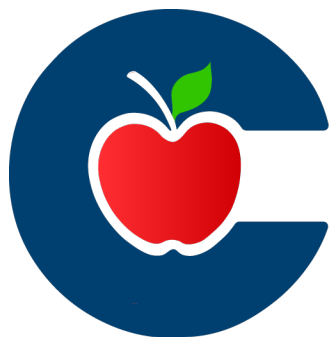


2021-  
2022

# Substitute Handbook



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

## Accessibility

Conroe ISD is committed to providing access to all individuals, including those with disabilities, seeking information on our website. If you use assistive technology (such as a screen reader, eye tracking device, voice recognition software, etc.) and are experiencing difficulty accessing information on this document, please contact the Director of Communications at:

3205 W. Davis  
Conroe, Texas 77304  
(936) 709-7752

[Conroe ISD Website](#)

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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## 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](http://www.conroeisd.net) or in the CISD Legal Office in the Dr. Deane L. Sadler Administration/ Technology Building during normal working hours.

## Substitute Employee Hiring Requirements

**Substitute Teacher (Certified)** -- Must meet all requirements listed:

- Valid Texas teaching certificate
- College transcript (unofficial or official) showing a minimum of 60 earned hours conferred from an accredited college/university. Transcripts must include hours earned per course.
- Foreign degree requires a transcript evaluation; evaluation must include hours earned per course.

**Substitute Teacher (Non-Certified)** -- Must meet all requirements listed:

- College transcript (unofficial or official) showing a minimum of 60 earned hours conferred from an accredited college/university. Transcripts must include hours earned per course.
- Foreign degree requires a transcript evaluation; evaluation must include hours earned per course.

**Substitute Paraprofessional/Aide:**

- High school diploma or GED

**Substitute RN Nurse** -- Must meet all requirements listed:

- College transcript (unofficial or official) showing a minimum of 60 earned hours conferred from an accredited college/university. Transcripts must include hours earned per course.
- Texas RN license and CPR card
- 12 months of nursing experience required
- Must submit letter of interest and résumé to [brobertson@conroeisd.net](mailto:brobertson@conroeisd.net) before applying

**Substitute LVN Nurse** -- Must meet all requirements listed:

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

**Child Nutrition - Cafeteria Substitutes:**

- High school diploma or GED

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. Fingerprint Process

**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. Vector Solutions

All substitutes must complete the required courses on the [Vector Solutions website](#) each year. Existing Substitutes must complete courses by the annual deadline of the last workday in October. All other substitutes must complete training **within 60 days** of hire. Log in using your Employee Identification Number (EIN); no password is required.

### C. Address/Name Change

It is the employee’s responsibility to notify the Human Resources Department of address or name changes. Employees should make address changes through the Employee Access Center on the District’s SSO portal. The name change form can be found on the District’s Human Resources website.

### D. School Hours

Substitutes should always confirm times in their assignment for any campus modifications.

- Senior High 7:00 a.m. – 3:00 p.m.
- Junior High 8:00 a.m. – 4:00 p.m.
- Intermediate 8:15 a.m. - 4:15 p.m.
- Elementary 7:30 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

Substitute Classification	Mondays Fridays	Tuesdays Wednesdays Thursdays
<b>Texas Certified Teacher Substitute</b> <i>Substitutes must submit verification of valid certification to the Substitute Office.</i>	<b>\$115/day</b>	<b>\$105/day</b>
<b>Non-certified Teacher Substitute</b> <i>All substitutes who are unable to verify Texas certification will receive noncertified pay. These substitutes must be able to verify at least 60 college credit hours.</i>	<b>\$105/day</b>	<b>\$95/day</b>
<b>Long-Term* Texas Certified Teacher Substitute</b> <i>Texas certified substitutes may be called for long-term substitute assignments.</i>	<b>\$140/day</b>	<b>\$130/day</b>
<b>Long-Term* Non-Certified Teacher Substitute</b> <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>	<b>\$130/day</b>	<b>\$120/day</b>
<b>Substitute RN Nurse</b>	<b>\$130/day</b>	<b>\$120/day</b>
<b>Long-Term RN Nurse Substitute</b>	<b>\$155</b>	<b>\$145</b>

<b>Substitute Classification</b>	<b>Mondays Fridays</b>	<b>Tuesdays Wednesdays Thursdays</b>
<b>Substitute LVN Nurse</b>	\$95	\$85
<b>Substitute Aide (Paraprofessional)</b>	\$70/day	\$70/day
<b>Long-Term* Substitute Aide (Paraprofessional)</b>	\$73/day	\$73/day
<b>Certified Teacher-Tutor</b>	\$95/day	\$95/day
<b>Non-Certified Teacher-Tutor</b>	\$85/day	\$85/day
<b>Long-Term* Certified Teacher-Tutor</b>	\$120/day	\$120/day
<b>Long-Term* Non-Certified Teacher-Tutor</b>	\$110/day	\$110/day
<b>Cafeteria Substitute-Child Nutrition</b>	\$55/day	\$55/day
<b>Sign Language Interpreting</b>	\$73/day	\$73/day

\* Long-term assignments are 10 days or more of continuous substituting in one assignment.

#### **Mandatory Deductions**

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.

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 ½
- 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 Region 10 RAMS. 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](mailto:457@tcgservices.com).

#### **Surcharges and Fees**

Please contact TRS or the appropriate retirement program with any questions regarding how surcharges are calculated.

## Direct Deposit

All District employees are required to authorize the District to initiate credit entries directly to their financial institution account(s) for making payroll deposit. The authorization will also permit the District to make debit entries and adjustments for credit entries made in error to employee-designated accounts. This structure helps the District pay its employees faster and more accurately. Direct deposit forms are available online on the [Conroe ISD website](#). As stated on the [Direct Deposit Authorization Agreement](#), you must attach a “voided” check for your account, and allow two (2) pay periods for it to become effective. Alternatively, 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 pay checks 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. **Beginning September 1, 2019, substitutes must work a minimum of six full work days per month to maintain eligibility.** More information regarding minimum work days required to maintain benefits eligibility is available on the [Conroe ISD Substitute website](#). ([www.conroeisd.net](#) > careers > substitutes > helpful information > benefits information.) 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 lose coverage as a result of not working the required days in a month, you cannot enroll again until the next plan year. 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.

### Voluntary Deferred Compensation and Annuities

The District makes available to all employees, including fulltime, 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 [Conroe ISD Human Resources website](#). You may also contact First Financial Administrators, Inc. at 800-523-8423 or visit the [First Financial Administrators, Inc. website](#) 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 full days of substitute assignments each academic semester, or six full days in total of substitute assignments by April 30 of the current school year**. Failure to meet this expectation may result in employment separation at the conclusion of the academic year.

