre-determined locations and quietly remain there until instructed otherwise by proper authorities; and
2. **Security Alert**, when all students and staff should be brought into the main building. All exterior doors to the building should be locked and verified to the extent that it can be done safely. No one should be permitted to go outside to portables, or engage in any outside activity, but classes should continue normal activities.

Lockdown Procedures

During a "LOCKDOWN", classroom instruction should stop until the threat is cleared or reduced to a level of a "SECURITY ALERT". An announcement will be made "**All personnel, lockdown the building**".

- Remain calm. Do not panic.
- Immediately direct all students, visitors, and staff into the nearest classroom or secured space.
- Classes that are outside of the building **should not** enter the building unless directed to do so.
- Move outside classes to the primary evacuation site if safe to do so.
- Do **not** lock exterior doors.
- Verify classroom door is locked and closed securely.
- Cover the door window.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Have students remain quiet.
- Make a list of the students who are present but not on your class roster.
- Make a list of the students who are not present but who are on your class roster and where these students are.
- Do not use classroom phone except for emergencies. Do not allow the use of cell phones unless to contact 911 or emergency providers.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible. Be mindful of students who may require assistance.
- Do not use the campus radio except for emergencies.
- Do not answer the door. Authorized persons will have keys to enter if necessary.
- Disable bells. Move on announcement only.
- Ignore fire alarm activation, as the campus will not be evacuated using this method.
- Remain in this mode until "All Clear" or "Security Alert" signal is given.

- Check school email regularly.
- Do not use classroom phone except for emergencies.
- Do not allow the use of cell phones.
- Do not use the campus radio except for emergencies.
- Monitor the exterior doors, and only admit authorized personnel.
- Disable bells, if appropriate. Move on announcement only.
- Continue class instruction.
- Remain in this mode until "all clear" signal is given.

Shelter-In-Place

A **Shelter-in-Place** order occurs when the outside environment is not safe to enter. All students, staff, and visitors must immediately report inside and be prepared to stay inside until the area is clear. The air handlers will be turned off and buildings must be sealed if a toxic environment exists outside.

When the announcement is made:

- Students are to be cleared from the halls immediately and report to assigned classrooms.
- Close and tape all windows and doors and seal the gaps between bottom of the door and floor.
- Take attendance and report according to student accounting and release procedures.
- Do not allow anyone to leave the classroom until instructed.
- No one should be admitted inside the building, once sealed.
- Wait for instructions.

Note: *A Shelter-in-Place will likely be a newsworthy event. If the sheltered status lasts for a prolonged period of time, instructions may be given regarding allowing students to use cell phones to contact parents. During a crisis, the classroom phone should be used for emergency use only. Do not allow students to leave the classroom until instructed by administration or emergency providers.*

Emergency Evacuation

Some emergencies will require the principal (Incident Commander) to determine the need to evacuate from the building on-site or off-site. It is the responsibility of the Incident Commander to deem the evacuation route and site safer than the campus building. In cases where an evacuation has been ordered, but during the evacuation it becomes apparent that the campus building is safer, an order for a reverse evacuation should be given by the Incident Commander.

Announcement will be made:

"Staff, students, and visitors, please remain quiet and listen to this entire announcement before taking any action. (Specific instructions will be given as dictated by the emergency) This announcement is complete. Remain quiet, and calmly evacuate the building at this time."

The announcement should be repeated at least once.

- Remain calm. Do not panic.
- Be aware of the pre-designated primary & alternate evacuation routes.
- Take class rosters with you.
- Turn out the lights and lock the door(s).
- Advise students to take their backpacks, purses, and similar personal items.

- Staff, students, and visitors should not be allowed to use a cellular phone.
- Take a last look around the room for persons left behind and for unusual or suspicious items.
- If the emergency warrants, vehicle evacuation will be used to transport students to another site.
- If the emergency calls for an evacuation without the use of vehicles, walk from the building to the designated site.
- Always evacuate crosswind and/or upwind, away from any emergency by a safe route.
- Move staff, students, and visitors at least 300 feet from the building and away from emergency vehicles and/or emergency vehicle routes.
- Reassemble students & check roll, making sure all students are accounted for.
- Know where students will be if evacuated from lunch and have a plan to reassemble and account for students.
- Report any missing students immediately to an administrator.
- Follow the Campus Student/Parent Reunification Procedure when releasing any student.
- Note on roster any students who are released to parents.
- Remain at the Evacuation Site with your students until an "all clear" is given.

Reverse Evacuation

- Move students and staff inside as quickly as possible.
- Assist those needing special assistance.
- Check for injuries.
- Reassemble students in your classroom and check roll.
- Report any missing students immediately to an administrator.
- Wait for further instructions.

Fire or Explosion

Refer to the "Emergency Evacuation" section of this guide for Evacuation Procedure.

Once fire alarm is activated:

- Remain calm. Do not panic.
- Immediately evacuate building taking roster sheet with you.
- Turn off lights and close classroom door.
- Leave building in an orderly manner (*do not use elevator*).
- Meet in pre-designated area.
- Take roll immediately.
- Make a list of students who are present but not on your class roster.
- Make a list of students who are **not** present but who are on your roster.
- Keep students together.
- Remain outside until "all clear" signal is given.

If trapped in a room:

- Remain calm. Do not panic.
- Contact front office and notify of entrapment and room number.
- If able to access water in the room, wet and place a cloth material around or under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the

An announcement will be made, “Students and staff. We have a severe weather alert. Go immediately to an *interior* room (*green dot above the door*).” This announcement should be repeated at least once.

- Remain calm. Do not panic.

If you are in a room with *exterior windows* (*red dot above the door*), do the following:

- Collect your class roster.
- Collect your purse, cell phone, and campus radio (if applicable).
- Advise students to leave backpacks, books, etc.
- Take one final look around the room to make sure no person is left behind.
- Secure your classroom door.
- Assemble students and proceed quickly in an orderly manner to the nearest *interior* room (*green dot above the door*).

