



**SUBSTITUTE TEACHER HANDBOOK
2019-2020**

Office of Human Resources
801 North First Street
Robstown, TX 78380
361-767-6600
www.robstownisd.org

WELCOME TO ROBSTOWN INDEPENDENT SCHOOL DISTRICT!

It is our belief that you represent a dedicated core of substitute teachers whose desire is to provide students with quality educational experiences. Your role is vital in guaranteeing the continuation of quality classroom instruction.

You have one of the most difficult assignments in the school system. It is the responsibility of all school personnel to establish and maintain a favorable and respectful attitude concerning the substitute and his/her work. Pupils must appreciate the need and the importance of the work of the substitute teacher and be urged to treat him /her in a courteous, kindly, and friendly manner. The Robstown Independent School District must maintain the high status that rightly belongs to the substitute teacher.

We ask that you try to be available to teach whenever you are needed. Your willingness to fill in at the "last minute" will make a lasting favorable impression on those who will be making personnel decisions later in the year. Be the expert substitute teacher. Whatever you give to students, they'll give back to you. Be firm and fair. Have strength and stamina.

The purpose of this handbook is to provide you with information that will clarify some policies and procedures while enabling you to be more comfortable and effective in the classroom. We hope that you will become familiar with it and that you will find it a useful source of information.

DISTRICT VISION

Inspiring live-long learning by providing limitless opportunities for success

MISSION STATEMENT

Empowering individuals today to prepare for tomorrow.

CORE VALUES

Integrity- doing what is right even when no one is looking.

Responsibility- taking ownership of one's actions and attitudes by being reliable and dependable.

Positive Relationships- creating a mutual and meaningful connection with individuals that support and encourage success.

Respect- having a sense of self-worth and being mindful of others.

Leadership- motivating and inspiring oneself and others.

MOTTO

Committing to know every student by name and need.

Disclaimer

The Board policy manual and Robstown Independent School District Substitute Handbook are available on our website at www.robstownisd.org. The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. This handbook is not intended, and shall not be construed to constitute a contract between the District and any employee; prospective employee; agency of the local, state, or federal government; or any other person or legal entity of any and every nature whatsoever. The District hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time, and from time to time, without notice, in any manner that the Administration or the Board of Trustees of the District deems to be in the best interest of the District. The contents of this handbook apply to all permanent employees (certified and auxiliary) and to all temporary and seasonal personnel in the District and do not amend, abridge or replace Board policies or Administrative Regulations established by the District.

Notification of Non-Discrimination

It is the policy of Robstown Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Robstown Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the **Title IX Coordinator, Pamela Kwiatkowski** at pamela.kwiatkowski@robstownisd.org or 361-767-6600 ext. 3445 and/or the **Section 504 Coordinator, Delma Salinas** at salinas@robstownisd.org or 361-767-6600 ext. 2113.

BOARD OF TRUSTEES (POLICIES BA, BB SERIES, BD SERIES, AND BE SERIES)

Texas Law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, and employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected at-large and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Robstown ISD 2019-2020 current board members include:

- Oscar Lopez President
- Eva Orona Vice President
- Bertha Roldan Secretary
- Hector M. Lope..... Asst. Secretary
- Richard Gonzalez Member
- Lori Ann Flores-Garza Member
- Baldemar Torres, III Member

The board usually meets on the second Monday of each month at 6:00 p.m. In the event that large attendance is anticipated, the board may meet at the Hattie Martin Cafeteria. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed sessions may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Central Administration

- Dr. Jose H. Moreno..... Superintendent
- Diana L. Silvas Deputy Superintendent
- Nina Conway..... Chief Financial Officer
- Dr. Daniel Ceballos..... Asst. Superintendent of Student Services
- Lorena Ceballos..... Executive Director of Curriculum & Instruction
- Kelsey Cook Director of Human Resources/Public Relations