Substitutes should park in the faculty (not visitor) parking area and report directly to the front office at the start time of the assignment to sign in and 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.

Substitutes should not collect money from students under any circumstances. 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 unless requested by the regular classroom teacher.

#### C. Discipline

The substitute is expected to maintain a level of discipline in the classroom which is conducive to learning. A well organized and skillfully conducted class will have fewer discipline problems. Your physical bearing and tone of voice set the tone for student response. A positive attitude will demonstrate mutual respect. Consider the following:

- 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. Reprimands should be private whenever possible.
- When individual students cause behavior problems which are disruptive and cannot be handled by the substitute, seek assistance. If necessary, request an administrator to come to the classroom. The substitute should never leave a student(s) unattended.
- The use of corporal punishment is prohibited in any circumstance. That is, the substitute may not put their hands on a student at any time, for any reason.
- Adhere to established classroom rules and procedures.
- State the procedure for bathroom breaks during instruction time, but never deny access to the bathroom altogether.
- 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 supervision.

#### 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.

#### 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 medicine to a student. If a student states that they need to go to the nurse, the substitute should allow the student to go to the nurse's office.

## 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 not interfere with instruction and at some levels are not allowed. Verify the campus policy.
- 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 energy conservation. Turn off lights and appropriate 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 passes for the hall, office, etc.
- Allow students to go to the restroom when necessary.
- Enforce all school rules without apology.
- Report any unusual happenings to the principal immediately.
- Do not leave your students in the room without supervision at any time. 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, specials classes, restroom, and dismissal times.
- Recess periods require alert supervision. Move among the children in your charge to actively supervise. You cannot supervise from one spot.
- No food or drinks shall be allowed in the classroom.

#### J. General Safety Procedures

Please see Appendix A for the District’s General Safety Procedures.

### 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 provide lesson plans, attendance procedures, seating charts, and any special instructions 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.

#### D. Assistance

Substitutes should feel free to call upon grade level teachers, team leaders, department chairpersons, assistant principals, and principals for questions or problems regarding lesson plans, schedules, discipline, policies, or school procedures. In addition, the Substitute Office may be contacted for questions or problems regarding the general substitute program.

#### 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 Substitute Exclusion, requesting 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 list of behaviors are considered unacceptable, and could result in being placed on a given location’s “exclusion” list or removal from the District 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(s)
- 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, play on cell phones, 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 (outside of designated lunch break)
- Leaving classes/students unattended
- Inappropriate language/comments
- 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, political or moral beliefs on students/staff members
- Inappropriate attire, including body piercing and body art
- Any other behavior which results 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 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. **Not accepting substitute assignments online or by phone is considered a resignation until you accept another substitute assignment.**

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 for the following:

- Repeatedly turning down assignments, repeatedly unavailable for calls, or frequently canceling assigned positions
- Not accepting and fulfilling at least three days of substitute assignments per semester or a total of six days of substitute assignments by the last work day of April of the current school year
- Refusal of three consecutive offers of work which will be considered job abandonment
- Not completing the District-required Vector Solutions mandatory training by the assigned deadline
- Not accepting the District Letter of Reasonable Assurance of Continued Employment by the assigned deadline

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

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.

## Policies and Standards

All local, state, and federal policies and guidelines can be located on the [CISD website](#).

### 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 campus/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, procedures, 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 knew 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 intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

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

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

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used 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, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, 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.

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

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

## **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 or minor 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 child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly 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.

## 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 online at Ethics Point, 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

### Policy DH, DIA

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

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 complaint should be made directly to the Superintendent. A complaint against the Superintendent may be made directly to the Board.



Any District employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or to the Superintendent. The District's Title IX coordinator's name and contact information is listed below.

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, sex, 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, sex, 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, sex, 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: Dr. Jamie Bone  
Position: Assistant Director of Human Resources  
Address: 3205 W. Davis, Conroe, TX 77304  
Telephone: (936) 709-7752  
Email: [TitleIX@conroeisd.net](mailto:TitleIX@conroeisd.net)

**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: Dr. Kendra Wiggins  
Position: Director of Special Education  
Address: 3205 W. Davis, Conroe, TX 77304  
Telephone: (936) 709-7752

**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. Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the District's Title IX coordinator, the ADA/504 coordinator, or Superintendent and take any other steps required by District policy.

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, sex, 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, sex, 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, sex, 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. Examples of dating violence against a student may include physical or sexual assaults, name-calling, putdowns, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors. For purposes of this policy, dating violence is considered prohibited harassment if the conduct 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.

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

**Examples:** *Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student’s performance in the classroom.*

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

**Reporting Procedures.** Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Alternatively, a student may report prohibited conduct directly 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 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: Dr. Jamie Bone  
Position: Assistant Director of Human Resources  
Address: 3205 W. Davis, Conroe, TX 77304  
Telephone: (936) 709-7752  
Email: [TitleIX@conroeisd.net](mailto:TitleIX@conroeisd.net)

**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: Dr. Kendra Wiggins  
Position: Director of Special Education  
Address: 3205 W. Davis, Conroe, TX 77304  
Telephone: (936) 709-7752

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

**Alternative Reporting Procedures.** A student 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 employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the District official listed above and take any other steps required by this policy.

**Notice to Parents.** The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

**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 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 student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Records Retention.** Retention of records shall be in accordance with FB (LOCAL) and CPC (LOCAL).

**Access to Policy.** Information regarding this policy shall be distributed annually to District employees and included in the Student Handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

## Sexual Abuse and Maltreatment of Children

Policies DF, DH, FFG, FFH

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 DG, 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 (CPS), 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. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made [online](#) 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 taking an adverse employment action against a certified or licensed professional 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. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. 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*.

While an employee who suspects that a student, including a student with disabilities or who is no longer a minor, has been or may be abused or neglected should also report their concerns to the campus principal, it is not required. Notifying a principal or other administrator does not relieve an employee of their obligation to make a report to Child Protective Services. 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. In addition, employees must cooperate with investigators of child abuse and neglect. 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.

## Reporting Crime

### Policy DG

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

## Alcohol- and Drug-Abuse Prevention

### 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

All employees must complete certain trainings that are required by state or federal law or District policy. Completing such training is a requirement of employment.

## 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 Substitute Office in writing within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication.

