

CRANDALL

INDEPENDENT

SCHOOL DISTRICT



SUBSTITUTE HANDBOOK

2021 – 2022

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DISTRICT INFORMATION**MISSION STATEMENT**

Crandall Independent School District will provide each student and exceptional education,
in an inspiring environment, with caring people.

VISION STATEMENT

To empower each student to positively impact the world.

DISTRICT OVERVIEW**Board of Trustees**

Rick Harrell – President

Mike Wood – Vice President

Jennifer Hiser – Secretary

Amy Barber – Trustee

Dr. Sharon Long – Trustee

Stacie Warren – Trustee

SUBSTITUTE OFFICE CONTACT INFORMATION

Substitute Contact:

Kreasha Slimboski ext. 5801

kslimboski@crandall-isd.net

Payroll Contact:

Janis Nix ext. 5811

jnix@crandall-isd.net

Barbara Galofaro ext. 5818

bgalofaro@crandall-isd.net

Benefit Contact:

Angela Thomas ext. 5814

athomas@crandall-isd.net

Frontline Contact:

Kelly Jones 5810

kjones@crandall-isd.net

Barbara Galofaro ext. 5818

bgalofaro@crandall-isd.net

STATEMENT OF NONDISCRIMINATION

In its effort to promote nondiscrimination, the Crandall Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Assistant Superintendent of Human Resources, Crandall ISD, P.O. Box 128, Crandall, TX 75114, 972-427-6000.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Intervention Services, Crandall ISD, P.O. Box 128, Crandall, TX 75114, 972-427-6000.
- All other concerns regarding discrimination: See the Superintendent, Crandall ISD, P.O. Box 128, Crandall, TX 75114, 972-427-6000.
[See FB (LOCAL) and FFH (LOCAL)]

EQUAL OPPORTUNITY POLICY STATEMENT

The Crandall Independent School District does not discriminate based on race, color, sex, age, national origin, religion, sexual orientation, or disability in matters affecting employment or in providing access to programs. Inquiries related to the Policies of the Crandall ISD should be directed to Christy Starrett, Assistant Superintendent of Human Resources.

CAMPUSES

Campus	Principal	Assistant Principal
Hollis T Dietz Elementary 2880 Sunnybrook Heartland, TX 75126	DeAnn Baker	Amanda Bolton
W.A. Martin Elementary 11601 West HWY 175 (Physical) PO Box 460 (Mailing) Crandall, TX 75114	Matt Besherse	Elisa Wiggs
Noble-Reed Elementary 2020 Wildcat Trail (Physical) PO Box 370 (Mailing) Crandall, TX 75114	Paige Cherry	Ashley Sheppard
Barbara Walker Elementary 4060 Abbey Road Heartland, TX 75126	Michael Starling	Lara Reed
Nola K Wilson Elementary 300 South Meadowcreek (Physical) PO Box 430 (Mailing) Crandall, TX 75114	Holly Kirby	Keith Merritt
Crandall Middle School 500 West Lewis (Physical) PO Box 490 (Mailing) Crandall, TX 75114	Amy McAfee	Crystal Bush Preston Woo
Crandall High School 13385 FM 3039 (Physical) PO Box 520 (Mailing) Crandall, TX 75114	Jared Miller	Abby Baker Kyalla Bowens Brooke Merritt Jeremy Van Meter
Crandall Compass Academy 300 West Lewis (Physical) PO Box 128 (Mailing) Crandall, TX 75114	Jennifer Coward	Clyde Pikes

INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Substitute Clerk. This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of the district policies and procedures related to employment.

GENERAL REQUIREMENTS

To substitute in Crandall Independent School District, a person must have a high school diploma or its equivalent. In addition, all potential substitutes must comply with fingerprinting requirements as indicated in Senate Bill 9 prior to working on a CISD campus, at the cost of the substitute.

It is the responsibility of each substitute teacher to submit the following paperwork to the Substitute Specialist before beginning employment:

1. The District's application form;
2. All electronic forms;
3. A record of highest education attained (high school diploma, GED certificate, or transcript for all college work);
4. Teaching certificate (if applicable);
5. Driver's License & Social Security Card;
6. FICA Alternative Plan;
7. Health Insurance Enrollment form;
8. Notarized Misconduct form;
9. Job Description; and
10. Handbook Acknowledgement

CHANGE OF PERSONAL INFORMATION

When a substitute has a change in personal information, (i.e., address, phone number, etc.) the Human Resources Office needs to be notified as soon as possible.

HIRING PRACTICES

The District uses electronic means to assign substitutes when teachers and instructional aides are absent. The system used by CISD is called Absence Management (Frontline). Absence Management is an automated substitute placement service provided by Frontline Placement Technologies.

In July, following each school year, a notification regarding updating paperwork, or substitute training if necessary to attend, will be sent to each person on the current active sub list. Updated paperwork for the Substitute Specialist must be completed to ensure substitute eligibility for the upcoming school year. Additional substitute training is only required if you are notified of that. All profiles in Absence Management will be inactive until this paperwork is completed.