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DISTRICT DIRECTORY

Campus Administration

<u>Robstown Early College High School-</u> Grades 9-12	
HWY 44 361-5999	
Sylvia Romero, Principal Esmi Limon, Asst. Principal	Leticia Garza, Asst. Principal Tony Bonilla, Director of Early College
<u>Salazar Crossroads Academy-</u> Grades 9-12	
701 N. First St 361-767-6600	
Tony Bonilla, Principal	
<u>Seale Jr. High-</u> Grades 6-8	
401 E. Ave. G 361-767-6631	
Maribel Trevino, Principal Dalia Rodriguez-Lopez, Asst. Principal	Heliodoro Cueva, Asst. Principal
<u>S. Ortiz Intermediate-</u> Grades 4 & 5	
208 E. Ave. H 361-767-6662	
Anisa Chavera, Principal	Amy Leos, Asst. Principal
<u>Lotspeich Elementary-</u> Grades PK-3	
1000 Ruben Chavez 361-767-6655	
Angel Lopez, Principal	Laura Salinas, Asst. Principal
<u>Robert Driscoll Elementary</u> Grades PK-3	
122 W. Ave. H 361-767-6641	
Manuel Lunoff, Principal	Yolanda Reyna, Asst. Principal
<u>San Pedro Elementary-</u> Grades PK-3	
800 W. Ave. D 361-767-6648	
Laura Cueva, Principal	

INFORMATION AND GUIDELINES FOR SUBSTITUTE TEACHERS

The substitute teacher is an important member of the Robstown ISD team. A substitute can ensure the uninterrupted educational progress of students in the absence of a regular teacher. The substitute is expected to implement the instructional plans left by the teacher. In the absence of the regular teacher, the substitute is the professional in the classroom who will teach, keep accurate records, maintain a positive learning environment, and make decisions appropriate to all situations that may arise. The use of good judgment in the classroom is critical to success.

Substitute teaching is an integral part of the district's educational process and can be both challenging and rewarding. Your position as a substitute teacher and your efforts to ensure that all Robstown ISD students receive quality instruction in the absence of a regular teacher are appreciated.

REQUIREMENTS FOR SUBSTITUTE TEACHERS

The following requirements must be completed and on file with the Office of Human Resources before substitute teaching can be rendered in the district:

- A completed substitute teacher application form
- Official Educational Transcript; High School/GED; Associate's Degree; Bachelor's or Master's degree, etc.
- A criminal history background acceptable to the district
- *New Requirement:* Senate Bill 9 – Fingerprinting (You will be required to pay the fingerprinting fee of \$50.20)
- Copy of original Social Security Card
- Copy of Valid Driver's license/ID
- If applicable, a copy of your Valid Texas Educator Certificate
- Completed forms submitted to the Office of Resources:
 - Form 1-9 (two forms of identification will be needed);
 - W-4 Federal Withholding Exemption Form;
 - Letter of Reasonable Assurance;
 - 457 Enrollment Form (in lieu of Social Security, this is a FICA alternative under the OBRA act of 1989);
 - TRS questionnaire

ORIENTATION FOR SUBSTITUTE TEACHERS

Substitute teachers for Robstown ISD are **required** to participate in an annual district orientation session. It is believed the educational program will be enhanced by providing this opportunity and will help substitutes in the performance of their duties.

ELIGIBILITY FOR SUBSTITUTE TEACHING

All required paperwork must be completed and received by the Robstown ISD Office of Human Resources prior to being approved for an assignment.

General Information

Substitute Teacher Database

The Robstown ISD maintains a current database of qualified persons who serve as substitute teachers. The substitute teacher management system (FRONTLINE) randomly selects substitute teachers for day-to-day assignments unless pre-arranged. The District cannot guarantee a definite assignment or any number of assignments. The time of year, the district's daily need, the qualifications of the individual substitute teacher, and the success of the substitute teacher when assigned are all factors that determine availability.

Identification Badges

All substitutes must wear an official RISD identification badge when on a campus as a substitute teacher. Each substitute teacher will wear his/her ID badge at all times during normal working hours. It must be clearly visible, except in cases where the type of work does not permit the display. If the identification badge is lost or destroyed, the substitute will notify the substitute office immediately to get a replacement badge. Substitutes will be photographed at the time of the hiring process and an ID badge will be issued at no cost.

Notice from the Commissioner

The Superintendent is required to notify the Commissioner of Education when made aware that an employee has been convicted of any felony or misdemeanor directly related to the following:

1. Any form of sexual or physical abuse of a minor or other illegal conduct with a minor.
2. The possession, transfer, sale, or distribution of a controlled substance.
3. The illegal transfer, appropriation, or expenditure or school property funds.
4. An attempt by fraudulent or unauthorized means to obtain or later any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
5. Commission of a crime, any part of which occurred on school property or at a school-sponsored event.

During employment: National criminal history information will be entered into the TXDPS FACT Clearinghouse. This database provides the District with access to an employee's current national criminal history and updates to the employee's following criminal history. Robstown ISD will be notified of new information received while the substitute is an active employee.

Any adverse notification from DPS FACT Clearinghouse may result in immediate removal from the substitute system.