Once in an *interior* room (*green dot above the door or if your already in a room with a green dot above the door*), stay in the room.

- Secure your classroom door.
- Place students in the predetermined location within the room.
- Assume the “Drop, Cover, and Hold” position under a desk when advised to do so, or when the need is apparent.
- Remain quiet and in position until the “All Clear” signal is given.

Drop, Cover, and Hold Position

- Drop** Take cover under a nearby desk or table and face away from the windows.
- Cover** your eyes by leaning your face against your arms.
- Hold** onto the table or desk legs.

Hurricane Preparedness

In case of a hurricane, one or more of the following methods may alert you:

- Announcement
- Voice mail/e-mail messages
- Phone tree
- Media outlets

Checklist! Before leaving campus:

- Turn off and unplug electrical equipment.
- Move computers, printers, and equipment from rooms with exterior windows.
- Back up essential data files and documents.
- Secure or remove back-up diskettes, CD, or tapes.
- Secure student files.
- Clear desk surfaces.
- Cover your computer with plastic.
- Close blinds.
- Vacate offices, closing and locking all doors.

For Campus Updates:

- Listen to local television and/or radio stations.
- Check your e-mail account from home.
- Log on to the CISD Web site.
- Check your voice mail from home.

- Keep a copy of campus contact numbers at home.

If campus buildings are damaged, be prepared to work from an auxiliary location when notified by your supervisor.

Gas Leak

Gas has a very distinctive odor. In the event gas is detected, it should be reported immediately to the principal.

Gas Leak location is off campus and odor of gas is not detected inside the main campus building:

- Air handlers must be turned off.
- Initiate a Security Alert.
- Call CISD Police.

Gas Leak location is off campus and odor of gas is detected inside the main campus building:

- Air handlers must be turned off.
- Call CISD Police.
- Follow off-site evacuation procedures.

Gas Leak location is within the campus building:

- Air handlers must be turned off.
- Do not touch light switches.
- Call CISD Police.
- The science classroom master utility gas valve should be turned to the off position.
- Follow on-site evacuation procedures. Evacuate students, visitors, and employees at 300 feet from the building.
- Do not reenter the building until given “all clear” by emergency responders.

Hazardous Materials

Refer to the “Emergency Evacuation” section of this guide for Evacuation Procedures.

Be prepared to provide CISD Police Dispatch with information regarding spill (*injuries, type of chemicals, flammability of substance, etc.*).

Minor Spill or Leak:

- Remain calm. Do not panic.
- Contact front office immediately if appropriate.
- Wear proper personal protective equipment while cleaning up.
- Attempt to contain the spill. ***Do not allow anything to leak into drains.***

Major Spill or Leak:

- Remain calm. Do not panic.
- Activate the nearest fire alarm.
- The science classroom master utility gas valve should be turned to the off position.
- Immediately evacuate building taking roster sheet with you.
- Turn off lights, if safe to do so, and close classroom door.
- Leave building in an orderly manner (*do not use elevator*).
- Meet in pre-designated area.
- Take roll immediately.
- Make a list of the students who are present but not on your class roster.
- Make a list of students who are ***not*** present but who are on your roster.
- Keep students together.
- Remain outside until “all clear” signal is given.

Power Outage

The inherent danger during a major power outage is panic; therefore, all personnel should remain calm. Keep flashlights and batteries in key locations throughout your work area.

In case of a major, campus-wide power outage:

- Remain calm.
- Follow instructions from the principal.
- Call CISD Maintenance Department.
- Call CISD Police.
- If evacuation of the building is required follow the Evacuation Procedure.
- Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
- Do not light candles or other types of flame for lighting.

If people are trapped in an elevator:

- Tell passengers to stay calm. Instruct passengers to pick up the emergency phone in the elevator so they can provide direct information to emergency responders.
- Call CISD Maintenance Department.
- Stay near passengers until other assistance arrives, provided it is safe to stay in the building.

Threatening or Violent Behavior/ Civil Disturbance

Threatening and Violent Behavior

For an angry or hostile intruder, student, or co-worker:

- Stay calm.
- Be courteous. Be patient. Be respectful. Be confident.
- Listen attentively.
- Maintain eye contact.

If shouting, swearing, and threatening continues:

- Signal a co-worker or student to notify a campus administrator and/or CISD Police.
- Take immediate action to secure or isolate the individual posing a threat and prevent access to potential weapons.
- Take immediate action to move others from harm's way.
- Initiate Lockdown procedures.

If someone is threatening you/others with a weapon:

- Stay calm.
- Focus on the person holding the weapon, not the weapon itself. Ask in a calm voice for permission to evacuate the others in the class/area. Keep the person talking to gain time. The longer the person talks, the less likely that person will use the weapon.
- **Avoid rushing the person with the weapon—unless** you feel it is your only option. Attempting to disarm a person with a weapon is extremely dangerous.
- Signal a co-worker or student to notify a campus administrator or CISD Police.
- Take immediate action to secure or isolate the individual posing a threat.
- Take immediate action to move others from harm's way.

- **Initiate Lockdown procedures.**

If someone is injured by a person exhibiting threatening and/or violent behavior:

- Stay calm.
- Assess the situation.
 - Is the suspect in the building?
 - Has the weapon been found and/or located?
 - Has the suspect been identified?
- Provide/seek emergency medical first aid to injured person(s). (*See Medical Emergency section of this guide.*)
- Immediately notify a campus administrator and/or CISD Police.
- Take immediate action to secure or isolate the individual posing a threat.
- Take immediate action to move others from harm's way.
- Initiate Lockdown procedures.

Students *fighting*, no weapons:

- Remove the audience. Take immediate action to move others from harm's way.
- Signal a co-worker or student to notify a campus administrator and/or CISD Police.
- Take immediate action to secure or isolate the individual posing a threat.
- Avoid stepping between the combatants.
- Always try verbal intervention first.
- Use a distraction (*loud noise, flickering of the lights, etc.*) to break the intensity of the aggression long enough to give you an edge.
- Separate the combatants.