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.

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

- You repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions,
- You do not accept and fulfill at least three days of substitute assignments per semester or six days of substitute assignments by April 30th of the current school year;
- You do not complete the district-required mandatory training; or
- You do not timely return a letter of reasonable assurance.

If you wish to terminate employment with the District, either email kslimboski@crandall-isd.net or write the Crandall ISD Human Resource Department. When employment is terminated, any related paperwork must be completed at the Human Resource Department. Final paychecks will be mailed or directly deposited, whichever is applicable, on the next regular pay date.

LETTER OF REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

The Letter of Reasonable Assurance of Continued Employment is required to be submitted during the spring semester to continue working as a substitute for the following school year. Failure to submit the letter by the due date is viewed as a resignation. The letter will be available electronically.

MANDATORY TRAINING

A requirement of employment is to participate in computerized staff development training. The training must be completed in order to sub on campus. The website to obtain the training is <https://crandallisd-tx.safeschools.com/login>. The training will need to be completed each year.

BAD WEATHER PROCEDURES

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

- Facebook – Crandall ISD
- Twitter - @OfficialCISD
- FOX – Channel 4; www.myfoxdfw.com
- NBC – Channel 5; www.nbcdfw.com
- WFAA – Channel 8; www.wfaa.com
- CBS – Channel 11; www.cbsdfw.com

EMERGENCY PROCEDURES

All substitutes should come familiar with the safety procedures for responding to emergencies, including a medical emergency. Locate evacuation diagrams posted in work areas and be familiar with shelter in place, lockout, and lockdown procedures. 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.

SOCIAL MEDIA PROCEDURES

Educators are held to a higher standard of behavior than other employees throughout the community, even in their personal lives. This higher standard of behavior includes your online behavior and digital footprint on Facebook, Instagram, SnapChat, Twitter, and any other online social network. When posting on an online social network site:

- **DO:**
 - Be polite, friendly and helpful in your communications.
 - Keep it positive. Do not gossip, use bad language, criticize or use sarcasm.
 - Remember your digital footprint and strive to maintain a higher standard at all times.
 - Take time to learn about the security settings.
- **DO NOT:**
 - Request or accept a new friendship with a student.
 - Mention your students in your posts.
 - Post pictures or videos of your students.
 - Complain or gossip about administration, co-workers, and/or students.
 - Post anything that could be considered offensive (photos, links, jokes, etc.)

CRIMINAL HISTORY BACKGROUND CHECKS

All substitutes hired must complete the fingerprinting process with the Texas Education Agency (TEA)/Texas DPS FACT Clearinghouse prior to employment. Crandall ISD will receive notification on substitutes through FACT if any event related to criminal history occurs. Substitutes are required to self-report an event immediately to the supervisor or Human Resource within three calendar days of event.

ABSENCE MANAGEMENT IMPORTANT MESSAGE

If you cannot fulfill a job you have accepted, please call the campus **immediately**. Regardless of the time day or night, the job will become visible in Frontline and calls to fill the vacancy will be according to the call schedule specified in Frontline. Our hope is that you will find Frontline to be a valuable tool that meets the needs of Crandall ISD as well as your own. Should you have any questions regarding Frontline please contact Kreasha Slimboski via email at kslimboski@crandall-isd.net or 972-427-6000 x 5801. Any concerns you have pertaining to a campus should be directed to the campus principal.

The numbers listed below are **ONLY** to be used if cancelling a job within an hour of its start time.

SCHOOL CONTACT LIST

CAMPUS	CONTACT	CAMPUS NUMBER	EXT	Campus Times
Crandall High School (9 th – 12 th)	Maria Salcedo msalcedo@crandall-isd.net	972-427-6150	X 5301	7:00 AM - 3:00 PM
Crandall Middle School (7 th – 8 th)	Jennifer Edmonds jedmonds@crandall-isd.net	972-427-6080	X 5670	7:00 AM - 3:00 PM
Dietz Elementary (Pre-K – 6 th)	Nicole Tudor ntudor@crandall-isd.net	972-427-6050	X 5704	7:30 AM - 3:30 PM
Martin Elementary (Pre-K – 6 th)	Michelle Hope mhope@crandall-isd.net	972-427-6020	X 5103	7:30 AM - 3:30 PM
Noble-Reed Elementary (Pre-K – 6 th)	Jeannine Davis jdavis@crandall-isd.net	972-427-6060	X 4003	7:30 AM - 3:30 PM
Walker Elementary (Pre-K – 6 th)	Diana Crow dcrow@crandall-isd.net	972-427-6030	X 5403	7:30 AM - 3:30 PM
Wilson Elementary (Pre-K – 6 th)	Denise Olson dolson@crandall-isd.net	972-427-6040	X 5203	7:30 AM - 3:30 PM
Compass Academy (DAEP/STARS)	Vickie Merciers vmmerciers@crandall-isd.net	972-427-6100	X 5960	7:00 AM - 3:00 PM

ABSENCE MANAGEMENT QUICK REFERENCE INFORMATION

Absence Management is serviced through Frontline Placement Technologies. Absence Management can be accessed via the website at www.aesoponline.com or via phone at 1-800-942-3767.