Employees who have engaged in conduct that is defined as a felony offense in Title 5, Penal Code or that is considered a crime of moral turpitude, regardless of the level of offense, that results in an arrest, indictment, conviction, no contest plea, or other adjudication are subject to disciplinary action, including termination from employment. If an educator is arrested or criminally charged, the Superintendent is also required to report the educator's criminal history to the Division of Investigations at the Texas Education Agency (TEA).

## 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.

## Identification Badges

Employees are issued an identification badge at no cost to the employee. Each employee must wear the ID badge at all times while on District property when conducting District business. The badge must be clearly visible, except in cases where the type of work does not permit the display.

## 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 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 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 blend thoughtful use of the internet and technology resources throughout the curriculum and the District also provides guidance and instruction to students in its use at all times that students utilize the Internet. The District also expects its staff to exercise good judgment 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 District provided 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.

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 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 maintain the integrity of the District's technology resources, shared network space, and any District storage space and to enforce the *Acceptable Use Guidelines*, storage space is 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 apply to all users of the network/internet:

- The user in whose name a system account is issued is 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 or District policy, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of the District's network or any networks connected to the District's 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, political lobbying, or advertising 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, spyware, and malware. 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 or the Superintendent or his designee;
- 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/Accessing 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 accessed, 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 hard drives or home machines. 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.

If, in the event of a remote work environment, an employee must create or update documents with confidential student or personnel information on their personal computing device, the employee must delete the data from their storage and clear the recycle bin on the device as soon as the document can be uploaded to a District device.

## Modification of Computer

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

## Electronic Media & Communications

(See also Board Policies CQ, DH)

The following terms used in this section are defined as follows:

- **Electronic communications** means any communication facilitated by the use of an electronic device, including a telephone, cell phone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, social media, social networking website, live streaming, web logs (blogs), wikis, electronic forums (chat rooms), video sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, Instagram, Twitter, LinkedIn). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.
- **Professional electronic communication** is any form of electronic communication, as defined above, that is established by an employee using his/her District email address, credentials, or contact information, and/or that is used to communicate with, instruct, or provide information to parents and/or students, and to conduct District business.  
**Personal electronic communication** is any form of electronic communication, as defined above, that is established by an employee with his/her personal email for personal, non-work related communication.

## Electronic Media Use and Communications Between Employees, Students, and Parents

(See also Board Policy DH)

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.

A certified or licensed employee, an employee whose position requires a certification or license, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the District are prohibited. Employees are not required to provide students with their personal phone number or email address.

No employee may post a picture of a student with a privacy flag may be posted on professional, campus, or District electronic communications account.

Only audio/video recordings of students that comply with WCAG 2.0 Level AA requirements can be posted to professional electronic communication accounts. Additionally, if the audio/video recording was not made for instructional purposes or a purpose related to a co-curricular or extracurricular activity, the employee must obtain written parent permission from each student participating in the recording before making the recording and/or posting it. Live-streaming is prohibited without written permission from each student's parent and administrative approval.

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

- Personal electronic communication accounts may not be associated with professional electronic communication accounts. Employees are prohibited from knowingly communicating with students through personal electronic communication accounts; Employees must create separate professional electronic media accounts for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional electronic communication account.
- Employees shall limit electronic communications with students to matters within the scope of their professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- All electronic communication by staff with parents and students must be professional and of the appropriate nature, purpose, timing, and amount.
- Employees do not have a right to privacy with respect to communications with students and parents.
- Employees shall not post any information to any electronic communication account that is open to the public that could compromise student safety.
- All parents and students participating in a course or activity for which an employee's professional electronic media account is established must have an opportunity to join and have equal access to communications made through the account.

- Employees continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records (see Policies CPC and FL);
  - Copyright laws (see Policy CY);
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student (see Policy DH).
- Upon written request from a parent or student, the employee shall discontinue communicating with a student.
- Upon request from administration, an employee will provide the phone number(s), electronic communication, or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- All staff are encouraged to use school email accounts for all electronic communications with students and parents. If any other form of electronic communication is used with students and parents, the employee is responsible for maintaining records of the communication in accordance with the District's records retention schedule.
- An employee shall notify his or her supervisor or principal in writing within one business day if a student engages in an improper electronic communication with the employee. The employee must describe the specific form and content of the electronic communication and provide copies of the electronic communication to his or her supervisor or principal.

## Personal Use of Electronic Communications

### 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 electronic communication accounts, such as Twitter, Instagram, Snapchat, 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 wishes to use an electronic communication site or similar communications for personal purposes, the employee is responsible for the content on the employee's account, 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. Employees who use electronic communication accounts for their private use should not share those sites with students.

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, the employee's ability to effectively perform his or her job will be impaired. 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. 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 who use electronic communication for personal purposes shall observe the following:

- Employees may not set up or update personal electronic communication accounts using the District's computers, network, or equipment;
- Employees shall limit use of personal electronic communication devices for sending or receiving calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business;
- Employees shall not use the District's logo or other copyrighted material of the District without express, written consent;
- Employees are prohibited from knowingly communicating with students through a personal electronic communication account. Rather, employees must create a separate professional electronic communication accounts using their District email address if they intend to utilize electronic communication with students;
- Employees may not post student names, photographs, or videos in which students appear on personal electronic communication accounts;
- Employees may not share or post, in any format, information, videos, or pictures obtained while on duty or District business on any personal electronic communication 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 *Educators' Code of Ethics*, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records; [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law; [See 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 DH (EXHIBIT)]

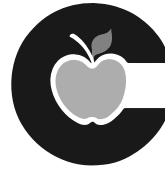
## Public Information on Private Devices

### Policy DH

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

- Verbal or written directives; and
- Remote access to District-owned devices and services.

# 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

## 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. **Lockout**, 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.
- If the fire alarm is activated during a Lockdown, use caution before evacuating.
- Remain in this mode until "All Clear" or "Lockout" signal is given.

## Lockout 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 Lockout".

- 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.
- 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 fire.
- Be prepared to signal to someone outside, but **Do Not Break Glass** until absolutely necessary (*outside smoke may be drawn into room*).

**If caught in smoke:**

- Remain calm. Do not panic.
- Drop to hands and knees and crawl toward exit.
- Stay low as smoke will rise to ceiling level.
- Hold your breath as much as possible.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

**Using a Fire Extinguisher:**

- If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.
- Pull safety pin from handle.
- Aim at base of fire.
- Squeeze the trigger handle.
- Sweep from side to side at base of fire.

## Bomb Threat

A bomb threat may occur through a telephone call, e-mail message or text message advising that a bomb has been placed somewhere on the campus site. The decision to evacuate the school is the responsibility of the principal or designee.