Civil Disturbance

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive. At all times, it is expected that school personnel will use professional judgment in assessing and addressing potential threats to safety. The process described herein offers an opportunity to assist/maintain school safety.

Violent behavior; riots; gang fights; threatening individuals; or crimes in progress

- Stay calm.
- Immediately notify a campus administrator and/or CISD Police.
- Take immediate action to separate opposing factions and try to get them to a more isolated area so they can calm themselves without losing face.
- Remove the audience. Take immediate action to move others from harm's way.
- Initiate Lockdown procedures.
- Wait for instructions from a campus administrator and/or CISD Police.

Students protesting; demonstrations; or student walk-outs

- Stay calm.
- Immediately notify a campus administrator and/or CISD Police.
- Secure your area.
- Stay with your students.
- Avoid area of disturbance.

- Avoid provoking or obstructing demonstrators.
- May be asked to monitor or gather the demonstrators.
- Prepare for evacuation or relocation.

Medical Emergency

- Assess seriousness of injury, illness, or seizure.
- Send for an administrator.
- Contact the campus nurse and advise of the situation. Give individuals name (*if known*), location/room number, and illness or injury.
- Begin administering first aid.
- Call or have someone call CISD Police or 9-1-1 and be prepared to provide:
 - Your location, building name.
 - Floor, room number.
 - Describe illness or type of injury.
 - How the illness or type of injury occurred.
 - Age of injured.
 - Quickest way for ambulance to reach you.
- Assign a staff member to meet the Emergency Medical Responders and show the location of the injured person.
- Have the individual's emergency care information available.

Basic Life Support (CPR)

- Tap and Shout
If no response:
- Call or have someone call CISD Police or 9-1-1.
- If available, get an A.E.D.
- Open airway by lifting chin and tilting head back.
- Look, listen, and feel for breathing.
- Give 2 regular, full breaths.
- Observe for signs of life.
- If no sign of life, place the heel of your hand on the middle of the breastbone. Place the other hand on the positioned hand and begin compressions (*approximately 2 inches*).
- Give 30 chest compressions.
- Give 2 slow, regular breaths (*1 second each*).
- Check pulse after 5 cycles of CPR.
- Turn on A.E.D.
- Stop CPR when A.E.D. arrives.
- Listen to the series of instructions.
- Remove the clothing.
- Make sure skin is dry.
- Make sure there are no medication patches.
- Shave excessive hair from chest.
- After one shock continue CPR.
- If no response, continue CPR until assistance arrives.

Youth/Adult

- Press sternum 1 - 1 1/2 inches; 30 compressions to 2 breaths

Child (1-8 years old)

- Depress sternum 1/2 - 1 inch or 1/3 depth of chest; 30 compressions to 2 breaths

Infant (0-1 year old)

- Depress sternum 1/2 - 1 inch or 1/3 depth of chest; 30 compressions to 2 breaths; use puffs of air for breaths

To Stop Bleeding

- Contact campus nurse and an administrator.
- Call or have someone call CISD Police or 9-1-1.
- Apply protective gear.
- Apply pressure directly to the wound with sterile gauze or clean handkerchief. Have victim apply pressure if able.
- Maintain a steady pressure for five to ten minutes.
- Do not remove bandage. Apply additional bandage if necessary.
- If victim is bleeding from an arm or leg, elevate it.
- Stay with the victim until help arrives.

Heat-Related Illness

- Send for an administrator, and nurse/trainer.
- Get the victim to a cool place.
- Loosen tight clothing.
- Apply cool, wet cloths to the skin.
- Fan the victim.
- If the victim is conscious, give cool (*not cold*) water to drink.
- Call CISD Police or 9-1-1 for an ambulance if victim refuses water, vomits, exhibits an altered mental state, or loses consciousness.

Abdominal Thrusts for Choking Victim

- Call or have someone call CISD Police.
- Get behind the victim. Wrap your arms around the person's waist, just above their navel.
- Clasp your hands together in a doubled fist. **Press in and up in quick thrusts.**
- Be careful not to exert pressure against the victim's rib cage with forearms.
- Repeat procedure until choking stops.

Accidents, Injuries, Suicide, or Deaths

In the event of the serious injury, death, or suicide of a student or staff member, several things will happen.

- Administrators and crisis response leaders will assess the situation.
- Staff members will be given accurate information and instructions on how to handle the students.
 - Depending upon the impact of the event, counselors from across the District will be available.
- Administrators and crisis team leaders will keep the staff informed of what is known.
- There may be a staff meeting before and/or after school to discuss what is happening.

Teachers should:

- Assess lesson content for that day to be sure that there is nothing that would increase student anxiety or grief.
- Let counselors know of any students or staff members who are having a particularly difficult time.
- Increase the level of supervision so that students are not congregating in unsupervised areas or isolating themselves in rest rooms, etc.
- Let counselors know of students who have been in crisis prior to this event.
- Be sensitive to student emotions and behaviors.

Principles for Effective Verbal Intervention

Remain Calm

Remain calm, rational, and professional. If it is sensed that you are losing control, the situation will most likely escalate.

Isolate the Individual

On-lookers, especially those who are the peers of the verbally escalating person, tend to fuel the fire. They often become cheerleaders, encouraging the individual. Isolate the person you are verbally intervening with. You will be more effective one-to-one.

Be Empathetic

Do not be judgmental of the other person's feelings. To the other person these feelings are real.

Keep it Simple

Be clear and direct in your message. Avoid jargon and complex options.

Respect Personal Space

Stand 1 1/2 to 3 feet from the acting out person. Encroaching on personal space tends to escalate an individual.

Be Aware of Body Position

Standing eye to eye, toe-to-toe sends a challenging message. Standing one leg length away and at an angle off to the side is less likely to escalate the individual.