BENEFITS

A substitute who regularly works 10 or more hours per week may be eligible for coverage under a TRS-ActiveCare medical plan. The district does not contribute to the premium cost for substitutes, so you would be responsible for the full premium amount. Only medical plans are available to substitutes – not dental, vision, or other types of plans. If you should have any questions, please contact Angela Thomas at ext. 5814.

PAYDAY

Payday for substitutes are monthly. It is suggested that each substitute keep a record of the days that he/she has worked. However, this record shall not, in any instance, be considered official should a discrepancy occur.

It is recommended that all substitute sign up for Direct Deposit. It is your responsibility to inform the Business Office in writing when you change or close a bank account by completing a new Direct Deposit Authorization Form. This form is available at the Administration office. In the event of identity theft, please call the Business Office immediately.

Pay will post into your account on each scheduled payday, if signed up for direct deposit and pay stub will be mailed. Otherwise, substitute paychecks will be mailed.

PAYROLL SCHEDULE 2021 – 2022

MONTH	CUT-OFF*	PAY DATE
July 2021	July 2, 2021	July 22, 2021
August 2021	August 6, 2021	August 25, 2021
September 2021	September 3, 2021	September 24, 2021
October 2021	October 1, 2021	October 25, 2021
November 2021	November 5, 2021	November 18, 2021
December 2021	December 3, 2021	December 16, 2021
January 2022	January 7, 2022	January 25, 2022
February 2022	February 4, 2022	February 25, 2022
March 2022	March 4, 2022	March 25, 2022
April 2022	April 1, 2022	April 25, 2022
May 2022	May 6, 2022	May 25, 2022
June 2022	June 3, 2022	June 23, 2022

*Cut-off dates apply to substitute pay, extra duty pay and leave time.

Extra duty worked prior to the cutoff date will be paid that month if appropriate forms are turned in to Payroll by the due date.

The due date for extra duty pay forms will be one week after the cut-off date.

SKYWARD

Skyward Finance is access to all personal information, paystubs, and W-2.

Username: last name, first initial (example: John Smith – smithj)

Password: All lowercase **pirates**

For questions, please call Janis Nix at ext. 5811 or email at jnix@crandall-isd.net or Barbara Galofaro at ext. 5818 or email at bgalofaro@crandall-isd.net.

SALARY INFORMATION

Crandall ISD has adopted a salary schedule for substitutes that is reviewed annually. Therefore, all substitutes will begin their assignment at the standard rate. A long-term position is any substitute job that extends longer than ten consecutive school days in the same assignment. **All certified substitutes must provide a copy of certification to receive certified pay.**

Regular ED Aide	Teacher/Librarian High School Grad/ Associate's Degree	Nurse - LVN/EMT
\$100	\$100	\$100 (\$100 for long term)
Special Education Aide (Life Skills, BAC, PPCD, CMC)	Teacher/Librarian Bachelor's/Master's Degree	Nurse - RN
\$100	\$100	\$150 (\$175 for long term)
Long Term Aide	Teacher/Librarian Current Texas Certified Teacher	
\$100	\$100	
Long Term Special Education Aide	Teacher/Librarian Long Term Teacher	Cafeteria
\$100	\$110	\$54.50

- Long term means beginning the 11th consecutive day for the same individual.
- Differentiated pay for long-term assignments begins on the 11th day and is not adjusted to the initial day of the assignment.
- Bus Driver and Bus Monitor subbing will be an hourly rate based on the compensation plan.

DEDUCTIONS

The district shall make the following deductions as required by law:

- Social Security
- Federal Income Tax (as per employee's W-4 form)
- Medicare Tax contributions
- Garnishment of wages as required by Court Order

Detailed information regarding deductions is available at the Business Office.

FICA ALTERNATIVE PLAN

Important points about your 457(b) FICA Alternative

Eligibility: An employee is required to participate in the FICA Alternative Plan if they meet one of the eligibility requirements listed below

- Part-time (20 hours or less per week)
- Seasonal (five months or less per year)
- Temporary (contract of two years or less in duration)
- Not covered by TRS in a position otherwise covered by TRS

Contributions: Social Security requires that the equivalent of 12.4% of an employee's salary be contributed each month (6.2% employee, 6.2% employer). However, the FICA Alternative Plan requires only 7.5% contribution to a retirement account. The deferrals are made on a "pretax" basis, unlike Social Security, which are made on an "after-tax" basis.