**The person receiving the bomb threat should make every attempt to:**

- Keep the caller on the line as long as possible.
- Use the provided Bomb Threat Checklist to record the information.
- **Avoid hanging up the phone.** (*Use another phone to call CISD Police or 9-1-1*).
- If an e-mail bomb threat - do not delete. Print a copy of the message to be released to the CISD Police.
- This information is confidential and must be immediately given to the principal or the campus administrative staff.

**When a decision to evacuate is announced, all teachers, staff and students should follow these guidelines:**

- Avoid using a cell phone, two-way radio, or any wireless communication device as these devices can cause a bomb to explode.
- If time permits, prior to evacuating, campus personnel should search the area under their control for any unusual or suspicious objects/packages. If one is found, **Do Not Touch**. Report the finding to the principal and/or CISD Police.
- Take roster sheet with you.
- Turn out the lights and close classroom door once students have left.
- Leave the building in an orderly manner without rushing or crowding.
- Be aware of pre-designated primary and alternate evacuation routes.

### Bomb Threat Checklist



**Conroe ISD**  
Police Department  
*Expanding the Future...*

Date: \_\_\_\_\_ Receiving phone #: \_\_\_\_\_  
 Time: \_\_\_\_\_  a.m.  p.m. Time caller hung up: \_\_\_\_\_  a.m.  p.m.  
 Caller ID Information: \_\_\_\_\_ Length of call: \_\_\_\_\_  
 (name/number): \_\_\_\_\_

**Questions to ask:**  
 When is the bomb going to explode?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Where is the bomb located?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 What does the bomb look like?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 What kind of bomb is it?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 What will cause it to explode?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Did you place the bomb?  
 \_\_\_\_\_  
 Why?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 What is your name?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Where are you now?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Information about the caller:**  
 Gender/Sex:  Male  Female Approximate age: \_\_\_\_\_  
 Race or ethnicity:  White  Black  Hispanic  Mid. Eastern  Asian  
 Other: \_\_\_\_\_  
 Was the voice familiar?  Yes  No  
 If so, who did it sound like: \_\_\_\_\_  
 Any other notable features or points: \_\_\_\_\_  
 \_\_\_\_\_

**Information about the call**

<b>Caller's voice:</b>	<b>Background sounds:</b>	<b>Threat language:</b>
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Crackling voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Giggling	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Loud	<input type="checkbox"/> Voices	
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Squaky		
<input type="checkbox"/> Stutter		

**Additional/detailed information:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Information about the call taker:**  
 Last name First Middle  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Position or title  
 \_\_\_\_\_  
 Campus:  
 Phone: Home \_\_\_\_\_  
 Alternate \_\_\_\_\_  Call  Work  Other

**Report threat immediately to:**  
 CISD Police Dispatch: 936.709.8911

8/19/13

- 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 you 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 Lockout.
- 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,

- Students should be evacuated at least 300 feet (*unless otherwise advised*) from the building and out of the way of emergency vehicles.
- If emergency requires an off-site evacuation without transportation, walk from the building in the stated course.
- If emergency demands an off-site evacuation requiring transportation, assist students under your direction to board the bus(es)/vehicles.
- Reassemble the students and check roll making sure all students are accounted for.
- Report any missing students immediately.
- Note on roster any student who is released to parents.
- Return to your room when you are instructed that “All is Clear”.

**Tornado & Hurricane Preparedness**

**Tornado**

The National Weather Service issues a tornado “WATCH” when the possibility of tornadoes exists, and a tornado “WARNING” when a tornado has been spotted or indicated on radar. Remember, there may not be time for a tornado “WARNING” before a twister strikes since tornadoes form suddenly. When a tornado “WATCH” has been issued, all staff and students in temporary buildings must be brought into the main building.

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.



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 first the CISD Police and then a campus administrator.
- 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 CISD Police and then a campus administrator.
- 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:**

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

[www.conroeisd.net](http://www.conroeisd.net)


## Identification Badges

Employees will be issued an identification (ID) badge at no cost to the employee. Each employee must wear the ID badge at all times while on District property when conducting District business. The badge must be clearly visible, except in cases where the type of work does not permit the display. Contact the Substitute Office to schedule an appointment to obtain a replacement ID badge.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.


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### LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

<p><b>STUDENTS</b></p> <ul style="list-style-type: none"> <li>Move away from sight</li> <li>Maintain silence</li> <li>Do not open the door</li> </ul>	<p><b>TEACHERS</b></p> <ul style="list-style-type: none"> <li>Lock interior doors</li> <li>Turn out the lights</li> <li>Move away from sight</li> <li>Do not open the door</li> <li>Maintain silence</li> <li>Take attendance</li> </ul>	
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### LOCKOUT! SECURE THE PERIMETER.

<p><b>STUDENTS</b></p> <ul style="list-style-type: none"> <li>Return inside</li> <li>Business as usual</li> </ul>	<p><b>TEACHERS</b></p> <ul style="list-style-type: none"> <li>Bring everyone indoors</li> <li>Lock perimeter doors</li> <li>Increase situational awareness</li> <li>Business as usual</li> <li>Take attendance</li> </ul>	
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### EVACUATE! TO ANNOUNCED LOCATION.

<p><b>STUDENTS</b></p> <ul style="list-style-type: none"> <li>Bring your phone</li> <li>Leave your stuff behind</li> <li>Follow instructions</li> </ul>	<p><b>TEACHERS</b></p> <ul style="list-style-type: none"> <li>Lead evacuation to location</li> <li>Take attendance</li> <li>Notify if missing, extra or injured students</li> </ul>	
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### SHELTER! HAZARD AND SAFETY STRATEGY.

<p><b>STUDENTS</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Hazard</b></td> <td><b>Safety Strategy</b></td> </tr> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </table>	<b>Hazard</b>	<b>Safety Strategy</b>	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground	<p><b>TEACHERS</b></p> <ul style="list-style-type: none"> <li>Lead safety strategy</li> <li>Take attendance</li> </ul>	
<b>Hazard</b>	<b>Safety Strategy</b>											
Tornado	Evacuate to shelter area											
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 The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions.

### **Accent Lighting and Home Appliances**

- Personal appliances such as coffee makers, microwaves, refrigerators, and space heaters are not permitted in classrooms. Any of these items should be approved by the campus principal and be kept in common areas (teachers' lounge, break rooms, common work rooms, departmental offices, etc.). These items should be left free of debris and have at least a 6 inch area of clearance. Emphasis should be placed on using commercial rated and/or UL listed appliances.
- Halogen lamps are not permitted.
- Seasonal and temporary lighting is not permitted.
- Candles, candle warmers, and coffee warmers are not permitted.
- Aerosol air fresheners, plugin's, or other heated oil diffusers are not permitted.