Permit Verbal Venting when Possible

Allow the individual to release as much energy as possible by venting verbally. If this can not be allowed, state directives and reasonable limits during lulls in the venting process.

Set and Enforce Reasonable Limits

If the individual becomes belligerent, defensive, or disruptive, state limits and directives clearly and concisely.

Use Silence

Silence is one of the most effective verbal intervention techniques. Silence on your part allows the individual to clarify and restate. This often leads to a clearer understanding of the true source of the individual's conflict.

Use Reflective Questioning

Paraphrase and restate comments. Repeating or reflecting the person's statement in the form of a question will help the individual gain valuable insight.

Ignore Challenge Questions

When the other person challenges your position, training, policy, etc., redirect the individual's attention to the issue on hand. Answering the challenging questions often fuels a power struggle.

Keep Your Non-Verbal Cues Non-Threatening

Be aware of your body language, movement, and tone of voice. The more an individual loses control the less he/she listens to your actual words. More attention is paid to your non-verbal cues.

Watch Your Paraverbals

Any two identical statements can have completely opposite meanings depending on how the tone, volume, and cadence of your voice are altered. Make sure the words you use are consistent with the voice inflection to avoid a double message.

The Role of the Student During a Crisis

Students should be taught:

- Remain calm. Do not panic. Reassure fellow students.
- In the absence of adult direction, decide where it is safest to be and remain there.
- If a violent situation occurs, notify the first available adult.
- Share all relevant information with law enforcement, teachers, and school staff.
- During and after the crisis, to the extent that is safe, keep your belongings with you.
- Do not pick up anything, and do not go back for anything until after receiving clearance.
- Assist teachers and staff in quickly accounting for students.
- If able, provide assistance to injured persons.
- Follow school, law enforcement, or other emergency response personnel directions about whether to go or stay in the original location.
- Do not add to the confusion of the situation by speculating or perpetuating rumors to others.
- Do not retaliate or take unnecessary chances.

Suspicious Packages

If you receive or discover a suspicious package or foreign device, **Do not touch it, tamper with it, or move it!**

- Immediately contact the principal and CISD Police.

Letter and Parcel Bomb Recognition Checklist

Be Cautious of:

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as "confidential" or "personal".
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discolorations on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or tinfoil.
- Excessive tape or string.
- Visual distractions.
- No return address.

Bad Weather

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website, as well as the District's Facebook and Twitter accounts, and notify the following television and radio stations:

Television:

2 (NBC); 11 (CBS); 13 (ABC); 26 (FOX); 51 (KNWS); 39 (CW)

Radio:

KJOJ (880 AM) KILT (100.3 FM) KTRH (740 AM)
KKHH (95.7 FM) KVST (99.7 FM) KSBJ (89.3 FM)

www.conroeisd.net

ID Badge

During an assignment, substitutes must wear the ID badge issued to them by Conroe ISD. Contact the Substitute Office to schedule an appointment to obtain a replacement ID badge.

Conroe Independent School District Campus Directory

* Extensions (five digit numbers) are for inter district use only.
Three digit number is the campus code.

High Schools

Academy for Careers in Engineering & Science <i>Headmaster: Dr. Michael K. Papadimitriou</i> 27310 Oak Ridge School Road Conroe, Texas 77385 832 482 6700 832 482 6706 (fax)	013
Academy for Science & Health Professions <i>Headmaster: Dr. Terri Benson</i> 3200 West Davis Street Conroe, Texas 77304 2098 936 709 5731 936 709 5842 (fax)	013
Academy of Science & Technology <i>Headmaster: Dr. Susan Caffery</i> 3701 College Park Drive The Woodlands, Texas 77384 4816 936 709 3250 936 709 3299 (fax)	006
Caney Creek HS <i>Principal: Dr. Jeff Stichler</i> 13470 FM 1485 Conroe, Texas 77306 8119 936 709 2000 936 709 2099 (fax)	011
Conroe HS <i>Interim Principal: Rotasha Smith</i> 3200 West Davis Street Conroe, Texas 77304 2098 936 709 5700 936 709 5655 (fax)	001
Conroe HS - 9th Grade Campus <i>Principal: Bryan Gorka</i> 400 Sgt. Ed Holcomb Blvd. North Conroe, Texas 77304 1177 936 709 4000 936 709 4099 (fax)	009
Grand Oaks HS <i>Principal: Dr. Chris Povich</i> 4800 Riley Fuzzel Spring, Texas 77386 281 939 0000 281 939 0099 (fax)	016
Hauke Academic Alternative HS <i>Principal: Dr. John Williams</i> 701 North Third Street Conroe, Texas 77301 2637 936 709 3420 936 709 3499 (fax)	002
Oak Ridge HS <i>Principal: Tommy Johnson</i> 27330 Oak Ridge School Road Conroe, Texas 77385 9042 832 592 5300 832 592 5544 (fax)	005
Oak Ridge HS - 9th Grade Campus <i>Principal: Dr. Anthony Livecchi</i> 27310 Oak Ridge School Road Conroe, Texas 77385 9042 281 465 5000 281 465 5099 (fax)	015
The Woodlands HS <i>Principal: Dr. Ted Landry</i> 6101 Research Forest Drive The Woodlands, Texas 77381 6028 936 709 1200 936 709 1299 (fax)	003
The Woodlands HS - 9th Grade Campus <i>Principal: Jill Houser</i> 10010 Branch Crossing Drive The Woodlands, Texas 77382 2559 832 592 8200 832 592 8299 (fax)	012

The Woodlands College Park HS 014

Principal: Dr. Mark Murrell
3701 College Park Drive
The Woodlands, Texas 77384 4816
936 709 3000 936 709 3019 (fax) 93000

