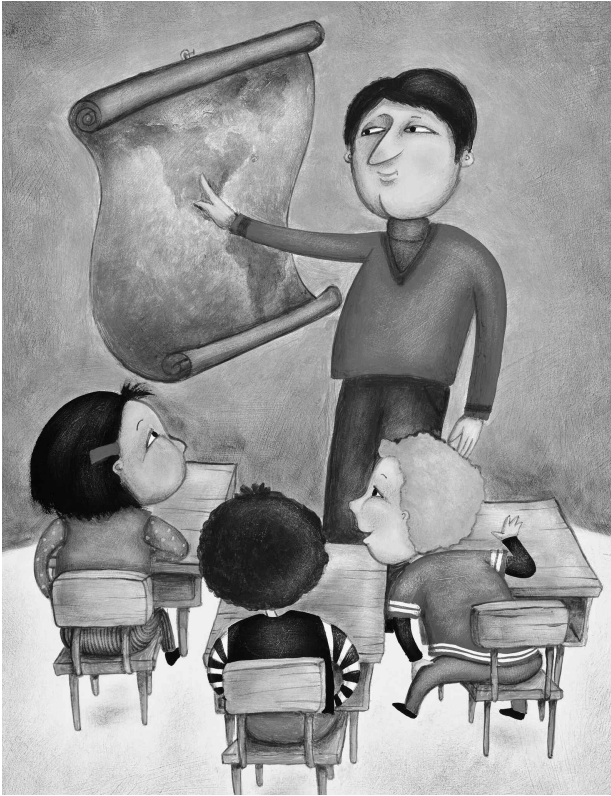


Substitute Handbook

2014-2015



CONROE

INDEPENDENT SCHOOL DISTRICT

Committed to Excellence

www.conroeisd.net



Donald J. Stockton, Ed.D.
Superintendent of Schools

Three easy ways to report from anywhere:

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



Dear CISD Employee,

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

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

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

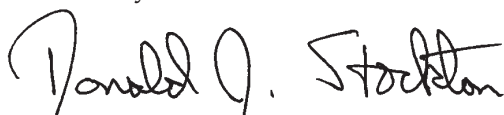
Your input is essential to ensure that we maintain a positive, productive workplace. If you observe misconduct, we want you to report it on this ethics hotline or computer link. However, if you observe something that you aren't sure is a problem, but think it might be, you can also call or email just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

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

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

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

Sincerely,


Donald J. Stockton
Superintendent



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

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

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

Conroe Independent School District

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

Conroe ISD Substitute Office:

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

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

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

Name _____

EIN _____

Children are Our Future

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

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



The Conroe ISD is in compliance with the provisions of Title IX of Public Law 92-318, Educational Amendments of 1972, and is an equal opportunity employer.

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.

Substitute Teachers and Substitute Aides

Qualifications

Conroe ISD prefers that substitutes hold a valid Texas Teaching Certificate. Non-certified teachers or out-of-state certified teachers and non-certified applicants with 60 or more college hours or a degree are also accepted as substitutes.

Required Documents

- Substitute application online
- Valid Texas Teaching Certificate, if applicable
- Copy of college transcript(s) reflecting at least 60 college hours
- Copy of original Social Security Card
- Tax Form W-4
- Employment Eligibility Verification (Form I-9) with acceptable documents. (*Most commonly used documents are driver's license and Social Security card.*) A list of other acceptable documents can be found on the form I-9.
- Criminal History Check
- Workers' Compensation Form
- Deferred Compensation Plan Form
- Statement concerning your employment in a job not covered by Social Security
- Direct Deposit Authorization

These documents must be on file in the Substitute Office prior to beginning substitute duties. Payroll information will not be processed until all paperwork is complete.

General Information

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

B. All substitutes must complete the required courses on the Safe Schools website - <http://conroe.tx.safeschools.com/login/> - regarding Bloodborne Pathogens and Sexual Harassment. Login using your Employee Identification Number (EIN); no password is required. This must be completed within 30 days of the hire date to continue working.

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

D. School Hours
Senior High.....7 a.m.–3 p.m.
Junior High/Intermediate.....8 a.m.–4 p.m.
Elementary7:30 a.m.-3:30 p.m.

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

Substitute Teacher Pay
Texas Certified **\$90.00 per day**
Substitutes must submit verification of valid certification to the Substitute Office.

Substitute Teacher Pay
Non-Certified **\$80.00 per day**
All substitutes who are unable to verify Texas certification

will receive non-certified pay. These substitutes must be able to verify at least 60 college credit hours.

Long-Term Substitute Teacher Pay
Texas Certified **\$115.00 per day**

Texas certified substitutes may be called for long-term substitute assignments.

Long-Term Substitute Teacher Pay
Non-Certified **\$105.00 per day**

In the event that a Texas certified substitute cannot be obtained for a long-term position, a non-certified substitute may be called.

Substitute Nurse Pay
Daily Rate/Long Term **\$115.00 per day**

Substitute Aide Pay
\$65.00 per day

Long-Term Substitute Aide Pay
\$68.00 per day

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

Cafeteria Substitutes—Child Nutrition Pay
Daily Rate/Long-Term **\$50.00 per day**

Any substitute who has been hired by CISD is qualified to substitute for Child Nutrition. If you want this option added to your profile, you must contact the Substitute Office. Substitutes are required 8 a.m. - 2 p.m. in local school cafeterias. No experience necessary.

Sign Language Interpreting
Daily/Long-Term **\$68.00 per day**

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 an Alternate Retirement Plan administered by MidAmerica (1-800-430-7999).

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

Return the completed form and "voided" check to:
Conroe ISD- Payroll Department
3205 W. Davis • Conroe, Texas 77304-2098

Questions regarding paychecks should be directed to the Payroll Department at 936-709-7722. When making inquiries to the Payroll Department, substitutes must know their EIN and the name of the employee for whom they have substituted. The substitute's pay is reported in accordance with the Conroe ISD Payroll Schedule. (page 22)

F. 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.

G. 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.

H. 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.

Duties and Responsibilities of the Substitute

A. Daily Schedule and Routine

The District's expectation is that all substitutes fulfill a minimum of one substitute assignment each academic semester, or two substitute assignments each academic year. Failure to meet this expectation may result in employment separation at the conclusion of the academic year.