### **Flammables, Paints, and Chemicals Management Procedures**

- No outside cleaners, paints, varnishes, polishes, or pest control chemicals should be brought into the school environment except by trained individuals.
  - MSDS information must be provided to campus administration for supplies/items purchased with campus or departments funds
- Be familiar with the online Safety Data Sheets for chemicals: [MSDS Online](#)
- Flammables and corrosives must be properly stored in approved flammables (yellow with red letters) and corrosives cabinets (blue with white or red letters). Cabinets are to be kept closed when not in use.
  - Chemical storage information can be found in Section 7 of the specific chemical's Safety Data Sheet.
- Science lab chemicals should be handled, stored, and disposed of according to Flinn Safety Guidelines.
- Paint and other chemical wastes must be stored and disposed of according to TECQ and EPA guidelines.
  - Chemical disposal information can be found in Section 13 of the specific chemical's Safety Data Sheet.

### **Sharp Instruments/Tools Procedures**

- All paper cutters should have finger guards, blade lock, and have functional spring-loading device.
- Classrooms that use sharp tools must have a control procedure for accounting for inventory of these instruments (i.e. box cutters in art, sharp knives in family consumer science, tools in shop areas).
- Students that use power tools, welders, etc. must be properly trained, provided appropriate PPE (e.g., eye protection, hearing protection, hand/body protection) and demonstrate a mastery of PPE use and other safety rules.

### **Electrical Safety**

- Power strips and extension cords must be grounded and should be utilized properly and not be overloaded. Extension cords may not be used as a replacement for wiring.
- Extension cords are for temporary use only and should not be used for permanent wiring.
- Cords cannot be run through doors, windows, ceiling tiles, or other openings.
  - Use floor cord covers when needed.
- Homemade extension cords and aftermarket plugs may not be used.
- Any electrical devices used outdoors must be protected by GFCI circuit.
- Electrical appliances used within 72" of a water source or wet location must be GFCI protected (e.g. fish tanks, coffee makers, ovens).
- All electrical panel boxes must have a three-foot clearance from any materials.
- Non-grounded household extension cords are not allowed.
- All electrical equipment shall be turned off when not in use.

### **AV Safety**

- AV equipment must be operated properly. Overhead projectors may not have skirts and must be clear and free of debris that may hinder ventilation.
- LCD projectors must be clear and free of debris that may hinder ventilation.
- Electrical cords must be protected from damage and from becoming tripping hazards.

### **Classroom Liquid Hand Sanitizer Safety**

The effectiveness and benefits of hand sanitizers have been well documented in preventing the spread of germs. However, the main ingredient of these products is alcohol, which is extremely flammable. Because of the potential hazard of the ingredients, please take precautions in utilizing these products. School staff should be aware of the fire hazard with the hand sanitizers containing alcohol. The following recommendations for use of hand sanitizers in school should be used:

- The quantity of the solution in classrooms should not exceed 500 ml (cc) (about 16 ounces). Most products can be obtained in 8 or 12 oz. containers and would be within the recommended amount.
- If wall dispensers are used, the placement should be kept away from any source of ignition. This would include electrical outlets and light switches. The placement of portable containers should also be reviewed for safety. In addition, these dispensers should never be placed near food products.
- Hand sanitizers dispensed in the classroom should be supervised at all times. The amount used/dispensed to students should be small to minimize fire hazard. All hand sanitizers should be stored in a secure and safe area.

### **Animal Safety**

- The easiest way to avoid issues such as disease, bites, scratches, or harm to students, staff members, or the animals is to not have animals on campus.
- Animals that are part of a class project such as FFA should be handled and protected in accordance with the club/classroom standards.
- Animals in a science classroom for curriculum purposes should be kept under the guidelines outlined by National Science Teacher Association and the Texas Science Safety Standards.
- The principal should be notified prior to an animal being brought on campus. The principal should ensure the animal is safe to be brought on to the campus and that it is kept in appropriate conditions and has had the appropriate vaccinations, etc.
- Students should not be permitted to handle animals unless it is part of the course curriculum and parents have given permission.

### **Doors**

- Outside doors should be secured during school hours or be monitored by trained staff and able to be quickly secured in the event of a lockout or lockdown.
- Classroom doors should remain locked whenever possible or be able to be quickly locked, without entering the hallway, in the event of a lockdown.
- Building entrance approaches should be monitored by front office staff via camera view computer monitors.
- All exits from the building and classrooms (including exit windows) must be kept clear for egress.

### **After Hours Building Entry Protocol**

- Call CISD Police Dispatch (936-709-8911) when you arrive at the building and before you disarm the alarm.
- Enter the building and disarm the alarm on the closest keypad to your entry point.
- When you leave the building, re-arm the alarm and exit immediately.
- Call CISD Police Dispatch to notify them that you have exited and secured the building.

### **Fire Safety**

- All door exits from rooms must be free of obstructions and free of combustible, non-fireproofed material.
- Nothing should be stored within 24" of the ceiling if your area does not have a fire sprinkling system or 18" if you have a fire sprinkler system.
- Fire hazards cannot be created, stored, or maintained in the school; e.g. wood huts, paper forests, live cut Christmas trees, hay bales.
- Hallways and classrooms must maintain an 80% paper free environment to maintain the fire-resistant integrity of the area.
- Do not hang any items from the ceiling or ceiling tiles.
- Storage rooms should be kept neat, orderly, and free of large combustible load. Maintain at least 30" aisle space throughout storage area.
- Know the location of the nearest fire extinguisher and how to use it.

- Do not silence the fire alarm system until it is certain that no fire threat exists. In the event of an actual fire, only a fire official is permitted to silence an alarm.
- Do not enter the building if an active fire alarm or water flow bell is audible.