Investments: The portfolio selection is designated by the employer. The options are as follows:

- *FICA Diversified Portfolio* – The Diversified Portfolio is directly overseen by the Region 10 RAMS Investment Advisory Committee. The portfolio is comprised of a broad range of equity and bond mutual funds, as well as individual bonds typically held to maturity, and is periodically changed to adapt to changing market conditions.
- *FICA Government Income Portfolio* – All investment instruments issued by and/or backed by the U.S. Government.

Distributions: The employee or their beneficiary will receive the FICA Alternative Plan account balance when an employee becomes eligible for a distribution for any of the following reasons:

- Termination of Employment
- Permanent and Total Disability
- Death
- Retirement
- Changed employment status to a position covered by another retirement system (e.g., TRS) *If there have been no contributions to the account for two (2) years and the account balance is less than \$5,000, the employee may be able to request a distribution.*

Taxation: When the employee begins to receive benefits, the funds received become taxable income. If the taxable portion of the account balance exceeds \$200, the employee can avoid immediate taxation by directing the account balance to:

- A traditional IRA
- An eligible employer plan that accepts the rollover (i.e., TRS, 403(b), 457, etc.)

MORE INFORMATION POINTS ABOUT YOUR 457(b) FICA ALTERNATIVE

Designating a Beneficiary: If the employee dies while a participant in the Plan, the account balance will be distributed to the employee's beneficiary. If the employee is married at the time of death, the spouse is automatically the beneficiary. If the employee wishes to designate someone other than the spouse as beneficiary, the employee must do so in writing and the spouse must sign a spousal consent form. If the employee is unmarried at the time of death, the account balance will be paid to the employee's estate unless another beneficiary has been designated. To designate a beneficiary, please login to your account at www.region10rams.org using the instructions under "Account Access" below.

Company Offering Services: The Company chosen to provide the 457(b) FICA Alternative Plan is TCG Administrators, a company with many years of proven expertise in administering retirement plans to public sector employees.

Protection from Liability: The District as a 457(b) plan sponsor is responsible for the types of investments offered to participants. Most 457(b) plans do not protect the District from fiduciary liability. The ESC Region 10 457(b) FICA Alternative Retirement Plan offers fiduciary protection for the District through an Investment Advisory Agreement with TCG Investment Advisory Service, LP.

Fees: TCG Administrators receives 1.15% of the plan assets and \$.50 per participant per month paid by the participant, TCG Advisors receives .35% of assets as the investment advisory fee, Region 10 receives \$.10 per participant per month (normally deducted from participant accounts) as its fee for running the RAMS program and the individual investments have fees that vary by type of investment. The investment fees are shown on the Region 10 RAMS website at www.region10rams.org.

Account Access: To review your account balance or request a distribution, you can access your account on the Region 10 RAMS website at www.region10rams.org. Please follow the steps below to access your account online.

1. Click the green Login box in the upper right-hand corner
2. Click the yellow Retirement Login box
3. User Name will be your Social Security Number (no spaces or dashes): #####
4. Password will be your date of birth (MMDDYYYY): #####

TCG ADMINISTRATORS
900 S Capital of Texas Hwy, Suite 350
Austin, TX 78746
Phone: 512.795.8999
Fax: 512.795.0414
Toll Free: 800.943.9179
Toll Free Fax: 888.989.9247
Email: 457@tcgservices.com

Form must be completed before becoming a substitute. If you have any questions, reach out to Janis Nix.

SUBSTITUTE PROCEDURES

CLASSROOM INSTRUCTION

- Substitutes are responsible for students, equipment, and materials assigned to his/her supervision.
- Substitutes shall make every effort to carry on the regular work of the staff member and complete the lessons as planned.
- **Substitutes should refrain from physical contact with students in any situation.** Special education students who need physical assistance will have written instructions designated in the lesson plans.
- Substitutes will not access students or associate with students except during class time unless it is part of the assignment and stated in the lesson plans. Being alone with students, eating lunch with students, or providing students with a pass to return to the class are examples of inappropriate situations that may result in removal from the substitute system.

CLASSROOM MANAGEMENT

- Make every effort to get to know the students as quickly as possible. For example, when students walk into the classroom, greet the students and politely introduce yourself. This will prompt many to say their own names to you.
- Model the behavior you wish to see in students.
- Students respond best to clear expectations combined with respect and courtesy. Discussing behavioral expectations prior to an activity sets students up for success.
- Remember to speak kindly and politely when addressing students and use language appropriate for an educational setting. Language of a profane nature will not be tolerated.
- Substitutes should always be physically present in their assignment. All Crandall ISD classrooms contain a phone, so if administrative assistance is required, contact the front office.
- Use proximity to your advantage. Stand next to disruptive students, and they will often correct the disruptive behavior on their own.
- Maintain a professional, teacher-student relationship at all times.