Junior High Schools

Irons Junior High <i>Principal: Jeff Fuller</i> 16780 Needham Road Conroe, Texas 77385 4300 936 709 8500 936 709 8599 (fax)	054
Knox Junior High <i>Principal: Joe Daw</i> 12104 Sawmill Road The Woodlands, Texas 77380 2198 832 592 8400 832 592 8410 (fax)	046
McCullough Junior High <i>Principal: Chris McCord</i> 3800 S. Panther Creek Drive The Woodlands, Texas 77381 2799 832 592 5100 832 592 5116 (fax)	053
Moorhead Junior High <i>Principal: Roberto Garcia</i> 13475 FM 1485 Conroe, Texas 77306 8120 936 709 2400 936 709 2499 (fax)	051
Peet Junior High <i>Interim Principal: Chris Kuempel</i> 1895 Longmire Road Conroe, Texas 77304 936 709 3700 936 709 3828 (fax)	041
Washington Junior High <i>Principal: Hartwell Brown</i> 507 Dr. Martin Luther King Place N. Conroe, Texas 77301 3899 936 709 7400 936 709 7492 (fax)	043
York Junior High <i>Principal: Brian Lee</i> 3515 Waterbend Cove Spring, Texas 77386 3909 832 592 8600 832 592 8684 (fax)	049
Bozman Intermediate <i>Principal: Amber DeBeaumont</i> 800 Beach Airport Rd. Conroe, Texas 77301 7166 936 709 1800 936 709 1899 (fax)	078
Clark Intermediate <i>Principal: Lindsay Ardoin</i> 4182 Trench Lane Spring, Texas 77386 281 939 0600 281 939 0699 (fax)	080
Collins Intermediate <i>Principal: Shelli LeBlanc</i> 6020 Shadowbend Place The Woodlands, Texas 77381 3143 281 298 3800 281 298 3803 (fax)	050
Cox Intermediate <i>Principal: Dr. Deborah Spoon</i> 3333 Waterbend Cove Spring, Texas 77386 3907 281 465 3200 281 465 3299 (fax)	077

Cryar Intermediate 073

Principal: Bethany Medford
2375 Montgomery Park Boulevard
Conroe, Texas 77304 3594
936 709 7300 936 709 7313 (fax) 97300

Grangerland Intermediate 068

Principal: Karen Jones
16283 FM 3083
Conroe, Texas 77302 5143
936 709 3500 936 709 3565 (fax) 93500

Mitchell Intermediate 067

Principal: Paula Klapesky
6800 Alden Bridge Drive
The Woodlands, Texas 77382 1375
832 592 8500 832 592 8518 (fax) 28500

Travis Intermediate 070

Principal: Charita Smith
1100 North Thompson
Conroe, Texas 77301 1955
936 709 7000 936 709 7019 (fax) 97000

Vogel Intermediate 069

Principal: Tara Vandermark
27125 Geffert Wright
Spring, TX 77386 1821
832 663 4300 832 663 4399 (fax) 34300

Wilkerson Intermediate 045

Principal: Jennifer Daw
12312 Sawmill Road
The Woodlands, Texas 77380 2197
832 592 8900 832 592 8910 (fax) 28900

Elementary Schools

Anderson Elementary <i>Principal: Laura Quiñones Acevedo</i> 1414 East Dallas Conroe, Texas 77301 2100 936 709 5300 936 709 5312 (fax)	101
Armstrong Elementary <i>Principal: Patricia Thacker</i> 110 Gladstell Street Conroe, Texas 77301 4237 936 709 3400 936 709 3415 (fax)	107
Austin Elementary <i>Principal: Dr. Serena Pierson</i> 14796 Highway 105 East Conroe, Texas 77306 5361 936 709 8400 936 709 8403 (fax)	102
Birnam Woods Elementary <i>Principal: Natalie Buckley</i> 31150 Birnam Woods Dr. Spring, TX 77386 7067 832 663 4200 832 663 4299 (fax)	129
Bradley Elementary <i>Principal: Dr. Christine Butler</i> 4200 Falls Lake Drive Spring, TX 77386 832 482 6800 832 482 6899 (fax)	132
Broadway Elementary <i>Principal: Nikki Conley</i> 2855 Spring Trails Bend Spring, Texas 77386 1366 281 465 2900 281 465 2903 (fax)	127