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

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

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

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

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

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

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

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

B. Lesson Plans

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

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

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

C. Discipline

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

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

D. Attendance Accounting

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

E. Student Illness or Accident

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

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

F. Emergency Operations Procedures

Policies CKC, CKD

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

(Pg 20 - CISD Emergency Operations Procedures)

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, even though

he/she is not a regular employee. The substitute should use extreme caution in expressing personal reactions and opinions about what is seen and heard in the classrooms of the various schools.

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

There should be no cursing in the classroom or school.

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

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

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

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

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

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

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

I. Elementary & Secondary School Practices

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

- Cell phones should be switched off during the assignment.
- Protect and safeguard all equipment, school property, or personal items. Do not allow students to use, or have access to, items not specified in the lesson plans.
- Be punctual in every capacity (*arriving to and from lunch and conference periods, checking attendance, etc.*).
- Students should never arrive in the room ahead of you. You should be there to greet them when they arrive.
- Stand at the door during every class change, observing both the hallway and the classroom.
- Check the room when first entering, after every class change, and before leaving. The room should be left neat, clean, and orderly.
- Do not rearrange classrooms.
- Keep students away from windows and draperies.
- Protect and safeguard all personal items, equipment, and other personal property.
- Practice good energy conservation. Turn out lights and all electrical equipment before leaving the room at anytime.
- Receive and dismiss students in an orderly fashion.
- Follow the lesson plans.
- The teacher's gradebook, lesson plan book, seating charts, textbook records, and attendance roll sheets are all very valuable documents. Know where they are at all times and protect them.
- Use discretion and caution in issuing hall and restroom passes and passes to the office.
- Enforce all school rules without apology.
- Report any unusual happenings to the principal immediately.
- Do not leave your students in the room at any time, without supervision. If an emergency takes you from the room, ask an employee in the classroom next to you to monitor your students.

- Become familiar with the employee's daily schedule, which includes the amount of time for each subject, time to arrive in the cafeteria, P.E., restroom, and dismissal times.
- Recess periods require alert supervision. They are not social periods. Move among the children in your charge. You can not supervise from one spot.
- No food or drinks shall be allowed in the classroom.

Responsibilities of the School and Employee to the Substitute

A. Responsibility of the school

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

B. Responsibility of the employee

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

Additional Information

A. Schedule

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

B. Availability

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

C. Long-term pay rate

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

D. Assistance

Substitutes should feel free to call upon grade level teachers, team leaders, department chairpersons, assistant principals, and principals for questions or problems regarding lesson plans, schedules, discipline, policies, or school procedures.

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

E. Substitute evaluation

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

The following is a list of behaviors which are considered unacceptable, and which could result in being placed on a given location's "Exclusion" list, or removal from the Conroe ISD substitute list. It is important to remember that the primary concerns

driving these requirements are: the safety and security of the students and staff; the smooth operation of the campus with minimal impact or disruption to the overall educational process; and the maintenance of an environment which nurtures individuals and the educational process. Please note that this list is not all-inclusive. Situations will be reviewed on an individual basis, and appropriate determinations will be made based upon consideration of all factors.

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

F. Employment and termination

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

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

Policies and Standards

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

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. 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))

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

- Standard 1.1. The educator shall not intentionally, knowingly or recklessly engage in deceptive practices regarding official policies of the school District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- Standard 1.2 The educator shall not knowingly

- misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- Standard 1.13 The educator shall not 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.
- 3. Ethical Conduct toward Students**
- Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2 The educator shall not intentionally, knowingly or recklessly treat a student in a manner that adversely affects the learning, physical health, mental health, or safety of the student or minor.
- Standard 3.3 The educator shall not intentionally, knowingly or recklessly misrepresent facts regarding a student.
- Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status or sexual orientation.
- Standard 3.5 The educator shall not intentionally, knowingly or recklessly engage in physical mistreatment, neglect or abuse of a student or minor.
- Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that minor or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that minor to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
- (i) the nature, purpose, timing, and amount of the communication;
 - (ii) the subject matter of the communication;
 - (iii) whether the communication was made openly 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 on-line at www.ethicspoint.com, through a link under "Employees" on the CISD web page, or by dialing toll-free 1-866-294-9305. If you choose to remain anonymous, the hotline provider will not request identifying information, and their phone and computer systems do not collect that type of information. The District guarantees that reports submitted via the hotline will be handled promptly and discreetly. No retaliatory action will be taken against anyone for reporting or inquiring in good faith, or for seeking guidance on how to deal with potential or suspected wrongdoing.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

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

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

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

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

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

Retaliation. The District prohibits retaliation against an employee or student who makes a claim alleging to have experienced

discrimination or harassment, or another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. An employee or student 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.

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

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

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

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

ADA/Section 504 Coordinator. Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

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

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

Alternative Reporting Procedures. An employee or 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 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

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

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

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

Prohibited harassment includes dating violence as defined by this policy.

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.

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

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

Child Sexual Abuse

The District has established a plan for addressing child sexual abuse. 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. 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. 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 above in Reporting Suspected Child Abuse.

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or

minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or

- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. In addition, employees must cooperate with investigators of child abuse and neglect. Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Alcohol- and Drug-Abuse Prevention

Policies DH, DI

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 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;
- 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.

Drug-Free Workplace Requirements

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

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within 10 days of receiving such notice from the employee or any other source—the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D), (E) Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

Mandatory Training

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

Tobacco Use

Policies DH, FNCD, GKA

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

Employee Arrests and Convictions

Policy DH

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

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

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

- Dishonesty;

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

Criminal History Background Checks

Policy DBAA

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

The District obtains criminal history record information on persons it intends to employ. Employees are required to disclose a prior record when requested to do so at the time of employment. Failure to do so could result in termination of employment. A review committee assesses the records of employees found to have criminal records that may bar them from continued employment in the District.