DISCIPLINARY PROCEDURES

- Substitutes must never administer corporal punishment to any student. The use of corporal punishment in any form is cause for dismissal of the students. This includes physical contact with a student used to correct a behavior. For example, pulling a disruptive student by the arm to remove him/her from the classroom is not allowed.
- Substitutes are expected to maintain a level of discipline in the classroom, which is conducive to a positive learning environment. Substitutes must follow the classroom, campus, and district disciplinary guidelines.
- Consequences for discipline issues will be determined by campus administration. If a student needs to be removed from a class, substitutes should call for assistance from the campus administration. Guidelines regarding discipline issues should be addressed with the team leader or buddy teacher at the time you report for your assignment.
- Firm, fair treatment of all students, combined with explicit explanation and direction, will preclude many disciplinary problems.

SIGN IN

At each school, substitutes should report to the office, sign the SUBSTITUTE SIGN-IN SHEET and pick up their ID Badge. **This signed form and your assignments in Absence Management, are the official employment record and are used to calculate payroll for substitutes.**

SECURITY BADGES

All substitutes are expected to wear the badge that the campus issues for each day of service.

ARRIVAL/DEPARTURE PROCEDURES

Substitutes should arrive on campus at least 30 minutes before the beginning of instruction and will depart 30 minutes after the students leave or as indicated by administration.

Occasionally, as a substitute, you may receive calls from the automated calling system after the start time for that campus. This can happen for various reasons. We ask that if you are able to work that day, please take the job and immediately call the campus to notify them that you have just taken the job. The campuses would much rather have to cover a class until a substitute can get there than possibly go without a substitute at all.

Bell schedules are provided at the end of the handbook.

PARKING PASSES

A parking pass will be issued by the District.

LEAVING THE CAMPUS

The care and supervision of the students assigned to the substitute is of primary importance. **At no time during the day should the substitute leave campus unless authorized to do so.** Substitute teachers should not leave the campus at the end of the school day until they have signed out through the school office.

ATTENDANCE

Substitutes are responsible for the **official daily attendance count**. Please ask for directions on how to accurately complete this important task.

TEACHING

A substitute shall be subject to all the duties of a regular classroom teacher. This includes attending all meetings and required activities unless excused by the campus administration. Substitutes are responsible for the continuation of the instructional program in the absence of the regular teacher.

These plans and schedules should be available on the teacher's desk or substitute folder from front office. **Lesson Plans must be followed as closely as possible.** For assistance, contact team leaders, department heads, or teachers in nearby rooms. Tests should be given as scheduled. When preparing for a long-term assignment, it is advisable to meet with the regular teacher.

DAILY DUTIES

All staff members have daily duties around the school. Sign in at campus daily when substituting. These may include hall duty, cafeteria duty, bus duty, or playground duty, as well as numerous others. Substitutes are responsible for performing these daily duties as part of their assignment. Ask about these daily duties upon arrival.

A substitute may be asked to teach in a classroom other than the one they agreed to teach when they accepted the assignment through Frontline. In this case, the substitute is expected to demonstrate flexibility and cooperation with the school administration in its attempts to meet the instructional and safety needs of the students under their care. If substitutes refuse to work an alternate assignment made by the administrator, and they choose to leave campus, they will not be compensated for the work they declined to perform. Also, if substitutes are asked to work during a teacher's

conference period for a teacher other than the one they were assigned, they are expected to accept this administrative request.

CONFERENCE PERIOD

Typically, substitutes will follow the daily schedule of the regular staff member, which may include a conference or planning period. Conference periods are not guaranteed to substitutes and are not free time. Substitutes are required to assist in any capacity asked during the assignment, which may include working in another room during the conference period.

CELL PHONE USAGE

Maintain classroom behavior by being mobile and staying off your mobile. Keep cell phone on silent during the school day while substituting. Personal cell phones should **not** be used while you are supervising or responsible for students, including but not limited to playground duty, cafeteria duty, before or after school duty, etc. Keep cell phones secured. Students should use the phones in the front office if they need to call their parents.

ACTIVE INVOLVEMENT

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the substitute's use of proximity to the students. While you are in the classroom or supervising students, you are not to conduct personal business. Your focus should be solely on the students. Never leave students unattended, and always follow designated release procedures.

COMPUTER USE/PERSONAL PROPERTY

Never use the district's computers for your own personal use. The internet is only to be used if you are instructed to do so in lesson plans, special instructions or by your immediate supervisor. **Never** go through the teacher's desk or cabinets in the classroom.

REPORTING INJURIES OF STUDENTS

When a student is injured at school or while participating in a school—related activity, campus administration should be notified immediately. The school office will send medical help and investigate the incident. Although injuries may not appear to be serious, it is safer to have the student checked out by someone in the school clinic.

PERSONAL INJURIES ON THE JOB

All personal injuries on the job must be reported to administration on the same day the injury occurs.

CHILD ABUSE OR NEGLECT

Substitutes are required by state law to immediately report any suspected child abuse or neglect to Child Protective Services. Failure to do so constitutes a Class A Misdemeanor. All substitutes are required to make a report to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. 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. Crandall ISD also suggests that substitutes who suspect that a student has been or may be abused or neglected shall report their concerns to the school administration staff.