### **General Safety and Security**

- All glass in classroom doors must be free of any visual obstruction.
- Maintain exit paths from classrooms the same width as the exit door opening.
- Ensure a current evacuation plan posted near the exit door clearly showing primary and secondary routes of evacuation.
- To reach high areas, DO NOT stand on anything (e.g., chairs, desks, countertops) other than appropriate step stools or ladders. Obtain a stool or ladder from the custodians.
- Do not lift or carry heavy objects by yourself. Get assistance from someone to avoid injuries.
- 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 stored in the lower file drawers to prevent the file cabinet from tipping over.
- Chairs, wastebaskets, electrical cords, rugs and other articles should not be left where they will become a tripping hazard.
- All cabinets and shelves should be stable and secured to walls to prevent tipping.
- Keep personal belongings (e.g., purses, wallets, keys) secure on your person or within a locked cabinet or drawer.
- If you are responsible for safety of children on playgrounds, maintain visual contact with all children, ensure that play structures are not overloaded, and are only used as intended.
- Read and become familiar with the CISD Multihazard Emergency Operations Procedure Manual.
- Take your class roster with you if you evacuate your room.
- Report any suspicious person or unsafe condition(s) to the Principal or your Supervisor.

# Conroe Independent School District Campus Directory

## High Schools

### Academy for

#### Careers in Engineering & Science

Headmaster: Dr. Michael K. Papadimitriou  
27310 Oak Ridge School Road  
Conroe, Texas 77385  
832-482-6700 832-482-6706 (fax)

### Academy for Science & Health Professions

Headmaster: William Kelly  
3200 West Davis Street  
Conroe, Texas 77304-2098  
936-709-5731 936-709-5842 (fax)

### Academy of Science & Technology

Headmaster: Dr. Susan Caffery  
3701 College Park Drive  
The Woodlands, Texas 77384-4816  
936-709-3250 936-709-3299 (fax)

### Caney Creek HS

Principal: Dr. Jeff Stichler  
13470 FM 1485  
Conroe, Texas 77306-8119  
936-709-2000 936-709-2099 (fax)

### Conroe HS

Principal: Dr. Rotasha Smith  
3200 West Davis Street  
Conroe, Texas 77304-2098  
936-709-5700 936-709-5655 (fax)

### Conroe HS - 9th Grade Campus

Principal: James Bush  
400 Sgt. Ed Holcomb Blvd. North  
Conroe, Texas 77304-1177  
936-709-4000 936-709-4099 (fax)

### Grand Oaks HS

Principal: Dr. Chris Povich  
4800 Riley Fuzzel  
Spring, Texas 77386  
281-939-0000 281-939-0099 (fax)

### Oak Ridge HS

Principal: Dr. Anthony Livecchi  
27330 Oak Ridge School Road  
Conroe, Texas 77385-9042  
832-592-5300 832-592-5544 (fax)

### Oak Ridge HS - 9th Grade Campus

Principal: Shawn Almond  
27310 Oak Ridge School Road  
Conroe, Texas 77385-9042  
281-465-5000 281-465-5099 (fax)

### The Woodlands HS

Principal: Dr. Ted Landry  
6101 Research Forest Drive  
The Woodlands, Texas 77381-6028  
936-709-1200 936-709-1299 (fax)

### The Woodlands HS - 9th Grade Campus

Principal: Deborah Shepard  
10010 Branch Crossing Drive  
The Woodlands, Texas 77382-2559  
832-592-8200 832-592-8299 (fax)

### The Woodlands College Park HS

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

### Washington High School

Principal: Dr. John Williams  
507 Dr. Martin Luther King Place N.  
Conroe, Texas 77301-3899  
936-709-7400 936-709-7492 (fax)

## Junior High Schools

### Irons Junior High

Principal: Robert Macfarlane  
16780 Needham Road  
Conroe, Texas 77385-4300  
936-709-8500 936-709-8599 (fax)

### Knox Junior High

Principal: Joe Daw  
12104 Sawmill Road  
The Woodlands, Texas 77380-2198  
832-592-8400 832-592-8410 (fax)

### McCullough Junior High

Principal: Jill Houser  
3800 S. Panther Creek Drive  
The Woodlands, Texas 77381-2799  
832-592-5100 832-592-5116 (fax)

### Moorhead Junior High

Principal: Roberto Garcia  
13475 FM 1485  
Conroe, Texas 77306-8120  
936-709-2400 936-709-2499 (fax)

### Peet Junior High

Principal: Chris Kuempel  
1895 Longmire Road  
Conroe, Texas 77304  
936-709-3700 936-709-3828 (fax)

### Stockton Junior High

Principal: Bryan Gorka  
2750 Excellence Ave.  
Conroe, Texas 77301  
936-709-4500

### York Junior High

Principal: Melanie Bujnoch  
3515 Waterbend Cove  
Spring, Texas 77386-3909  
832-592-8600 832-592-8684 (fax)

## Intermediate Schools

### Bozman Intermediate

Principal: Amber DeBeaumont  
800 Beach Airport Rd.  
Conroe, Texas 77301-7166  
936-709-1800 936-709-1899 (fax)

### Clark Intermediate

Principal: Lindsay Ardoin  
4182 Trench Lane  
Spring, Texas 77386  
281-939-0600 281-939-0699 (fax)

### Collins Intermediate

Principal: Shelli LeBlanc  
6020 Shadowbend Place  
The Woodlands, Texas 77381-3143  
281-298-3800 281-298-3803 (fax)

### Cox Intermediate

Principal: Dr. Deborah Spoon  
3333 Waterbend Cove  
Spring, Texas 77386-3907  
281-465-3200 281-465-3299 (fax)

### Cryar Intermediate

Principal: John McClendon  
2375 Montgomery Park Boulevard  
Conroe, Texas 77304-3594  
936-709-7300 936-709-7313 (fax)

### Grangerland Intermediate

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

### Mitchell Intermediate

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

### Travis Intermediate

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

### Vogel Intermediate

Principal: Christa Haymark  
27125 Geffert Wright  
Spring, TX 77386-1821  
832-663-4300 832-663-4399 (fax)

### Wilkerson Intermediate

Principal: Dr. Carlton Todd  
12312 Sawmill Road  
The Woodlands, Texas 77380-2197  
832-592-8900 832-592-8910 (fax)

## Elementary Schools

### Anderson Elementary

Principal: Laura Quiñones Acevedo  
1414 East Dallas  
Conroe, Texas 77301-2100  
936-709-5300 936-709-5312 (fax)

### Armstrong Elementary

Principal: Theresa Waller  
110 Gladstell Street  
Conroe, Texas 77301-4237  
936-709-3400 936-709-3415 (fax)

### Austin Elementary

Principal: Dr. Serena Pierson  
14796 Highway 105 East  
Conroe, Texas 77306-5361  
936-709-8400 936-709-8403 (fax)

### Birnam Woods Elementary

Principal: Dr. Mikia Barnes  
31150 Birnam Woods Dr.  
Spring, TX 77386-7067  
832-663-4200 832-663-4299 (fax)