Electronic Media, Communications Systems, and Technology Resources

Acceptable Use Guidelines

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

Overview

The District expects that teachers will blend thoughtful use of the Internet and technology resources throughout the curriculum and will provide guidance and instruction to students in its use at all times that students utilize the Internet. The District also expects the prudent exercise of good judgment by administration, support staff, and teachers while using the District's technology resources, including the Internet and associated email, as tools in the day-to-day administration of their employment with the Conroe ISD and in the

classroom environment. The District's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the resources is permitted with the exception of cell phones, which are for business use only, if the use:

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

Internet Filter

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

Email

Email is a District service provided by public funds. Email is for instructional and administrative use. Sending jokes, chain letters, 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.

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

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

Electronic Storage

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

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

Network Behavior

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

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

Inappropriate Use

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

Inappropriate Language

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

Commercial Use

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

Vandalism/Mischief

- Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Network/Internet, or any networks that are connected to the Network/Internet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited;
- Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited;
- Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users without their permission is prohibited, unless permitted by District policy;
- Deliberate attempts to exceed, evade, or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited; and
- Unauthorized disclosure, use, and dissemination of personal information regarding students and employees are prohibited.

Security

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

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

Transmitting/Storing Confidential Information

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

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

Modification of Computer

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

Use of Electronic/ Social Media with Students

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

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

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

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

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

Text Messaging

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

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

Personal Use of Electronic Media and Social Networking

Policy DH

Employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. District employees must model the character they are expected to teach, both on and off the worksite. This applies to material which is posted on personal websites and other Internet sites, such as MySpace, Instagram, or Facebook. As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. Employees will be held to the same professional

standards in their public use of electronic media as they are for any other public conduct. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content. If an employee posts messages or pictures which diminish the employee's professionalism or discredits the employee's capacity to maintain the respect of students and parents, it will impair the employee's ability to effectively perform his or her job. This type of material includes, but is not limited to, text or pictures involving hate speech, nudity, obscenity, vulgarity, conduct illegal for a minor, or sexually explicit content. Please be aware that such conduct may be grounds for termination or other disciplinary action. Employees who maintain social networking sites for their private use should not share that site with students.

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

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment;
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent;
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purposes of communicating with students;
- The employee may not post student names, photographs, or videos in which students appear on personal online social media;
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records; [See Policy FL]
 - Confidentiality of health or personal information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law; [See Policy DH (EXHIBIT)]
 - Confidentiality of District records, including educator evaluations and private e-mail addresses; [See Policy GBA]
 - Copyright law; [See Policy CY] and
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

Use of Electronic/Social Media with Students

Policy DH

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

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

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

Conroe ISD Emergency Operations Procedures

Intruder

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

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

Lockdown

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*". Arrangements must be made to bring in all students from the outside and or temporary classrooms. The announcement should be repeated at least once.

- Remain calm. Do not panic.
- If safe to do so, conduct a "quick peek" to assess the immediate threat level of the hallways and nearby restrooms. If an immediate threat is not present, remove any student or staff member that is not involved in the threat to the safety of your classroom.
- Designated person(s) will lock, or verify locked, assigned exterior doors.
- Verify classroom door is closed and secured.
- Cover the door window.
- Be sure classroom phone is set to ring.
- Place students in the pre-determined safe location in the room.
- Have students remain quiet.
- Take roll immediately.
- 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.
- Turn off the lights.
- Do not use the campus radio except for emergencies.
- Do not answer the door. Authorized persons will have keys to enter if necessary.
- Ignore all bells that may be programmed into the system or other notifications of this nature.
- Remain in this mode until "all clear" or "Security Alert" signal is given.



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 flip chart 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 your principal or Chief William J. Harness, Conroe ISD Police Department, at wharness@conroeisd.net or 936-709-8900.

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

Security Alert

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. Class changes, if applicable, should be allowed only within the main building. No one should be permitted to go outside to portables, or engage in any outside activity. An announcement will be made "All personnel, we are under a Security Alert." Arrangements must be made to bring in all students from the outside and or temporary classrooms. The announcement should be repeated at least once.

- Remain calm. Do not panic.
- Designated person(s) will lock, or verify locked, assigned exterior doors.
- Verify classroom door is locked and closed securely.
- 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.

- 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.
- Do not answer the door. Authorized persons will have keys to enter if necessary.
- 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.
- 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

**Conroe Independent School District
Telephoned Bomb Threat Checklist**

Exact time of call: _____ a.m. p.m.

Exact words of caller: _____

Questions to ask:

When is the bomb going to explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why this campus? _____

Are you angry at someone at this campus? _____

From where are you calling? _____

What is your address? _____

What is your name? _____

Caller's voice:

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Teen
<input type="checkbox"/> Child	<input type="checkbox"/> Calm	<input type="checkbox"/> Disguised	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Broken	<input type="checkbox"/> Giggling	<input type="checkbox"/> Deep
<input type="checkbox"/> Crying	<input type="checkbox"/> Squeaky	<input type="checkbox"/> Excited	<input type="checkbox"/> Stressed
<input type="checkbox"/> Accent	<input type="checkbox"/> Loud	<input type="checkbox"/> Slurred	<input type="checkbox"/> Normal

If voice is familiar, whom did it sound like? _____

Where there any background noises? _____

What were the background noises? _____

Remarks _____

Person receiving call: _____

Telephone Number where call was received: _____

Report call immediately to: CISD Police Dispatch (936.709.8911 or 936.441.6628)

In case of emergency call the CISD Police:
936.709.8911 • 936.441.6628 (*metro*) • 911

8/16/10

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.
- Take one final look around the room to make sure no person is left behind.
- Secure your classroom door.
- Assemble students and proceed quickly in an orderly manner to the nearest *interior* room (*green dot above the door*).

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

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

Drop, Cover, and Hold Position

Drop Take cover under a nearby desk or table and face away from the windows.

Cover your eyes by leaning your face against your arms.

Hold onto the table or desk legs.

Hurricane Preparedness

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

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

Checklist! Before leaving campus:

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

For Campus Updates:

- Listen to local television and/or radio stations.
- Check your e-mail account from home.
- Log on to the CISD Web site.
- Check your voice mail from home.
- Keep a copy of campus contact numbers at home.