EMPLOYEE ARRESTS AND CONVICTIONS

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, 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
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- 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)
- Acts constituting abuse or neglect under SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

ALCOHOL, DRUG, AND TABACCO USE POLICY

Crandall ISD 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.

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. 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, using tobacco products, or e-cigarettes 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.

POSSESSION OF FIREARMS AND WEAPONS

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in the parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call police immediately.

SUBSTITUTE DRESS CODE

The purpose of the Crandall Independent School District dress code is to ensure that the employees and staff members of the District present a professional image to the public and students they serve. The guidelines below are appropriate for professional, paraprofessional, and substitute employees.

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. All dress must be professional and not offensive in nature. Dress and grooming shall conform to the following guidelines:

General Information:

- All employees must wear identification name tags or picture identification while at work.
- Matters concerning appearance and dress not specifically covered in the guidelines, shall defer to the guidelines for students and/or shall be within the discretion of administrators.
- Offensive in nature is defined as pictures, slogans, symbols, emblems, or language that is provocative, lewd, vulgar, violent, profane, and sexual, drug/tobacco/gang related or cause of disruption.

Permitted:

- Hair length, color, and style must reflect the general mode of the student body. Hair should always be cleaned, well-groomed, and not obstruct vision. No extreme hairstyle or color will be allowed.
- Clean and neatly-pressed dresses, blouses, shirts, slacks, and suits shall be considered acceptable attire.
- All skirts and dresses shall not be more than 3 inches above the knee. Pants may not be shorter in length than 5 inches above the ankle.
- Coaching shorts without cover-ups shall be worn only during physical education instructional periods. During classroom instruction, PE/coaching staff must follow the employee dress code.
- Facial hair must be clean, well-groomed and neatly trimmed.
- Tennis shoes and sandals are allowed if they are clean and well kept. Dress casual shoes are appropriate.

Not Permitted:

- Hats and caps shall not be worn in district buildings.
- Tattoos that are offensive in nature must be covered. Other tattoos may be covered at the request of administration.
- Rubber or plastic footwear and flip flops.
- Athletic gear and shorts. Principals may make exceptions for workdays (not for professional staff development days), field trips, or other school activities of specific job assignments or conditions when in formal attire is deemed more appropriate.
- Tank top or halter-type tops.
- Tight fitting attire. Shirts, pants, skirts, dresses.
- Revealing clothing in cut, style, or material.
- Piercings should be replaced with spacers and not jewelry.

Guidelines for Jeans

- Fridays are the only days that jeans should be worn with CISD/campus spirit shirts. Jeans shall not have rips, holes or tears. Other exceptions could be granted on a limited basis for special occasions determined by the principal/supervisor. The shirt should fit appropriately with no tears, holes, or signs of distress or excessive wear.
- If a staff member is attending a formal meeting, on or off campus that is scheduled on jeans day's staff members should dress according to professional standards.

Principals shall determine if dress and grooming are professionally appropriate.

Although discretion of dress code is left up to the supervisor whether the appearance is acceptable or not, there is trust placed on each individual to use good, professional judgement and not push the limits on appropriateness (modesty, etc.) of the attire.

SCHOOL CALENDAR



CRANDALL

INDEPENDENT SCHOOL DISTRICT

S	M	T	W	T	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

July 4 - Holiday

S	M	T	W	T	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				

Aug. 2-5 - New Teacher Training

Aug. 9-16 - Prof. Dev. Days

Aug. 17 - First Day of School

Aug. 17 - Begin 1st Six Weeks

S	M	T	W	T	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		

Sept. 6 - Holiday

Sept. 17 - End of 1st Six Weeks

Sept. 20 - Prof. Dev. Day

Sept. 21 - Begin 2nd Six Weeks

S	M	T	W	T	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						

Oct. 1-4 - Holiday/Fair Day

Oct. 5 - Prof. Dev. Day

Oct. 29 - End of 2nd Six Weeks

S	M	T	W	T	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				

Nov. 1 - Prof. Dev. Day

Nov. 2 - Begin 3rd Six Weeks

Nov. 22-23 - Employee Exchange

Nov. 22-26 - Holiday

S	M	T	W	T	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	

Dec. 7-10 EOC Testing

Dec. 17 - Early Release

Dec. 17 - End of 3rd Six Weeks/Sem.