JOB DESCRIPTION

TITLE: **SUBSTITUTE TEACHER**

Primary Purpose: To assist students in learning content and/or skills that will contribute to their development as mature, able and responsible men and women in the absence of their regular teacher.

Qualifications: High school diploma or GED or Associates Degree or Bachelor Degree
Effective, appropriate communication skills (verbal or written), punctuality, organizational skills, knowledge of child development, flexibility with assignments, and effective human relations skills

Reports to: Building Administrator

PERFORMANCE RESPONSIBILITIES:

- Arrives, departs and follows schedules in a timely, consistent manner
- Maintains a positive tone and is respectful in dealing with the students, staff and parents
- Follows established rules of classroom behavior and procedures and maintains order in the classroom
- Creates a classroom environment that is conducive to learning and is appropriate to the maturity and interest of students

- Implements teacher lesson plans as designated
- Established and communicates clear objectives for all instruction in order to achieve curriculum goals
- Complies with Code of Ethics for substitute teachers/paraprofessionals
- Complies with district Substitute Teacher/Paraprofessional manual procedures.
- Performs physical demands required per job assignment
- Performs other duties as assigned by the building principal, supervisor or designee

WORKING CONDITIONS:

Job requires physical mobility, standing, prolonged sitting, lifting, carrying, pushing and pulling. Job may also require climbing stairs, stooping, bending and reaching over head (minimum 10lbs.)

Substitute Name

Date

Substitute Teacher Workday

The substitute teacher's workday is from 7:45am to 4:05pm unless otherwise directed by the principal or substitute clerk. Substitutes will accept half-day or full day assignments only. Substitutes work 7.5 hours a day with a 30- minute duty free lunch. Regular workday hours apply on **Wednesday**. The substitute reports to the front office to assist staff with other duties.

If you are on a long-term assignment for a certified teacher, the substitute will be required to follow the teacher's workday schedule, including staying late on Wednesday.

You should report to the front office, sign in and out when your shift begins and at the end of the work day.

If you work a full day and the teacher has a conference period, please report to the front office. Your assistance may be needed during this time.

Once the school day is over, you will assist the staff with after-school dismissal duty as required by each campus. Be sure to know which students are walkers, bus-riders, car-riders, daycare/afterschool care program, 21st Century attendees, etc.

“AT-WILL” EMPLOYMENT

Substituting for Robstown ISD is on an “AT-WILL” “AS NEEDED” basis. As an “AT-WILL” employee you are not guaranteed to have a position on a daily basis. School district administrators may decide- at any time- to terminate assignments, when such actions would better serve the needs of students, campus or district.

Substitute Work Schedule

	Full day	HalfdayAM	Halfday PM
Lotspeich Elementary	7:45am- 4:05pm	7:45am-12.00pm	12:00pm- 4:05pm
San Pedro Elementary	7:45am- 4:05pm	7:45am-12.00pm	12:00pm- 4:05pm
R.Driscoll Elementary	7:45am- 4:05pm	7:45am-12.00pm	12:00pm- 4:05pm
Ortiz Intermediate	7:45am- 4:05pm	7:45am-12.00pm	12:00pm- 4:05pm
Seale Jr.High	7:45am- 4:05pm	7:45am-12.00pm	12:00pm- 4:05pm
Robstown Early College High	7:45am- 4:05pm	7:45am-12.00pm	12:00pm- 4:05pm
Salazar Crossroads Academy	7:45am- 4:05pm	7:45am-12.00pm	12:00pm- 4:05pm

* Working hours for the substitute teachers are limited to the times designated above. Substitute teachers may NOT work extended hours. Violation of this policy may result in consequences up to and including termination.

PAYROLL INFORMATION

Paychecks are direct deposit on a semi-monthly pay schedule posted by the district every 15th and 30th of the month.

Questions regarding direct deposit should be directed to the Business Office 361-767-6600 ext. 2023

SUBSTITUTE TEACHER PAY

Substituting For:	Your Qualifications:	Daily Rate:	
Classroom Teacher/Aide	Non-Degreed; High School Diploma or GED. Associate Degree	<u>Short Term</u> \$70	<u>Long-Term</u> \$70
Classroom Teacher/Aide	Degreed	\$80	\$95
Classroom Teacher/Aide	Degreed and Certified	\$90	\$100 Long Term- a period of 11 or more consecutive days for the same teacher
RN		\$150.00	
LVN		\$112.50	

1. Substitute positions requiring more than (4) hours of duty will be compensated for a full day. Any position requiring (4) hours or less will be compensated at the half-day rate. Half day assignments are paid at half of your daily rate. It is permissible to work two half days in different campuses if the working times coordinate.