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

Gas Leak

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

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

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

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

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

Gas Leak location is within the campus building:

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

Hazardous Materials

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

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

Minor Spill or Leak:

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

Major Spill or Leak:

- Remain calm. Do not panic.
- Activate the nearest fire alarm.
- The science classroom master utility gas valve should be turned to the off position.
- Immediately evacuate building taking roster sheet with you.
- Turn off lights, if safe to do so, and close classroom door.
- Leave building in an orderly manner (*do not use elevator*).
- Meet in pre-designated area.

- Take roll immediately.
- Make a list of the students who are present but not on your class roster.
- Make a list of students who are *not* present but who are on your roster.
- Keep students together.
- Remain outside until “all clear” signal is given.

Power Outage

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

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

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

If people are trapped in an elevator:

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

Threatening or Violent Behavior/ Civil Disturbance

Threatening and Violent Behavior

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

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

If shouting, swearing, and threatening continues:

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

If someone is threatening you/others with a weapon:

- Stay calm.
- Focus on the person holding the weapon, not the weapon itself. Ask in a calm voice for permission to evacuate the others in the class/area. Keep the person talking to gain time. The longer the person talks, the less likely that person will use the weapon.

- **Avoid rushing the person with the weapon—unless you feel it is your only option.** Attempting to disarm a person with a weapon is extremely dangerous.
- Signal a co-worker or student to notify a campus administrator or CISD Police.
- Take immediate action to secure or isolate the individual posing a threat.
- Take immediate action to move others from harm’s way.
- **Initiate Lockdown procedures.**

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

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

Students *fighting*, no weapons:

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

Civil Disturbance

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

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

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

- Wait for instructions from a campus administrator and/or CISD Police.

Students protesting; demonstrations; or student walk-outs

- Stay calm.
- Immediately notify a campus administrator and/or CISD Police.
- Secure your area.
- Stay with your students.
- Avoid area of disturbance.
- Avoid provoking or obstructing demonstrators.
- May be asked to monitor or gather the demonstrators.
- Prepare for evacuation or relocation.

Medical Emergency

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

Basic Life Support (CPR)

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

Youth/Adult

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

Child (1-8 years old)

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

Infant (0-1 year old)

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

To Stop Bleeding

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

Heat-Related Illness

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

Abdominal Thrusts for Choking Victim

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

Accidents, Injuries, Suicide, or Deaths

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

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

Teachers should:

- Assess lesson content for that day to be sure that there is nothing that would increase student anxiety or grief.

- Let counselors know of any students or staff members who are having a particularly difficult time.
- Increase the level of supervision so that students are not congregating in unsupervised areas or isolating themselves in rest rooms, etc.
- Let counselors know of students who have been in crisis prior to this event.
- Be sensitive to student emotions and behaviors.

Principles for Effective Verbal Intervention

Remain Calm

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

Isolate the Individual

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

Be Empathetic

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

Keep it Simple

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

Respect Personal Space

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

Be Aware of Body Position

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

Permit Verbal Venting when Possible

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

Set and Enforce Reasonable Limits

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

Use Silence

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

Use Reflective Questioning

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

Ignore Challenge Questions

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

Keep Your Non-Verbal Cues Non-Threatening

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

Watch Your Paraverbals

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

The Role of the Student During a Crisis

Students should be taught:

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

Suspicious Packages

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

- Immediately contact the principal and CISD Police.

Letter and Parcel Bomb Recognition Checklist

Be Cautious of:

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

**CONROE INDEPENDENT SCHOOL DISTRICT
OFFICIAL PAYROLL DATES
2014-15 SCHOOL YEAR**

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

Conroe ISD Campus Locations

Caney Creek Zone

High School

- 13 Caney Creek High School
- Junior High School

- 13 Moorhead Junior High

Intermediate Schools

- 40 Grangerland Intermediate

Elementary Schools

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

A Deane L. Sadler Administration/ Technology Center

3205 West Davis
Conroe, TX 77304-2098

B CISD Police Command Center

2900 N. Loop 336 East
Conroe, TX 77301

C DAEP and JJAEP

2235 N. First Street
Conroe, TX 77301

Conroe Zone

- 12 Hauke Academic Alternative High School (9-12)

MCJDC Montgomery County Juvenile Detention Center High School

- 16 Conroe High School &
Academy for Science & Health Professions
- 54 Conroe High School - 9th grade campus

Junior High School

- 14 Peet Junior High
- 15 Washington Junior High

Intermediate Schools

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

Elementary Schools

- 1 Anderson Elementary
- 2 Armstrong Elementary
- 4 Giesinger Elementary
- 5 Houston Elementary
- 56 Patterson Elementary
- 11 Reaves Elementary
- 7 Rice Elementary
- 8 Runyan Elementary
- 55 Stewart Elementary
- 50 Wilkinson Elementary

Oak Ridge Zone

High School

- 33 Oak Ridge High School
- 31 Oak Ridge HS - 9th grade campus

Junior High School

- 52 Irons Junior High
- 47 York Junior High

Intermediate Schools

- 48 Cox Intermediate
- 17 Vogel Intermediate

Elementary Schools

- 51 Birnham Woods Elementary
- 46 Broadway Elementary
- 19 Ford Elementary
- 28 Houser Elementary
- 45 Kaufman Elementary
- 25 Oak Ridge Elementary
- 53 Snyder Elementary

The Woodlands Zone

High School

- 42 The Woodlands College Park HS
& Academy of Science & Technology
- 34 The Woodlands High School