Buckalew Elementary 123 <i>Principal: Jill Price</i> 4909 West Alden Bridge Drive The Woodlands, Texas 77382 4420 281 465 3400 281 465 3499 (fax) 53400	Milam Elementary 105 <i>Principal: Gilberto Lozano</i> 16415 FM 3083 Conroe, Texas 77302 5147 936 709 5200 936 709 5203 (fax) 95200
Bush Elementary 121 <i>Principal: Judy Mills</i> 7420 Crownridge Drive The Woodlands, Texas 77382 1180 936 709 1600 936 709 1699 (fax) 91600	Oak Ridge Elementary 109 <i>Principal: Tami Eldridge</i> 19675 I 45 South Conroe, Texas 77385 8762 832 592 5900 832 592 5968 (fax) 25900
Creighton Elementary 106 <i>Principal: Jennifer Watson</i> 12089 FM 1485 Conroe, Texas 77306 7441 936 709 2900 936 709 2999 (fax) 92900	Patterson Elementary 128 <i>Principal: Julie Miller</i> 670 Beach Airport Road Conroe, Texas 77301 936 709 4300 936 709 4399 (fax) 94300
David Elementary 118 <i>Principal: Lee Allen</i> 5301 Shadowbend Place The Woodlands, Texas 77381 4126 281 298 4700 281 298 4703 (fax) 84700	Powell Elementary 122 <i>Principal: Lisa Garrison</i> 7332 Cochran's Crossing Drive The Woodlands, Texas 77381 6282 936 709 1700 936 709 1799 (fax) 91700
Deretchin Elementary 074 <i>Principal: Alicia Reeves</i> 11000 Merit Oaks Drive The Woodlands, Texas 77382 4155 832 592 8700 832 592 8780 (fax) 28700	Reaves Elementary 124 <i>Principal: Nicole Walker</i> 1717 North Loop 336 West Conroe, Texas 77304 3509 936 709 5400 936 709 5407 (fax) 95400
Ford Elementary 112 <i>Principal: Paola Gorman</i> 25460 Richard Road Spring, Texas 77386 1508 832 592 5700 832 592 5709 (fax) 25700	Rice Elementary 114 <i>Principal: Malinda Stewart</i> 904 Gladstell Street Conroe, Texas 77304 2765 936 709 2700 936 709 2799 (fax) 92700
Galatas Elementary 120 <i>Principal: Denae Wilker</i> 9001 Cochran's Crossing Drive The Woodlands, Texas 77381 6432 936 709 5000 936 709 5003 (fax) 95000	Ride Elementary 117 <i>Principal: Megan Burnham</i> 4920 West Panther Creek Drive The Woodlands, Texas 77381 2599 281 465 2800 281 465 2803 (fax) 52800
Giesinger Elementary 119 <i>Principal: Melissa Hammond</i> 2323 White Oak Blvd. Conroe, Texas 77304 3560 936 709 2600 936 709 2699 (fax) 92600	Runyan Elementary 103 <i>Principal: Tracy Voelker</i> 1101 Foster Drive Conroe, Texas 77301 5199 936 709 2800 936 709 2899 (fax) 92800
Glen Loch Elementary 116 <i>Principal: Cassie Hertzberg</i> 27505 Glen Loch Drive The Woodlands, Texas 77381 2913 281 298 4900 281 298 4903 (fax) 84900	San Jacinto Elementary 115 <i>Principal: Jamie Almond</i> 17601 FM 1314 Conroe, Texas 77302 5901 281 465 7700 281 465 7799 (fax) 57700
Hailey Elementary 113 <i>Principal: Tracy Horne</i> 12051 Sawmill Road The Woodlands, Texas 77380 2199 832 663 4100 832 663 4199 (fax) 34100	Snyder Elementary 131 <i>Principal: Crystal Poncho</i> 28601 Birnham Woods Dr. Spring, Texas 77386 832 663 4400 832 663 4499 (fax) 34400
Houser Elementary 111 <i>Principal: Angela Lozano</i> 27370 Oak Ridge School Road Conroe, Texas 77385 9042 832 663 4000 832 663 4076 (fax) 34000	Stewart Elementary 130 <i>Principal: Dr. Julie English</i> 680 Fish Creek Thororoughfare Montgomery, Texas 77316 936 709 4200 936 709 4299 (fax) 94200
Houston Elementary 104 <i>Principal: Viviana Harris</i> 1000 North Thompson Conroe, Texas 77301 1961 936 709 5100 936 709 5103 (fax) 95100	Tough Elementary 071 <i>Principal: Shawn Creswell</i> 11660 Crane Brook Drive The Woodlands, Texas 77382 5807 281 465 5900 281 465 5959 (fax) 55900
Kaufman Elementary 125 <i>Principal: Tina Oliver</i> 2760 Northridge Forest Drive Spring, Texas 77386 4080 832 592 5600 832 592 5617 (fax) 25600	Wilkinson Elementary 126 <i>Principal: Victor Uher</i> 2575 Ed Kharbat Conroe, Texas 77301 2368 936 709 1500 936 709 1599 (fax) 91500
Lamar Elementary 108 <i>Principal: Mary Jane Kirbo</i> 1300 Many Pines The Woodlands, Texas 77380 1549 832 592 5800 832 592 5810 (fax) 25800	

Deane L. Sadler Administration/ Technology Center

3205 W. Davis • Conroe, TX 77304
936 709 7751
936 709 9701 (fax)

CISD Police (873)

2900 N. Loop 336 East • Conroe, TX 77301
936 709 8900 (Main)
936 709 9900 (fax)
936 709 8911 (24 hour dispatch)

Walter P. Jett

Continuing Education Center (876)
601 W. Lewis St. • Conroe, TX 77301 2597
936 709 8200

Conroe Area Career and Technology Center (004)

936 709 5749

DAEP 936 709 8100 (010)

JJAEP 936 538 8168 (010)
2235 N. First St. • Conroe, TX 77301
Principal: Jeff Eldridge

Montgomery County Juvenile Detention Center (201)

936 538 3420

CISD Transportation Conroe/East Center (910)

Oak Ridge Center (911)
The Woodlands Center (912)
936 709 7940

For Special Services Transportation contact the appropriate center serving your area of the District.

Moorhead Stadium (889)

3200 West Davis • Conroe, TX 77304

Woodforest Bank Stadium (888)

19115 David Memorial Dr.
Shenandoah, TX 77385
936 709 7529 (PLAY)

Conroe ISD Natatorium

19133 David Memorial Dr.
Shenandoah, TX 77385
936 709 7529 (PLAY)



CONROE
INDEPENDENT
SCHOOL DISTRICT

www.conroeisd.net

Conroe ISD Campus Locations

Caney Creek Zone

High School

57 Caney Creek High School

Junior High School

13 Moorhead Junior High

Intermediate Schools

40 Grangerland Intermediate

Elementary Schools

- 3 Austin Elementary
- 10 Creighton Elementary
- 6 Milam Elementary
- 9 San Jacinto Elementary

A Deane L. Sadler Administration/Technology Center

3205 West Davis
Conroe, TX 77304-2098

B CISD Police Command Center

2900 N. Loop 336 East
Conroe, TX 77301

C DAEP and JJAEP

2235 N. First Street
Conroe, TX 77301

Conroe Zone

12 Hauke Academic Alternative High School (9-12)

MCJDC Montgomery County Juvenile Detention Center
High School

16 Conroe High School &
Academy for Science & Health Professions

54 Conroe High School - 9th grade campus

Junior High School

- 14 Peet Junior High
- 15 Washington Junior High

Intermediate Schools

- 49 Bozman Intermediate
- 44 Cryar Intermediate
- 39 Travis Intermediate

Elementary Schools

- 1 Anderson Elementary
- 2 Armstrong Elementary
- 3 Austin Elementary
- 4 Giesinger Elementary
- 5 Houston Elementary
- 56 Patterson Elementary
- 11 Reaves Elementary
- 7 Rice Elementary
- 8 Runyan Elementary
- 55 Stewart Elementary (K-6)
- 50 Wilkinson Elementary