2. The number of working days for each substitute is reported to the Payroll Department by each campus. It is very important to sign-in and sign-out at the campus where services are rendered.

DUTIES AND RESPONSIBILITIES OF SUBSTITUTE TEACHERS

1. The substitute teacher is expected to be on duty the full day/half day and to perform the duties as assigned by the principal or the designated representative. You may be asked to substitute for another class during your teacher's off period, or assume other duties as required by the school principal or his/her designee.
2. The substitute teacher should endeavor to preserve the regular routine of the classroom, to perform all of the duties of the regular teacher, and to follow lesson plans provided by the regular teacher, unless otherwise instructed by the principal or designated representatives.
If lesson plans cannot be located, the administrator (upon notification) will provide alternative activities.
3. Once you arrive at the campus and sign in at the front office, ask for the location of the lesson plans, alternative plans to use, or who will be assisting you with the task in the event that no lesson plans are available. Ask for information pertinent to emergency procedures and your role in the event of a drill or emergency. Under no circumstances are you to leave the students alone unless properly relieved of your duties.
4. A substitute teacher placed in a long-term assignment may call for assistance from the campus principal.
5. The substitute teacher should not receive money from students unless instructed to do so. If money is collected, he/she should deposit it with the school secretary before leaving the building. Substitute teachers should not lend students money for any purpose. If a substitute teacher has occasion to confiscate an item of value from any student; e.g., pager, or cellular telephones the substitute teacher is responsible for the article until it is turned in to the principal.
6. The substitute teacher shall not leave the building during the school day without permission from the principal or designated representative.
7. A short summary of the day's activities should be prepared by the substitute teacher and left in the Lesson Plan Folder for review by the regular teacher.
8. The substitute teacher shall not read a personal book while on duty or use personal computer or electronic equipment. You are there to conduct a period of instruction. Follow the lesson plan. If not lesson plan is not available, notify the principal immediately for further instructions.
9. The substitute teacher should attend faculty or grade level meetings only if requested to do so by the principal or designated representative.
10. The substitute teacher is expected to dress in a manner that reflects professional status and aims to reinforce the student dress code. Specific dress code guidelines are in place at the campus or office level.

11. The substitute teacher is required to sign in and sign out with the school secretary for payroll documentation purposes.
12. The substitute teacher shall not contact parents or send notes home with the students unless authorized by the school principal or designee.
13. Substitute teachers are not allowed to record their students. Recordings include voice, video, and/or photography.

ADDITIONAL SUBSTITUTE TEACHER RESPONSIBILITIES

- Do not accept an assignment and not show up for duty.
- Do not arrive late for an assignment. Should a substitute receive a late call request via Frontline, they should call the campus to confirm job is still available and give an expected arrival time (no more than 1 hour). Failure to arrive within one hour will result in “no pay” if you arrive at the school and are not needed.
- Do not cancel a job at the last minute; allow enough time for the job to be re-assigned **(8 hours)**. Never cancel an assignment at a campus to accept assignment with another school. This is unacceptable and will be addressed accordingly. All jobs cancelled by substitute will be monitored.
- When accepting a job from Frontline listen and make note of complete details and confirmation number
- Do not leave campus before the completion of an assignment.

PERSONAL PROPERTY

The school district is not responsible for any loss or damage to a substitute's property while on the school campus. It is suggested you keep all personal items put up and not left out on the desk in the view of the students.

TEXAS EDUCATORS' CODE OF ETHICS

Purpose and Scope

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

Enforceable Standards:

1. Professional Ethical Conduct, Practices, and Performance

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

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, 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 prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

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 or minor in a manner that adversely affects or endangers 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, or family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phones, 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 reasonable 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.

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
DRESS AND GROOMING/EMPLOYEE DRESS CODE**

POLICY DH

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. The following shall apply:

1. Cleanliness and neatness are expected of all staff at all times.
2. Outer garments shall fit properly and be of an acceptable length (no shorter than two inches above the mid-knee).
3. Blouses and shirts must cover the midriff and lower back (this includes when reaching or bending). Halters, bare backs, tank tops, spaghetti straps, muscle shirts, see-through garments, revealing/provocative necklines shall not be permitted. In addition, clothing with symbols, inappropriate language, phrases or slogans advertising tobacco, alcohol products, controlled substances or political advertisements are unacceptable.
4. No hats, caps, or other head coverings shall be worn inside the building except as required by specific assignments/specific events.
5. Hair shall be clean and well-groomed.
6. Footwear will exclude slippers, shower shoes, house shoes, beach sandals, and flip flops.
7. Shorts, leggings, warm-ups, wind suits, spandex, or similar tight pants, skinny jeans/pants, exercise clothes or any garment that may appear to be an undergarment are unacceptable.
8. Denim pants/shirts/capris may only be worn on teacher workdays or on days designated by the Principal/supervisor (e.g. campus field day/STAAR testing as approved by the Superintendent or designee. When denims (jeans) are worn they must be clean and neat (no holes, no extremely faded or worn out jeans/denims) and worn with a school spirit shirt on Friday. Low-rise pants are unacceptable.
9. Jewelry shall not be worn in a visible pierced area other than the ears, with one per ear (males may not wear earrings)
10. Tattoos shall be covered at all times.
11. When representing Robstown ISD (in-service, workshops, board meetings, parent meetings and special occasions) teachers are expected to wear professional attire.
12. College Day shirts on Tuesday with slacks.
13. All staff must wear business casual attire.
14. All shirt tails must be tucked in.
15. Polo shirts below the slit of the pant must be tucked in.
16. Guayaveras are allowed for men.

The following exceptions apply to these guidelines:

1. Physical education and other employees assigned to specialized courses may choose to wear appropriate attire, approved by the administration, during that specified instructional period only.
2. Auxiliary employees in maintenance, custodial, transportation, food services, and positions requiring uniforms are exempted from the general guidelines, but shall comply with dress and grooming guidelines specified by their supervisors.
3. Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs.

Administrators shall have the discretion to determine the appropriateness of attire and grooming and may make special exceptions for teachers in certain grades/subjects as approved by the Superintendent or designee.

Employee shall comply with standards of conduct set out in this regulation. Failure to comply may result in the following:

1. Employee will have the opportunity to go home and change.
2. Employee will receive written reprimand.
3. Continued violation may result in disciplinary action, including termination of employment.

CLASSROOM INSTRUCTION

1. The substitute teacher is responsible on behalf of the regular teacher for all students, equipment, and materials assigned to the regular teacher. When you arrive at your classroom do a cursory inventory of the items on hand.
2. The substitute teacher shall make every attempt to administer the lesson plan of the regular classroom teacher. Substitute teaching is not a "babysitting" job. If no lesson plan is available, ask for the emergency lesson plans that teachers should have available. The emergency lesson plan and activities may be kept by the school's office. If no emergency lesson plan is available ask for assistance from the administrator.
3. If feasible on an assignment of more than two days, the substitute may consult with the principal or designee about contacting the regular teacher.
4. The substitute teacher must complete one classroom assignment before starting another classroom assignment. If no classroom assignment is available, contact other teachers for guidance on current assignments due by the type of class.
5. The substitute teacher should not assign written work and leave it to be graded, except by request of the regular teacher. Any written work assigned beyond the lesson plans of the regular teacher should be graded and left for the teacher to review. On long-term assignments such work should be graded and properly recorded unless otherwise directed.
6. Substitute teachers should refrain from discussing topics (including personal anecdotes) that are not relevant to the day's lesson plan.
7. In addition to the general information given above, the substitute teacher is expected to comply with assignment-related instructions from the principal or designee.

DISCIPLINE

1. Upon arrival at the campus, the substitute teacher must request, obtain and review a copy of the school's campus policy on discipline and a copy of the school's classroom management plan.
2. The substitute teacher shall never administer corporal punishment to any student. This is ground for legal action against the substitute teacher.
3. The substitute teacher is expected to maintain a level of student discipline in the classroom, which is conducive to good learning.
4. A substitute teacher may, by a referral slip, send a student to the principal's office. This action could have serious consequences for the student. A student may be sent to the office with a request the principal come to the classroom. The substitute should not leave the class unattended. The substitute should check with the school's office for the campus guidelines for the campus that pertain to handling referrals.
5. Explicit explanation and direction, plus firm, fair treatment of all students generally diffuses most disciplinary problems in the classroom.

CLOSED CAMPUS

All District school campuses are closed campuses. Once on campus, students are not permitted to leave during the school day for any reason unless permission has been obtained from an appropriate school official.

The substitute should not leave the building or assignment during the day without notifying the school principal or campus contact person.