- 38 The Woodlands HS - 9th grade campus

Junior High School

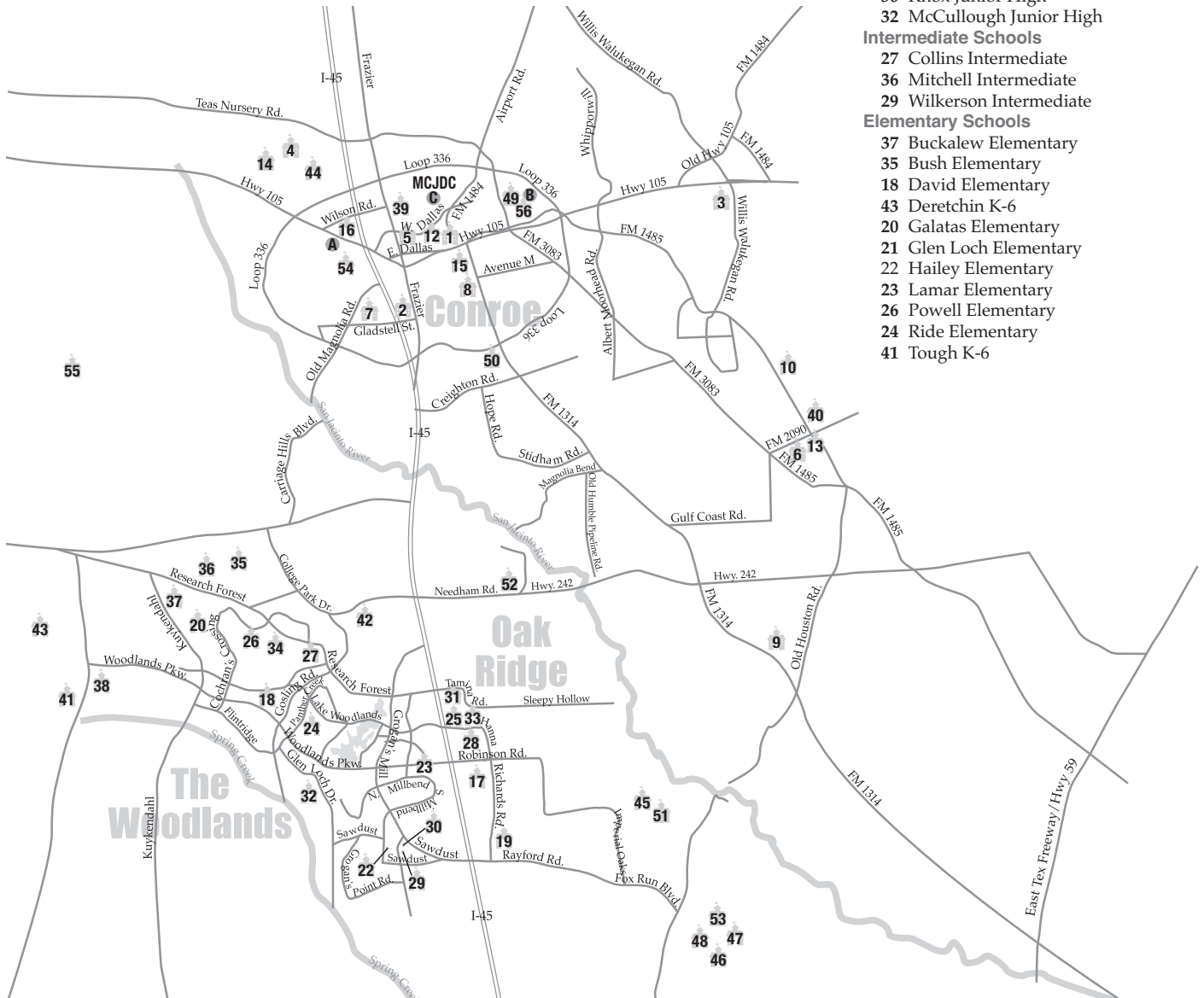
- 30 Knox Junior High
- 32 McCullough Junior High

Intermediate Schools

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

Elementary Schools

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



Campus Directory

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

High Schools

Academy for Science & Health Professions	013
<i>Headmaster: Dr. Michael K. Papadimitriou</i>	
3200 West Davis Street Conroe, Texas 77304-2098 936-709-5731 936-709-5842 (fax) chsacademy@conroeisd.net (email) 95731	
Academy of Science & Technology	006
<i>Headmaster: Dr. Susan Caffery</i>	
3701 College Park Drive The Woodlands, Texas 77384-4816 936-709-3250 936-709-3299 (fax) cpacademy@conroeisd.net (email) 93250	
Caney Creek HS	011
<i>Principal: Trish McClure</i>	
13470 FM 1485 Conroe, Texas 77306-8119 936-709-2000 936-709-2099 (fax) caneycreek@conroeisd.net (email) 92000	
Conroe HS	001
<i>Principal: Dr. Mark Weatherly</i>	
3200 West Davis Street Conroe, Texas 77304-2098 936-709-5700 936-709-5655 (fax) chs@conroeisd.net (email) 95700	
Conroe HS - 9th Grade Campus	009
<i>Principal: Dr. Jeff Stichler</i>	
400 Sgt. Ed Holcomb Blvd. North Conroe, Texas 77304-1177 936-709-4000 936-709-4099 (fax) chs9@conroeisd.net (email) 94000	
Hauke Academic Alternative HS	002
<i>Principal: Paula Nicolini</i>	
701 North Third Street Conroe, Texas 77301-2637 936-709-3420 936-709-3499 (fax) hauke@conroeisd.net (email) 93420	
Oak Ridge HS	005
<i>Principal: Tommy Johnson</i>	
27330 Oak Ridge School Road Conroe, Texas 77385-9042 832-592-5300 832-592-5544 (fax) orhs@conroeisd.net (email) 25300	
Oak Ridge HS - 9th Grade Campus	015
<i>Principal: Julie Miller</i>	
27310 Oak Ridge School Road Conroe, Texas 77385-9042 281-465-5000 281-465-5099 (fax) orhs9@conroeisd.net (email) 55000	
The Woodlands HS	003
<i>Principal: Gregg Colschen</i>	
6101 Research Forest Drive The Woodlands, Texas 77381-6028 936-709-1200 936-709-1299 (fax) twhs@conroeisd.net (email) 91200	
The Woodlands HS - 9th Grade Campus	012
<i>Principal: Dr. Chris Povich</i>	
10010 Branch Crossing Drive The Woodlands, Texas 77382-2559 832-592-8200 832-592-8299 (fax) twhs9@conroeisd.net (email) 28200	

The Woodlands College Park HS	014
<i>Principal: Dr. Mark Murrell</i>	
3701 College Park Drive The Woodlands, Texas 77384-4816 936-709-3000 936-709-3019 (fax) twcp@conroeisd.net (email) 93000	