Grand Oaks Zone

High School

60 Grand Oaks High School

Junior High School

47 York Junior High

Intermediate Schools

- 48 Cox Intermediate
- 59 Clark Intermediate

Elementary Schools

- 51 Birnham Woods Elementary
- 58 Bradley Elementary
- 46 Broadway Elementary
- 19 Ford Elementary
- 53 Snyder Elementary

Oak Ridge Zone

High School

33 Oak Ridge High School

31 Oak Ridge HS - 9th grade campus
& Academy for Careers in
Engineering & Science

Junior High School

52 Irons Junior High

Intermediate Schools

17 Vogel Intermediate

Elementary Schools

- 19 Ford Elementary
- 28 Houser Elementary
- 45 Kaufman Elementary
- 25 Oak Ridge Elementary

The Woodlands Zone

High School

- 42 The Woodlands College Park HS
& Academy of Science & Technology
- 34 The Woodlands High School
- 38 The Woodlands HS - 9th grade campus

Junior High School

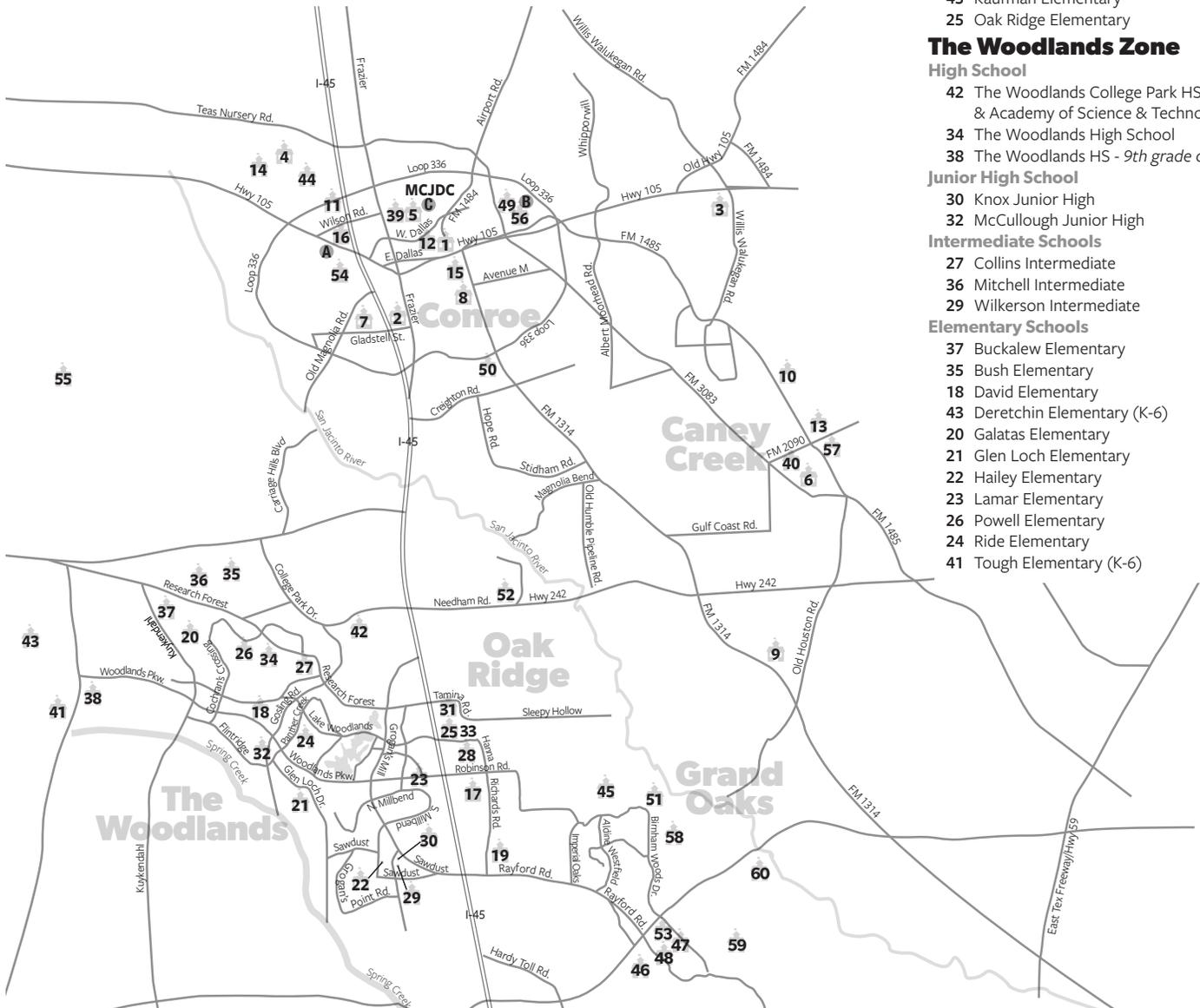
- 30 Knox Junior High
- 32 McCullough Junior High

Intermediate Schools

- 27 Collins Intermediate
- 36 Mitchell Intermediate
- 29 Wilkerson Intermediate

Elementary Schools

- 37 Buckalew Elementary
- 35 Bush Elementary
- 18 David Elementary
- 43 Deretchin Elementary (K-6)
- 20 Galatas Elementary
- 21 Glen Loch Elementary
- 22 Hailey Elementary
- 23 Lamar Elementary
- 26 Powell Elementary
- 24 Ride Elementary
- 41 Tough Elementary (K-6)