### Bradley Elementary

Principal: Dr. Christine Butler  
4200 Falls Lake Drive  
Spring, TX 77386  
832-482-6800 832-482-6899 (fax)



**Broadway Elementary**

Principal: Nikki Conley  
 2855 Spring Trails Bend  
 Spring, Texas 77386-1366  
 281-465-2900 281-465-2903 (fax)

**Buckalew Elementary**

Principal: Jill Price  
 4909 West Alden Bridge Drive  
 The Woodlands, Texas 77382-4420  
 281-465-3400 281-465-3499 (fax)

**Bush Elementary**

Principal: Dr. Jarod Lambert  
 7420 Crownridge Drive  
 The Woodlands, Texas 77382-1180  
 936-709-1600 936-709-1699 (fax)

**Creighton Elementary**

Principal: Patricia Thacker  
 12089 FM 1485  
 Conroe, Texas 77306-7441  
 936-709-2900 936-709-2999 (fax)

**David Elementary**

Principal: Lee Allen  
 5301 Shadowbend Place  
 The Woodlands, Texas 77381-4126  
 281-298-4700 281-298-4703 (fax)

**Deretchin Elementary**

Principal: Tina Oliver  
 11000 Merit Oaks Drive  
 The Woodlands, Texas 77382-4155  
 832-592-8700 832-592-8780 (fax)

**Ford Elementary**

Principal: Viviana Harris  
 25460 Richard Road  
 Spring, Texas 77386-1508  
 832-592-5700 832-592-5709 (fax)

**Galatas Elementary**

Principal: Dena Wilker  
 9001 Cochran's Crossing Drive  
 The Woodlands, Texas 77381-6432  
 936-709-5000 936-709-5003 (fax)

**Giesinger Elementary**

Principal: Melissa Ralston  
 2323 White Oak Blvd.  
 Conroe, Texas 77304-3560  
 936-709-2600 936-709-2699 (fax)

**Glen Loch Elementary**

Principal: Cassie Hertenberg  
 27505 Glen Loch Drive  
 The Woodlands, Texas 77381-2913  
 281-298-4900 281-298-4903 (fax)

**Hailey Elementary**

Principal: Tracy Horne  
 12051 Sawmill Road  
 The Woodlands, Texas 77380-2199  
 832-663-4100 832-663-4199 (fax)

**Hope Elementary**

Principal: Gilberto Lozano  
 14755 Granger Pines Way  
 Conroe, Texas 77304  
 936-709-4700 936-709-4799 (fax)

**Houser Elementary**

Principal: Angela Lozano  
 27370 Oak Ridge School Road  
 Conroe, Texas 77385-9042  
 832-663-4000 832-663-4076 (fax)

**Houston Elementary**

Principal: Paula Nicolini  
 1000 North Thompson  
 Conroe, Texas 77301-1961  
 936-709-5100 936-709-5103 (fax)

**Kaufman Elementary**

Principal: Clinton Dulworth  
 2760 Northridge Forest Drive  
 Spring, Texas 77386-4080  
 832-592-5600 832-592-5617 (fax)

**Lamar Elementary**

Principal: Kristen Belcher  
 1300 Many Pines  
 The Woodlands, Texas 77380-1549  
 832-592-5800 832-592-5810 (fax)

**Milam Elementary**

Principal: Paola Gorman  
 16415 FM 3083  
 Conroe, Texas 77302-5147  
 936-709-5200 936-709-5203 (fax)

**Oak Ridge Elementary**

Principal: Tami Eldridge  
 19675 I-45 South  
 Conroe, Texas 77385-8762  
 832-592-5900 832-592-5968 (fax)

**Patterson Elementary**

Principal: Julie Miller  
 670 Beach Airport Road  
 Conroe, Texas 77301  
 936-709-4300 936-709-4399 (fax)

**Powell Elementary**

Principal: Erin Mathe  
 7332 Cochran's Crossing Drive  
 The Woodlands, Texas 77381-6282  
 936-709-1700 936-709-1799 (fax)

**Reaves Elementary**

Principal: Nicole Walker  
 1717 North Loop 336 West  
 Conroe, Texas 77304-3509  
 936-709-5400 936-709-5407 (fax)

**Rice Elementary**

Principal: Melissa Sciba  
 904 Gladstell Street  
 Conroe, Texas 77304-2765  
 936-709-2700 936-709-2799 (fax)

**Ride Elementary**

Principal: Megan Burnham  
 4920 West Panther Creek Drive  
 The Woodlands, Texas 77381-2599  
 281-465-2800 281-465-2803 (fax)

**Runyan Elementary**

Principal: Tracy Voelker  
 1101 Foster Drive  
 Conroe, Texas 77301-5199  
 936-709-2800 936-709-2899 (fax)

**San Jacinto Elementary**

Principal: Jamie Almond  
 17601 FM 1314  
 Conroe, Texas 77302 -5901  
 281-465-7700 281-465-7799 (fax)

**Snyder Elementary**

Principal: Crystal Poncho  
 28601 Birnham Woods Dr.  
 Spring, Texas 77386  
 832-663-4400 832-663-4499 (fax)

**Stewart Elementary**

Principal: Dr. Julie English  
 680 Fish Creek Thoroughfare  
 Montgomery, Texas 77316  
 936-709-4200 936-709-4299 (fax)

**Suchma Elementary**

Principal: Dr. Tara Vandermark  
 10261 Harper's School Road  
 Conroe, Texas 77385  
 936-709-4400 936-709-4499 (fax)

**Tough Elementary**

Principal: Christina Julien  
 11660 Crane Brook Drive  
 The Woodlands, Texas 77382-5807  
 281-465-5900 281-465-5959 (fax)

**Wilkinson Elementary**

Principal: Malinda Stewart  
 2575 Ed Kharbat  
 Conroe, Texas 77301-2368  
 936-709-1500 936-709-1599 (fax)

**Deane L. Sadler Administration/  
Technology Center**

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

**Walter P. Jett  
Continuing Education Center**

601 W. Lewis St. • Conroe, TX 77301-2597  
 936-709-8200

**DAEP** 936-709-8100**JJAEP** 936-538-8168

2235 N. First St. • Conroe, TX 77301  
 Principal: Jeff Eldridge



**CONROE**  
 INDEPENDENT  
 SCHOOL DISTRICT

# 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
- ★ Hope 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

15 Washington 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
- 62 Stockton 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
- 61 Suchma Elementary (K-6)