Junior High Schools

Irons Junior High	054
<i>Principal: Jeff Fuller</i>	
16780 Needham Road Conroe, Texas 77385-4300 936-709-8500 936-709-8599 (fax) irons@conroeisd.net (email) 98500	
Knox Junior High	046
<i>Principal: Joe Daw</i>	
12104 Sawmill Road The Woodlands, Texas 77380-2198 832-592-8400 832-592-8410 (fax) knox@conroeisd.net (email) 28400	
McCullough Junior High	053
<i>Principal: Chris McCord</i>	
3800 S. Panther Creek Drive The Woodlands, Texas 77381-2799 832-592-5100 832-592-5116 (fax) mccullough@conroeisd.net (email) 25100	
Moorhead Junior High	051
<i>Principal: Allan Sapp</i>	
13475 FM 1485 Conroe, Texas 77306-8120 936-709-2400 936-709-2499 (fax) moorhead@conroeisd.net (email) 92400	
Peet Junior High	041
<i>Principal: Tasha Smith</i>	
1895 Longmire Road Conroe, Texas 77304 936-709-3700 936-709-3828 (fax) peet@conroeisd.net (email) 93700	
Washington Junior High	043
<i>Principal: Hartwell Brown</i>	
507 Dr. Martin Luther King Place N. Conroe, Texas 77301-3899 936-709-7400 936-709-7492 (fax) washington@conroeisd.net (email) 97400	
York Junior High	049
<i>Principal: James Kacur</i>	
3515 Waterbend Cove Spring, Texas 77386-3909 832-592-8600 832-592-8684 (fax) york@conroeisd.net (email) 28600	

Intermediate Schools

Bozman Intermediate	078
<i>Principal: Bethany Medford</i>	
800 Beach Airport Rd. Conroe, Texas 77301-7166 936-709-1800 936-709-1899 (fax) bozman@conroeisd.net (email) 91800	
Collins Intermediate	050
<i>Principal: Shellie LeBlanc</i>	
6020 Shadowbend Place The Woodlands, Texas 77381-3143 281-298-3800 281-298-3803 (fax) collins@conroeisd.net (email) 83800	

Cox Intermediate	077
<i>Principal: Ken Sharples</i>	
3333 Waterbend Cove Spring, Texas 77386-3907 281-465-3200 281-465-3299 (fax) cox@conroeisd.net (email) 53200	
Cryar Intermediate	073
<i>Principal: Dr. Lloyd Swanson</i>	
2375 Montgomery Park Boulevard Conroe, Texas 77304-3594 936-709-7300 936-709-7313 (fax) cryar@conroeisd.net (email) 97300	
Grangerland Intermediate	068
<i>Principal: Karen Jones</i>	
16283 FM 3083 Conroe, Texas 77302-5143 936-709-3500 936-709-3565 (fax) grangerland@conroeisd.net (email) 93500	
Mitchell Intermediate	067
<i>Principal: Paula Klapesky</i>	
6800 Alden Bridge Drive The Woodlands, Texas 77382-1375 832-592-8500 832-592-8518 (fax) mitchell@conroeisd.net (email) 28500	
Travis Intermediate	070
<i>Principal: Tamika Taylor</i>	
1100 North Thompson Conroe, Texas 77301-1955 936-709-7000 936-709-7019 (fax) travis@conroeisd.net (email) 97000	
Vogel Intermediate	069
<i>Principal: Tara Vandermark</i>	
27125 Geffert Wright Spring, TX 77386-1821 832-663-4300 832-663-4399 (fax) vogel@conroeisd.net (email) 34300	
Wilkerson Intermediate	045
<i>Principal: Jennifer Daw</i>	
12312 Sawmill Road The Woodlands, Texas 77380-2197 832-592-8900 832-592-8910 (fax) wilkerson@conroeisd.net (email) 28900	

Elementary Schools

Anderson Elementary	101
<i>Principal: Viviana Harris</i>	
1414 East Dallas Conroe, Texas 77301-2100 936-709-5300 936-709-5312 (fax) anderson@conroeisd.net (email) 95300	
Armstrong Elementary	107
<i>Principal: Daniel Lopez</i>	
110 Gladstell Street Conroe, Texas 77301-4237 936-709-3400 936-709-3415 (fax) armstrong@conroeisd.net (email) 93400	
Austin Elementary	102
<i>Principal: Dr. Serena Pierson</i>	
14796 Highway 105 East Conroe, Texas 77306-5361 936-709-8400 936-709-8403 (fax) austin@conroeisd.net (email) 98400	
Birnam Woods Elementary	129
<i>Principal: Dr. Christine Butler</i>	
31150 Birnam Woods Dr. Spring, TX 77386-7067 832-663-4200 832-663-4299 (fax) birnamwoods@conroeisd.net (email) 34200	

(Continued)