Dec. 20-21 - Employee Exchange

Dec. 20-31 - Holiday

2021

School Hours:

Secondary: 7:30-2:55

Elementary: 8:15-3:25

2022

Six Weeks:

- 1st - 23 days
- 2nd - 26 days
- 3rd - 29 days
- 4th - 28 days
- 5th - 32 days
- 6th - 28 days

S	M	T	W	T	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					

Jan. 1-3 - Holiday

Jan. 4-7 - Prof. Dev. Days

Jan. 10 - Begin 4th Six Weeks

Jan. 17 - Holiday

S	M	T	W	T	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					

Feb. 7 - Prof. Dev. Day

Feb. 18 - End of 4th Six Weeks

Feb. 21 - Holiday

Feb. 22 - Begin 5th Six Weeks

S	M	T	W	T	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		

Mar. 7 - Prof. Dev. Day

Mar. 7 - Bad Weather Makeup (if needed)

Mar. 14-18 - Spring Break

S	M	T	W	T	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

Apr. 5-8 - STAAR/EOC Testing

Apr. 14 - End of 5th Six Weeks

Apr. 15 - Holiday

Apr. 18 - Prof. Dev. Day

Apr. 18 - Bad Weather Makeup (if needed)

Apr. 19 - Begin 6th Six Weeks

S	M	T	W	T	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				

May 3-13 - STAAR/EOC Testing

May 23 - Early Release/Graduation

May 26 - Early Release

May 26 - End of 6th Six Weeks/Sem.

May 27 - Prof. Dev. Day

May 30 - Holiday

S	M	T	W	T	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		

revised 6/3/2021

BELL SCHEDULES**Elementary School Schedule**

Traditional school day	
Kindergarten - sixth grade	
Doors Open	7:40 a.m.
Breakfast and Transition Bell	7:40 a.m.
Tardy Bell	8:15 a.m.
Official Attendance Time	9:30 a.m.
Dismissal	3:25 p.m.

Early release schedule	
Kindergarten - sixth grade	
Doors Open	7:40 a.m.
Breakfast and Transition Bell	7:40 a.m.
Tardy Bell	8:15 a.m.
Official Attendance Time	9:30 a.m.
Dismissal	12:45 p.m.

Pre-Kindergarten	
Morning schedule	
Doors Open	7:40 a.m.
Breakfast Begins	7:45 a.m.
Tardy Bell	8:15 a.m.
Official Attendance Time	9:30 a.m.
Dismissal	10:55 a.m.

Pre-Kindergarten	
Afternoon schedule**	
Doors Open	12:10 p.m.
Lunch Begins	12:10 p.m.
Tardy Bell	12:40 p.m.
Official Attendance Time	2:00 p.m.
Dismissal	3:25 p.m.

Compass Academy Schedule

STARS/DAEP Schedule	
Doors Open	8:00 a.m.
Tardy Bell	8:25 a.m.
Official Attendance Time	9:00 a.m.
Half Day Student Dismissal/Arrival	12:25 p.m.
Full Day Dismissal	3:25 p.m.

Middle School Schedule

Crandall Middle School Bell Schedules

DOORS OPEN 7:00 AM

1st PERIOD TRANSITION 7:25 AM

TARDY BELL 7:30 AM

BREAKFAST 7:15-7:25

CMS will operate on a staggered release for passing periods per grade level. Please ensure that you are noting the correct grade level schedule for your student

Monday, Tuesday, Friday Bell Schedule

7 th Grade	Class Period	8 th Grade
7:30-8:15	1 st	7:30-8:18
8:18-9:03	2 nd	8:21-9:06
9:06-9:51	3 rd	9:09-9:54
9:54-10:39	5 th	9:57-10:42
10:42-11:58 A Lunch 10:45-11:15 B Lunch 11:28-11:58	6 th	10:45-12:01
12:01-1:17	7 th	12:04-1:20 C Lunch 12:07-12:37 D Lunch 12:50-1:20
1:20-2:05	8 th	1:23-2:08
2:08-2:55	9 th	2:11-2:55

Wednesday and Thursday Bell Schedule

7 th Grade	Class Period		8 th Grade
	Wednesday	Thursday	
7:30-8:13	1 st Period	1 st Period	7:30-8:16
8:16-9:47	2 nd Period	3 rd Period	8:19-9:50
9:50-10:20	4 th Period – CREW Time	4 th Period – CREW Time	9:53-10:23
10:23-12:31 A Lunch 10:27-10:57 B Lunch 10:59-11:29	6 th Period	5 th Period	10:26-12:34 C Lunch 11:31-12:01 D Lunch 12:04-12:34
12:34-2:05	8 th Period	7 th Period	12:37-2:08
2:08-2:55	9 th Period	9 th Period	2:11-2:55

High School Schedule

CRANDALL HIGH SCHOOL

BELL SCHEDULE

DOORS OPEN 7:15 AM

1ST PERIOD TRANSITION 7:25 AM

TARDY BELL 7:30 AM

BREAKFAST 7:15-7:25 AM

BLACK DAY	TIME	GOLD DAY
1st Period	7:30-8:15 AM	1st Period
2nd Period	8:20-9:50 AM	3rd Period
4TH - NAVIGATION	9:55-10:25 AM	4TH - NAVIGATION
6th Period	10:30-12:30 PM	5th Period
A Lunch Class Time	10:30-11:00 AM 11:05-12:30 PM	A Lunch Class Time
Class Time B Lunch Class Time	10:30-11:00 AM 11:00-11:30 AM 11:35-12:30 PM	Class Time B Lunch Class Time
Class Time C Lunch Class Time	10:30-11:30 AM 11:30-12:00 PM 12:05-12:30 PM	Class Time C Lunch Class Time
Class Time D Lunch	10:30-12:00 PM 12:00-12:30 PM	Class Time D Lunch
8th Period	12:35-2:05 PM	7th Period
9th Period	2:10-2:55 PM	9th Period