## The Woodlands Zone

### High School

34 The Woodlands High School

38 The Woodlands HS - 9th grade campus

### Junior High School

32 McCullough Junior High

### Intermediate Schools

- 36 Mitchell Intermediate
- 29 Wilkerson Intermediate

### Elementary Schools

- 37 Buckalew Elementary
- 35 Bush Elementary
- 43 Deretchin Elementary (K-6)
- 20 Galatas Elementary
- 21 Glen Loch Elementary
- 26 Powell Elementary
- 41 Tough Elementary (K-6)

## TW College Park Zone

### High School

42 The Woodlands College Park HS & Academy of Science & Technology

### Junior High School

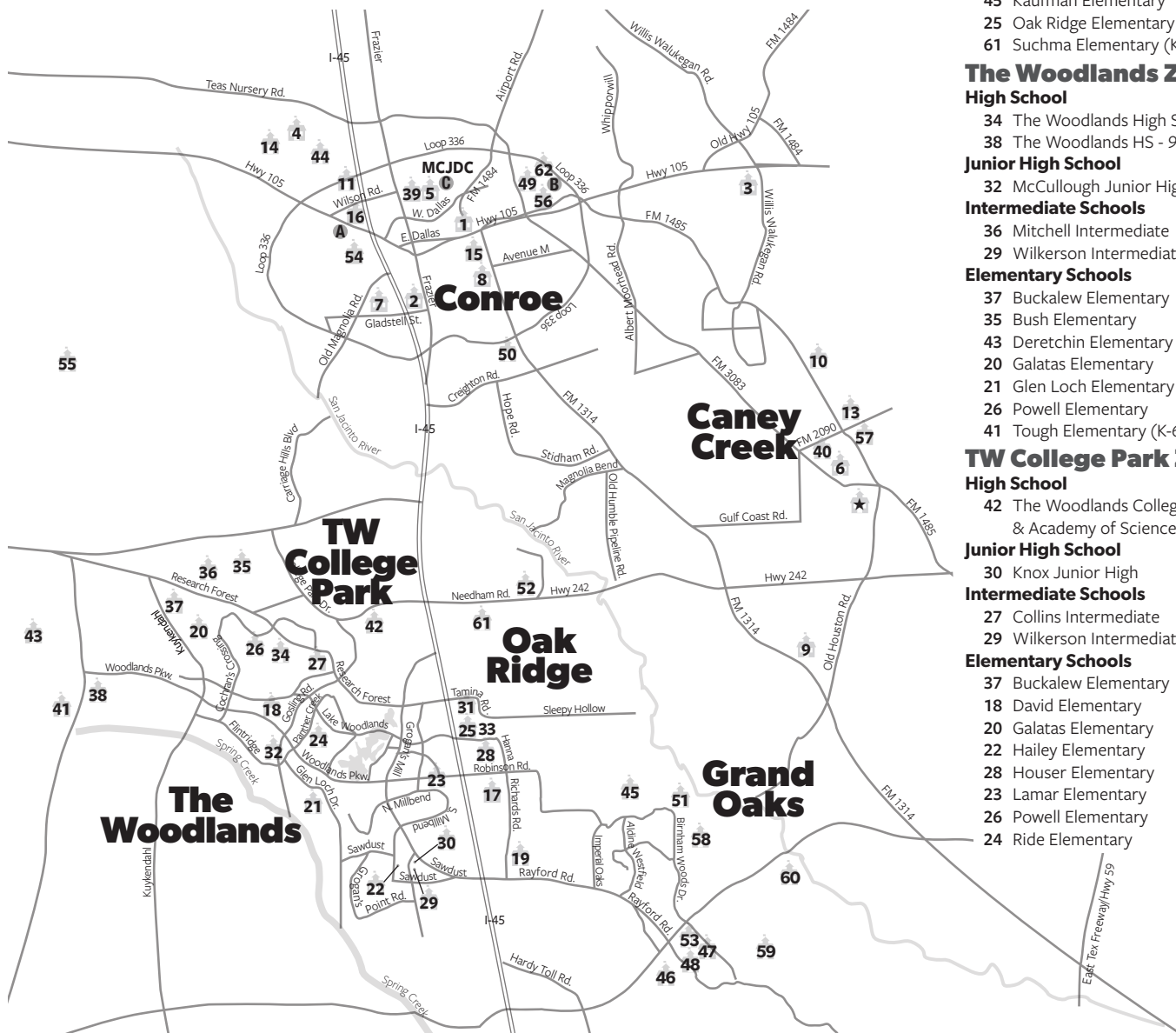
30 Knox Junior High

### Intermediate Schools

- 27 Collins Intermediate
- 29 Wilkerson Intermediate

### Elementary Schools

- 37 Buckalew Elementary
- 18 David Elementary
- 20 Galatas Elementary
- 22 Hailey Elementary
- 28 Houser Elementary
- 23 Lamar Elementary
- 26 Powell Elementary
- 24 Ride Elementary



Official Payroll Dates  
 Conroe Independent School District  
 2021-22 School Year

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

*Confirm all dates with Conroe ISD Payroll*

## TRS Notice

Notice to Employees Who Are Retired in the Teacher Retirement System of Texas (TRS) **after January 1, 2005.**

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.



August 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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 2022						
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 2022						
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 2022						
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 2022						
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 2022						
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 2022						
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 2022						
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					

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

**Report Cards**

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

**Days of Instruction**

	Students	Teachers
1st Semester	85	92
2nd Semester	91	95
<b>Total Days</b>	<b>176</b>	<b>187</b>

**Grading Periods**

1st Semester	
Grading period	Ends
1st	October 7
2nd	December 17
2nd Semester	
Grading period	Ends
1st	March 10
2nd	May 26

**Students**

Starting date	August 11
Ending date	May 26

**Staff**

Starting date	August 3
Ending date	May 27

**Student Holidays**

Labor Day	September 6
Holiday	October 8 - 11
Thanksgiving	November 22 - 26
Winter Break	Dec. 20 - Jan. 4
Martin Luther King, Jr. Day	Jan. 17
Holiday	February 18
Presidents' Day	February 21
Spring Break	March 11 - 18
Holiday	April 15 - 18
Memorial Day	May 30

**Student Early Release**

December 17
May 26

**Teacher Work Days**

August 10
January 3
May 27

**Staff Development**

August 3 - 9
October 8
January 4
March 11

**Staff Make-up Day**

Make-up day for inclement weather (if needed), is:  
**Staff:** February 18

The Conroe Independent School District (CISD) is an equal opportunity educational provider and employer. We do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or its employment practices. The District is covered 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 federal policies to eliminate racism in schools. For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 2808 W. Davis, Conroe, TX 77384, (936) 709-7123.