Broadway Elementary 127 <i>Principal: Nikki Conley</i> 2855 Spring Trails Bend Spring, Texas 77386-1366 281-465-2900 281-465-2903 (fax) broadway@conroeisd.net (email) 52900	Houston Elementary 104 <i>Principal: Mike Marsh</i> 1000 North Thompson Conroe, Texas 77301-1961 936-709-5100 936-709-5103 (fax) houston@conroeisd.net (email) 95100	Snyder Elementary 131 <i>Principal: Lindsay Ardoin</i> 28601 Birnham Woods Dr. Spring, Texas 77386 832-663-4400 832-663-4499 (fax) snyder@conroeisd.net (email) 34400
Buckalew Elementary 123 <i>Principal: Linda Crews</i> 4909 West Alden Bridge Drive The Woodlands, Texas 77382-4420 281-465-3400 281-465-3499 (fax) buckalew@conroeisd.net (email) 53400	Kaufman Elementary 125 <i>Principal: Tina Oliver</i> 2760 Northridge Forest Drive Spring, Texas 77386-4080 832-592-5600 832-592-5617 (fax) kaufman@conroeisd.net (email) 25600	Stewart Elementary 130 <i>Principal: Carrie Fitzpatrick</i> 680 Fish Creek Thoroughfare Montgomery, Texas 77316 936-709-4200 936-709-4299 (fax) stewart@conroeisd.net (email) 94300
Bush Elementary 121 <i>Principal: Judy Mills</i> 7420 Crownridge Drive The Woodlands, Texas 77382-1180 936-709-1600 936-709-1699 (fax) bush@conroeisd.net (email) 91600	Lamar Elementary 108 <i>Principal: Mary Jane Kirbo</i> 1300 Many Pines The Woodlands, Texas 77380-1549 832-592-5800 832-592-5810 (fax) lamar@conroeisd.net (email) 25800	Tough Elementary K-6 071 <i>Principal: Shawn Cresswell</i> 11660 Crane Brook Drive The Woodlands, Texas 77382-5807 281-465-5900 281-465-5959 (fax) tough@conroeisd.net (email) 55900
Creighton Elementary 106 <i>Principal: Jennifer Watson</i> 12089 FM 1485 Conroe, Texas 77306-7441 936-709-2900 936-709-2999 (fax) creighton@conroeisd.net (email) 92900	Milam Elementary 105 <i>Principal: Patricia Gonzalez</i> 16415 FM 3083 Conroe, Texas 77302-5147 936-709-5200 936-709-5203 (fax) milam@conroeisd.net (email) 95200	Wilkinson Elementary 126 <i>Principal: Victor Uher</i> 2575 Ed Kharbat Conroe, Texas 77301-2368 936-709-1500 936-709-1599 (fax) wilkinson@conroeisd.net (email) 91500
David Elementary 118 <i>Principal: Lee Allen</i> 5301 Shadowbend Place The Woodlands, Texas 77381-4126 281-298-4700 281-298-4703 (fax) david@conroeisd.net (email) 84700	Oak Ridge Elementary 109 <i>Principal: Tammy Eldridge</i> 19675 I-45 South Conroe, Texas 77385-8762 832-592-5900 832-592-5968 (fax) ore@conroeisd.net (email) 25900	Deane L. Sadler Administration/ Technology Center 3205 W. Davis • Conroe, TX 77304 936-709-7751 936-709-9701 (fax) CISD Police (873) 2900 N. Loop 336 East • Conroe, TX 77301 936-709-8900 (Main) 936-709-9900 (fax) 936-709-8911 (24-hour dispatch)
Deretchin Elementary K-6 074 <i>Principal: Alicia Reeves</i> 11000 Merit Oaks Drive The Woodlands, Texas 77382-4155 832-592-8700 832-592-8780 (fax) deretchin@conroeisd.net (email) 28700	Patterson Elementary 128 <i>Principal: Gilberto Lozano</i> 670 Beach Airport Road Conroe, Texas 77301 936-709-4300 936-709-4399 (fax) patterson@conroeisd.net (email) 94200	Walter P. Jett Continuing Education Center (876) 601 W. Lewis St. • Conroe, TX 77301-2597 936-709-8200
Ford Elementary 112 <i>Principal: Debby Johnson</i> 25460 Richard Road Spring, Texas 77386-1508 832-592-5700 832-592-5709 (fax) ford@conroeisd.net (email) 25700	Powell Elementary 122 <i>Principal: Lisa Garrison</i> 7332 Cochran's Crossing Drive The Woodlands, Texas 77381-6282 936-709-1700 936-709-1799 (fax) powell@conroeisd.net (email) 91700	Conroe Area Career and Technology Center (004) 936-709-5749
Galatas Elementary 120 <i>Principal: Dena Wilker</i> 9001 Cochran's Crossing Drive The Woodlands, Texas 77381-6432 936-709-5000 936-709-5003 (fax) galatas@conroeisd.net (email) 95000	Reaves Elementary 124 <i>Principal: Nicole Walker</i> 1717 North Loop 336 West Conroe, Texas 77304-3509 936-709-5400 936-709-5407 (fax) reaves@conroeisd.net (email) 95400	DAEP 936-709-8100 (010) JJAEP 936-538-8168 (010) 2235 N. First St. • Conroe, TX 77301 <i>Principal: Jeff Eldridge</i>
Giesinger Elementary 119 <i>Principal: Becky Page</i> 2323 White Oak Blvd. Conroe, Texas 77304-3560 936-709-2600 936-709-2699 (fax) giesinger@conroeisd.net (email) 92600	Rice Elementary 114 <i>Principal: Malinda Stewart</i> 904 Gladstell Street Conroe, Texas 77304-2765 936-709-2700 936-709-2799 (fax) rice@conroeisd.net (email) 92700	Montgomery County Juvenile Detention Center (201) 936-538-3420
Glen Loch Elementary 116 <i>Principal: Cassie Hertenberg</i> 27505 Glen Loch Drive The Woodlands, Texas 77381-2913 281-298-4900 281-298-4903 (fax) glenloch@conroeisd.net (email) 84900	Ride Elementary 117 <i>Principal: Megan Burnham</i> 4920 West Panther Creek Drive The Woodlands, Texas 77381-2599 281-465-2800 281-465-2803 (fax) ride@conroeisd.net (email) 52800	CISD Transportation Conroe/East Center (910) Oak Ridge Center (911) The Woodlands Center (912) 936-709-7940
Hailey Elementary 113 <i>Principal: Tracy Horne</i> 12051 Sawmill Road The Woodlands, Texas 77380-2199 832-663-4100 832-663-4199 (fax) hailey@conroeisd.net (email) 34100	Runyan Elementary 103 <i>Principal: Tracy Voelker</i> 1101 Foster Drive Conroe, Texas 77301-5199 936-709-2800 936-709-2899 (fax) runyan@conroeisd.net (email) 92800	<i>For Special Services Transportation contact the appropriate center serving your area of the District.</i> Moorhead Stadium (889) 3200 West Davis • Conroe, TX 77304
Houser Elementary 111 <i>Principal: Angela Lozano</i> 27370 Oak Ridge School Road Conroe, Texas 77385-9042 832-663-4000 832-663-4076 (fax) houser@conroeisd.net (email) 34000	San Jacinto Elementary 115 <i>Principal: Renee O'Neal</i> 17601 FM 1314 Conroe, Texas 77302-5901 281-465-7700 281-465-7799 (fax) sanjacinto@conroeisd.net (email) 57700	Woodforest Bank Stadium (888) 19115 David Memorial Dr. Shenandoah, TX 77385 936-709-7529 (PLAY)
		Conroe ISD Natatorium 19133 David Memorial Dr. Shenandoah, TX 77385 936-709-7529 (PLAY)

School Closing

School closing *prior* to the school day

Parents, students, and staff members are asked to tune in to radio and television broadcasts for information in the event of inclement weather conditions or other emergencies that may necessitate the closing of schools.