COMPUTER EQUIPMENT/CELL PHONES

1. Because substitute teachers are classified as Temporary Employees, no user name or password will be issued in order to gain access to the school district computers or computer systems.
2. Substitute teachers, are to refrain from using personal and or district's computer equipment while in the classroom during an assignment. If the assignment calls for the use of computer equipment, it will be the only instance that you may be allowed to assist in the operation of this equipment, seek help.
3. Under no circumstances is the substitute teacher to use the computer belonging to the classroom teacher. Login/Entering into the District's computer system is in direct violation of the Acceptable Use Guidelines for Online Access policy. Failure to comply with given guidelines could result in dismissal from employment with the District.
4. If the assignment left by the teacher calls for the use of computers, please notify the school principal or his/her designee and inform him/her that you are not allowed to access the computer systems and help can be given to you and the lesson plan delivered.
5. You may monitor students while at their desk and while they are performing a pre-assigned task on the computer.

6. Substitute teachers are not to solicit from students or school staff, information regarding access to the computer systems, i.e., user name and or passwords.
7. Computers and computer systems are constantly monitored for usage and content, please refrain from using them. Please remain vigilant to your assignments and avoid these pitfalls.
8. Some campuses allow substitutes to use the computers in the school library. Please refrain from doing this. This is the exemption rather than the rule. The majority of the campuses are not going to allow you to use the computers. Do not ask and avoid an unpleasant incident.
9. Do not use cellular telephones or cellular telephones with cameras while at school. Do not take a pictures of a student even if he/she agrees to it.
10. Social media guidelines (see Addendum A. Social Media Guidelines). Do not post while on school time.
11. Electronic Communications between employees and students (see Addendum B - Electronic Communications Between Employees and Students).

STUDENT ILLNESS OR ACCIDENT

If a student becomes ill or suffers an accident while under the supervision of the substitute teacher, the student shall be escorted to the principal's office. If the situation appears serious, do not move the student. Send for the principal or nurse.

A substitute teacher shall never administer any sort of medication to a student. All incidents involving a substitute teacher, whether actively involved or merely a witness must be reported. Examples include, but are not limited to: harassment/bullying, injury, theft or damage.

SAFETY

The District shall take every reasonable precaution regarding the safety of its students, employees, visitors, and all others with whom it conducts business. The Superintendent or designee shall be responsible for developing, implementing, and promoting a comprehensive safety management program and safety manual. Robstown ISD will follow the Standard Response Protocol (SRP). Please see Appendix A for specific Information related to:

Lockout
Lockdown
Evacuation
Shelter
Hold
Suicide

FIRE AND EMERGENCY DRILLS

The substitute teacher should be familiar with emergency/drill procedures and lead the class in proper participation during a drill or emergency situation. Upon checking in for his/her assignment for the day, the substitute teacher should obtain from the school administration, the procedures in effect in the event of emergencies or drills. Remember to take the student roster with you to verify all students you are responsible for have safely exited the building with you.

Reporting Suspected Child Abuse or Neglect

A substitute who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make a report to local or state law enforcement agency and the Child Protective Services Division of the Texas Department of Protective and Family Services. The campus principal should be notified immediately of any suspected child abuse or neglect.

Bullying

There are nationwide efforts going on to reduce and prevent bullying in schools. It is the responsibility of teachers to help in these efforts. Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying happens to many children, adolescents and even adults. It can happen verbally, physically or even electronically. As the substitute teacher, students may reach out to you if they have experienced bullying. It is an unacceptable behavior inside or outside of school. If a student reaches out to you with bullying concerns, listen and then let campus administration know immediately.

EVALUATION

Regular Teacher's Responsibility

Regular teachers may be asked to provide feedback to the principal concerning the success of the classroom/duty station under the direction of the substitute.

Principal's Responsibility

Should a problem occur while the substitute is on duty at a campus, the principal has the responsibility of evaluating the situation and making a recommendation to the Director of Human Resources as the status of the substitute teacher involved.

The Principal may request that certain substitutes are not to be assigned to their campus. The principal must call the Office of Human Resources with all of the particulars and follow up the verbal request with documentation.

Deputy Superintendent Responsibility

The substitute teacher is an at-will employee. If the Deputy Superintendent determines that it is in the best interest of the students and/or the district, the Deputy Superintendent will submit a recommendation to the superintendent of schools to remove a substitute's name from the approved list.

Unfavorable Reports Concerning the Substitute Teacher

When a substitute teacher receives two or more unfavorable reports from the Principal, Teacher, or Substitute Teacher Clerk, the substitutes will be asked to meet with the Deputy Superintendent of Human Resources for a conference. Following the conference, the substitute will be placed on probation for the remainder of the school year. An unfavorable report during the probationary period will result in the removal of the substitute from the active substitute teacher list.