BLACK AND GOLD CALENDAR



CRANDALL

INDEPENDENT SCHOOL DISTRICT

JULY 2021

S	M	T	W	T	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

July 4 - Holiday

AUGUST 2021

S	M	T	W	T	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				

Aug. 2-5 - New Teacher Training
 Aug. 9-16 - Prof. Dev. Days
 Aug. 17 - First Day of School
 Aug. 17 - Begin 1st Six Weeks

SEPTEMBER 2021

S	M	T	W	T	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		

Sept. 6 - Holiday
 Sept. 17 - End of 1st Six Weeks
 Sept. 20 - Prof. Dev. Day
 Sept. 21 - Begin 2nd Six Weeks

OCTOBER 2021

S	M	T	W	T	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						

Oct. 1-4 - Holiday/Fair Day
 Oct. 5 - Prof. Dev. Day
 Oct. 29 - End of 2nd Six Weeks

NOVEMBER 2021

S	M	T	W	T	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				

Nov. 1 - Prof. Dev. Day
 Nov. 2 - Begin 3rd Six Weeks
 Nov. 22-23 - Employee Exchange
 Nov. 22-26 - Holiday

DECEMBER 2021

S	M	T	W	T	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	

Dec. 7-10 EOC Testing
 Dec. 17 - Early Release
 Dec. 17 - End of 3rd Six Weeks/Sem.
 Dec. 20-21 - Employee Exchange
 Dec. 20-31 - Holiday

JANUARY 2022

S	M	T	W	T	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					

Jan. 1-3 - Holiday
 Jan. 4-7 - Prof. Dev. Days
 Jan. 10 - Begin 4th Six Weeks
 Jan. 17 - Holiday

FEBRUARY 2022

S	M	T	W	T	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					

Feb. 7 - Prof. Dev. Day
 Feb. 18 - End of 4th Six Weeks
 Feb. 21 - Holiday
 Feb. 22 - Begin 5th Six Weeks

MARCH 2022

S	M	T	W	T	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		

Mar. 7 - Prof. Dev. Day
 Mar. 7 - Bad Weather Makeup (if needed)
 Mar. 14-18 - Spring Break

APRIL 2022

S	M	T	W	T	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

Apr. 5-8 - STAAR/EOC Testing
 Apr. 14 - End of 5th Six Weeks
 Apr. 15 - Holiday
 Apr. 18 - Prof. Dev. Day
 Apr. 18 - Bad Weather Makeup (if needed)
 Apr. 19 - Begin 6th Six Weeks

MAY 2022

S	M	T	W	T	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				

May 3-13 - STAAR/EOC Testing
 May 23 - Early Release/Graduation
 May 26 - Early Release
 May 26 - End of 6th Six Weeks/Sem.
 May 27 - Prof. Dev. Day
 May 30 - Holiday

JUNE 2022

S	M	T	W	T	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		

2022

Six Weeks:
 1st - 23 days
 2nd - 26 days
 3rd - 29 days
 4th - 28 days
 5th - 32 days
 6th - 28 days

Approved 02/22/21

PROJECTOR/INTERACTIVE BOARD CHEATSHEET

How to use the Projector/Interactive Board

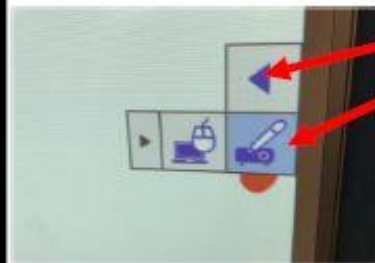
Projector



- Turn on projector/To turn it off press button twice.
- Select HDMI for interactive .
- Select Computer if you want mirror your computer screen.



Interactive Board



- Select HDMI
- Click arrow on the right side of the board.
- Select your tool. You can use the pen or the mouse



- Select white board or blackboard.
- Select ink color
- Eraser

Hover Camera



- Click HoverCam Flex 10 icon on your desktop



- Turn on your camera



- Place document under camera



IN AN EMERGENCY

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

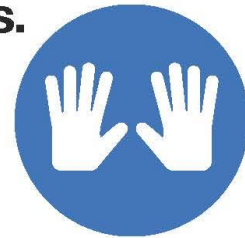
LOCKOUT! Get inside. Lock outside doors.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



HOLD! In your classroom. Clear the halls.

STUDENTS

Remain in the classroom until
the "All Clear" is announced

TEACHER

Close and lock classroom door
Business as usual
Take attendance



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STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