In the event that school must be closed, the decision will be made by CISD and the information disseminated as soon as it becomes available.

Radio and television stations will be immediately informed and will be asked to broadcast the District's decision and the procedures.

TV Stations:

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

Radio Stations:

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

Web addresses:

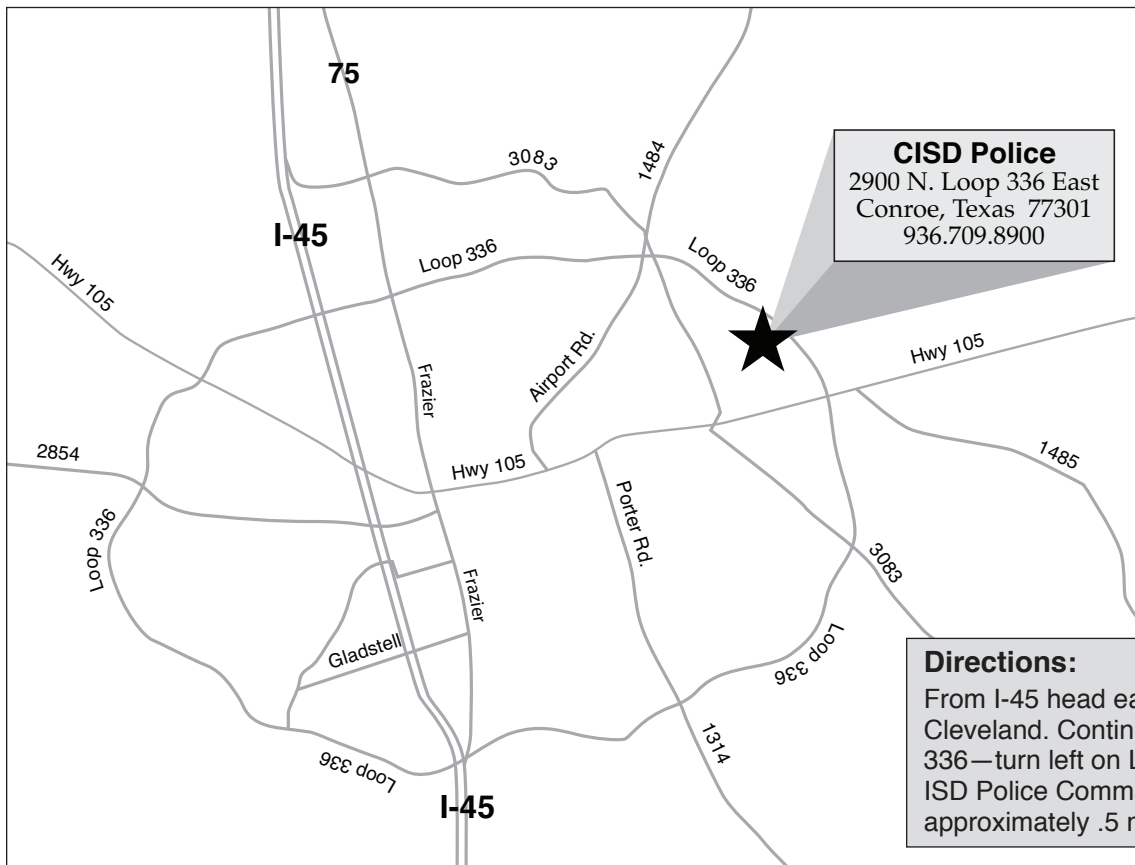
<http://www.school-closings.net/houston/state.asp>
or
www.conroeisd.net

School closing *during* the school day

- Be aware of inclement weather "Watch and Warning" signals and other emergencies that may necessitate the closing of schools.
- Refer to the Emergency Operations Procedures (pg 18) regarding Severe Weather – Tornado, Hurricane, and Emergency Evacuation procedures.
- Wait for instruction from campus administrators.
- Check e-mail frequently.

ID Badge

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



Monday - Friday
8 - 11 a.m.
1 - 3 p.m.

CISD Police
2900 N. Loop 336 East
Conroe, Texas 77301
936.709.8900

Directions:
From I-45 head east on Hwy 105 toward Cleveland. Continue on Hwy 105 to Loop 336—turn left on Loop 336. The Conroe ISD Police Command Center is approximately .5 miles on the left.

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

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

Definition of Substitute

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

Definition of Vacancy

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

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

Combined One-Half Time Employment and Substitute Service

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

One-Half Time Employment Only

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

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

Members Should Contact TRS Directly

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

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





CONROE

INDEPENDENT SCHOOL DISTRICT

Committed to Excellence

2014-2015 School Calendar

2/19/14

Days of Instruction

	Students	Teachers
1st Semester	79	86
2nd Semester	99	101
Total Days	178	187

Grading Periods

1st Semester

Grading period	Ends
1st	October 17
2nd	December 19

2nd Semester

Grading period	Ends
1st	March 13
2nd	June 4

Students

Starting date August 25
Ending date June 4

Staff

Starting date August 15
Ending date June 5

Student Holidays

Labor Day September 1
Thanksgiving November 24-28
Winter Break Dec. 22 - Jan. 5
Martin Luther King January 19
Presidents' Day February 16
Spring Break March 16-20
Holiday April 3
Memorial Day May 25

Teacher Work Days

August 22, January 5, June 5

Staff Development

August 15-21, February 16

Student Early Release

October 17, December 19

Inclement Weather Days

February 16, June 5

Make-up Days

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

Students: February 16
June 5

Staff: June 6
May 30

August 2014						
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 2014						
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 2014						
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 2014						
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 2014						
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 2015						
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 2015						
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 2015						
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 2015						
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 2015						
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 2015						
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 2015						
S	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Report Cards

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

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, TX 77304; (936) 709-7752.

Holiday	Workday for staff <small>(Student holiday)</small>	Staff development <small>(Student holiday)</small>	Inclement weather day <small>(Workday)</small>	Inclement weather day <small>(Staff development)</small>	Early release <small>(students)</small>