A substitute may be removed from the district's substitute roster for poor performance, misconduct or for repeatedly turning down assignments. Also, repeatedly being unavailable for calls from Frontline or frequently cancelled accepted assignments. Insubordination- infraction of rules willful or overt defiance, contempt of authority, unexcused tardiness, continued lateness for work or leaving an assignment early without approval. Untimely return of letter of reasonable assurance could also result in being removed from substitute active list.

If an active substitute has not accepted an assignment for three (3) months without contacting the Robstown ISD Substitute Office, their name will be removed from the substitute database for the remainder of the year. Any substitute who has not worked or been paid in 12 months will be terminated due to "job abandonment."

ROBSTOWN ISD SUBSTITUTE EVALUATION FORM

Substitute's Name (Please print) _____ Date: _____

Name of Absent Teacher _____ Form Completed by _____

***** Please note: This form must be complete and signed by the Campus Administrator or Dept. Director*****

	Outstanding	Acceptable	Needs Improvement	Unable to Evaluate
<u>CLASSROOM PROCEDURES</u>				
Lesson plans followed and implemented	_____	_____	_____	_____
Effective classroom control maintained	_____	_____	_____	_____
Rules applied fairly and consistently	_____	_____	_____	_____
Sarcasm and negative criticism avoided	_____	_____	_____	_____
Students reaction to substitute	_____	_____	_____	_____
Records and routines appropriately handled	_____	_____	_____	_____
Classroom materials, etc. left in order at close of day	_____	_____	_____	_____
<u>COMMUNICATION SKILLS</u>				
Easily understand	_____	_____	_____	_____
Acceptable-both verbal and written	_____	_____	_____	_____
Maintained poise and self-control	_____	_____	_____	_____
<u>GENERAL</u>				
Prompt arrival on campus	_____	_____	_____	_____
Completed entire daily assignment	_____	_____	_____	_____
Cooperative with staff members	_____	_____	_____	_____
Students' reaction to substitut	_____	_____	_____	_____

_____ * I have met with the substitute and discussed that, it is in the best interest of my students, this substitute not be used at this campus again.

***Comments** are required when a recommendation to dismiss the substitute is checked.
PLEASE NOTE IF THE NEGATIVE BEHAVIORS OCCURRED ALL DAY OR IF IT WAS CONFINED TO ONE PERIOD OR CLASS.

Principal's Signature _____ School _____ Date _____

Diana L. Silvas
Deputy Superintendent
801 North First Street
Robstown, Texas 78380
(361) 767-6600 ext. 2064

Robstown Independent School District

TERMINATION OF TEMPORARY EMPLOYMENT

Upon termination of employment:

Please complete and submit to the Office of Human Resources for deletion from active Robstown
ISD substitute database.

Substitute Name: _____

Social Security No. _____

Forwarding address for mailing final payroll check and W-2 tax statement:

Effective date of resignation: _____

Reason for resignation:

Substitute Signature

Date

ACCIDENT PREVENTION PLAN

MANAGEMENT COMPONENT POLICY STATEMENT

The Superintendent of Schools is committed to providing a safe and healthful work environment for all employees and others that may work, visit, or enter our facilities.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to each and every employee and any other person that may be affected by our operations and business.

It is our absolute conviction that we have the responsibility for providing a safe and healthful work environment for our people and all others that may be affected as we conduct our business.

We will make every effort to provide a working environment that is free from any recognized or potential hazards.

We recognize that the success of a safety and health program is contingent and dependent upon support from the executive level of management down to involvement of all employees of the district.

The superintendent is committed to allocating and providing all of the resources needed to promote and effectively implement the Accident Prevention Plan.

Robstown ISD will establish avenues to solicit and receive comments, information and assistance from employees where safety and health is concerned.

Robstown ISD will comply with all safety and health regulations established by federal, state and local agencies.

Principals, supervisors and Department Heads will be an exemplary example of commitment to safety and health at this department.

This policy applies to all employees and persons affected or associated in any way by the scope of this business.

EMPLOYEE SAFETY RESPONSIBILITIES:

All employees bear a certain amount of responsibility and accountability in any safety program. All employees must be aware of their actions, be in an alert, coherent mental state, be physically fit for their job and its conditions, and maintain a proper attitude for their work requirements and the job requirements overall.

**Robstown Independent School District
Substitute/Temporary Employee Handbook Acknowledgement 2019-2020**

I hereby acknowledge and accept my personal copy of the Robstown ISD Substitute/Temporary Employee Handbook.

I further agree to read the handbook and abide by the standards, policies, and procedures defined or reference in this document.