Conroe Independent School District
Official Payroll Dates
 2018-19 School Year

Dates Included in Pay Period	Pay Date	Number of Days in Pay Period
07/29/18 - 08/11/18	08/31/18	10
08/12/18 - 08/25/18	09/14/18	10
08/26/18 - 09/08/18	10/01/18	9
09/09/18 - 09/22/18	10/15/18	10
09/23/18 - 10/06/18	11/01/18	10
10/07/18 - 10/20/18	11/15/18	9
10/21/18 - 11/03/18	11/30/18	10
11/04/18 - 11/17/18	12/11/18	10
11/18/18 - 12/01/18	12/17/18	5
12/02/18 - 12/15/18	01/15/19	10
12/16/18 - 01/05/19	02/01/19	3
01/06/19 - 01/19/19	02/15/19	10
01/20/19 - 02/02/19	03/01/19	9
02/03/19 - 02/16/19	03/07/19	10
02/17/19 - 03/09/19	04/01/19	15
03/10/19 - 03/23/19	04/15/19	5
03/24/19 - 04/13/19	05/01/19	15
04/14/19 - 04/27/19	05/15/19	8
04/28/19 - 05/11/19	05/31/19	10
05/12/19 - 05/25/19	06/13/19	10
05/26/19 - 06/15/19	07/01/19	14
06/16/19 - 06/29/19	07/15/19	10
06/30/19 - 07/13/19	08/01/19	9
07/14/19 - 07/27/19	08/15/19	10

Notice to Employees Who Are Retired in the Teacher Retirement System (TRS) of Texas **After January 1, 2011**

When you choose to return to work as an employee in the Conroe Independent School District, it may affect the status of your annuity with TRS. Conroe ISD provides this information for guidance only and any questions should be directed to TRS.

Definition of Substitute

TRS states that a substitute is a person who serves on a temporary basis **in the place of a current employee** and that the substitute's pay does not exceed the rate of pay for substitute work established by the employer. If a TRS retiree is serving in the place of a current employee, the retiree may serve as a substitute for an extended period. There is no limit on the number of days a TRS retiree can serve in that position as a substitute, although disability retirees continue to be limited to 90 days of substitute service without loss of benefits.

Definition of Vacancy

If a retiree is serving in a vacant position (no other person currently holds the position), the retiree is not a "substitute" for TRS return-to-work purposes. Vacancy positions can also include tutoring, testing, or extra help. **If the position is vacant, different considerations apply. If a retiree is asked to serve in a vacant position, the retiree cannot be reported to TRS as a substitute. The retiree must be reported either as a one-half time employee or as a full-time employee.**

If a retiree has worked previously in the same school year in a substitute position, the work must be limited to one-half time to avoid loss of any annuity. To be reported as one-half time, the combination of the number of days of substitute service and the number of days of work on a one-half time basis (or VACANCY), in the same calendar month cannot exceed the number of days available that month for work on a one-half time basis. **Work for any part of a day as a substitute or on a half-time basis will count as a full day.**

Combined One-Half Time Employment and Substitute Service

The combination of the number of days of substitute service and days of work on a one-half time basis in the same calendar month cannot exceed the number of days available that month for work on a one-half time basis. **Work for any part of a day as a substitute or on a half-time basis will count as a full day.**

One-Half Time Employment Only

Working one-half time means that the employee does not work more than one-half the time required for the full-time job for that particular month. Any additional duties worked by one-half time employees would be combined with actual time worked and would exceed one-half time. An example would be a 50% employee who also works on tutorials or other extra duties. **The two combined must not exceed one-half time to avoid loss of any annuity. Work for any part of a day as a substitute or on a half-time basis will count as a full day.**

Because the number of working days in each month is not always the same, the amount of time available to work may vary from month to month. Please check the payroll schedule for the number of working days in each month.

Members Should Contact TRS Directly

Although TRS-covered employers are required to withhold TRS member contributions from compensation paid to TRS-eligible employees and submit the deposits and related reports to TRS, TRS reporting entities are not the agents of TRS.

Members should contact TRS toll-free at 1-800-223-8778. Counselors trained to respond to member questions will answer the members' questions or will forward the calls to a specialist for assistance. Calls from the reporting entities are answered by TRS staff trained to respond to questions from such entities regarding employment eligible for membership, reports, and other issues related to the contributions required from the employer. These different perspectives can result in confusion to the member when responses that are tailored to the needs of the reporting entity are shared with an individual member. If TRS receives a question from a member that requires additional information from the employer, TRS will contact the reporting entity directly to request the information.



CONROE
INDEPENDENT
SCHOOL DISTRICT



CONROE INDEPENDENT SCHOOL DISTRICT

2018 - 2019 School Calendar

4/11/18

Days of Instruction

	Students	Teachers
1st Semester	84	91
2nd Semester	93	96
Total Days	177	187

Grading Periods

1st Semester

Grading period	Ends
1st	October 5
2nd	December 19

2nd Semester

Grading period	Ends
1st	March 8
2nd	May 30

Students

Starting date August 15
Ending date May 30

Staff

Starting date August 6
Ending date May 31

Student Holidays

Labor Day September 3
Holiday October 8
Thanksgiving November 19-23
Winter Break Dec. 20 - Jan. 7
Martin Luther King, Jr. Day Jan. 21
Presidents' Day February 18
Spring Break March 11-15
Holiday April 19 and 22
Memorial Day May 27

Teacher Work Days

August 14
January 7
May 31

Staff Development

August 6-14
February 18

Student Early Release

October 5
December 19
March 8
May 30

Staff Make-up Days

Make-up days for inclement weather (if needed), are:

Staff: June 1
Flex

August 2018

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

September 2018

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

October 2018

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

November 2018

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

December 2018

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

January 2019

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

February 2019

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

March 2019

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

April 2019

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

May 2019

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

June 2019

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

July 2019

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

Report Cards Individual campuses will report distribution date for report cards after each grading period.

Holiday	Workday for staff (No students)	Staff development (No students)	Inclement weather day (Staff)	Early release (Students)