The information in this handbook is subject to change. I understand that changes in the district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides update policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform the Office of Human Resources of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the substitute office or HR office should I have any questions or concerns or need further explanation.

Substitute Signature

Date

ADDENDUM A

Social Media Guidelines

Social Media

Substitutes are to conduct themselves in a professional manner at all times, therefore eliminating the possibility of having their actions or behavior posted on a social media website or shared via electronic communication. Inappropriate or adverse pictures or information on a social network may result in removal from the Robstown ISD substitute system.

General Do's and Don'ts

Do's

- Be polite, friendly and helpful in your communications.
- Keep it positive – no gossip, bad language, criticism or sarcasm.
- Remember your personal branding and strive to maintain it at all times.
- Join worthwhile online interest groups.
- Take time to learn about security and privacy settings.

Don'ts

- Don't request or accept friendship with a student.
- Don't mention or discuss your students in posts.
- Don't post pictures of your students.
- Don't complain about students, parents, co-workers, or administration or the District.
- Don't post anything that could be considered offensive (photos, links, jokes, etc).

ADDENDUM B

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS (*POLICY DH*)

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to the provisions regarding electronic communications with a student 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. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- Electronic communications means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website
- *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*.
- *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.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- 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 purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 11:00 p.m. and 5:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [See Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- 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 one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

9/12/18

Appendix A

STANDARD RESPONSE PROTOCOLS (SRP)

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS:

- Recover students and staff from outside of building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

HOLD IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.



STUDENTS:

- Remain in your classroom
- Do business as usual

TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students

LOCKOUT! **GET INSIDE. LOCK OUTSIDE DOORS.**

MAN-MADE CRISIS/THREAT SUCH AS DRUGS, FIGHTS, GANG ACTIVITIES, RIOTS, POSSIBLE WEAPONS ON CAMPUS, ETC.

LOCKOUT! is called when there is a threat or hazard **outside** of the school building. Whether it is due to violence or criminal activity in the immediate neighborhood or a dangerous animal on the playground, **LOCKOUT!** uses the security of the school building to act as protection.

PUBLIC ADDRESS

The public address for Lockout is: “**Lockout! Secure the perimeter**” and is repeated twice each time the public address is performed.

ACTIONS

The Lockout Protocol demands bringing students into the main building and locking all outside access points.

Where possible, classroom activities would continue uninterrupted. Classes that were held outside, such as gym class, would return to the building and if possible continue class inside the building.

There may be occasions where students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be prevented. During the training period, it should be emphasized to students as well as their parents that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.

RESPONSIBILITY

Depending on the school, administration or teachers may be required to lock the doors or windows. Staff members assigned “Primary Responsibility” for a “Lockout Zone” should be identified in advance and should actively drill the protocol. These may include doorways, windows, loading docks, and fire escape ladder access points.

The assigned staff is designated as having “**Lockout Duty.**”

There should also be assigned a person with “Secondary Responsibility” for Lockout Duty in the event the person with Primary Responsibility is absent or unable to perform the protocol.

Classroom teachers or instructors are required to take roll and determine if attendance has changed since the start of class. If there are extra or missing students, the teacher should notify the front office.

The front office should field information from the classrooms regarding missing or extra students in the classroom.

PREPARATION

Identification and of perimeter access points that must be locked in the event of a Lockout defines the “**Lockout Perimeter.**”

Logical areas, building wings or other access point groupings define individual “**Lockout Zones**” within the Lockout Perimeter.

Some campuses may have campus perimeters in addition to building perimeters, such as gates and fences. There may be conditions where the campus perimeter would or would not be affected by Lockout.

Individual Lockout Duty Checklists should be created for each person assigned with either Primary or Secondary Lockout Duty.

Preparation includes identification of staff with Primary and Secondary responsibility and assignment of these duties.

Drills

Lockout drills should be performed twice a year. At least one of these drills should be performed while outdoor activities are in progress.

Procedures during a LOCKOUT!

1. A campus administrator will initiate **LOCKOUT!** procedures and instruct staff members to bring all people that are outside into the building.
 - a. If time situation permits, bring portable building occupants into the main building. If not, portable building occupants should lock portable doors and initiate **LOCKOUT!** procedures.
2. Check hallways and bring students into classrooms. **Lock classroom doors!**
3. Report the location of any suspicious person/activity to the front office.
4. Take class roll to account for all students and initiate student accountability procedures in your classroom.
5. No student or staff member should be released until student accountability is complete.
6. Do not let any student leave without proper authorization.
7. Follow instructions given by campus administrator or law enforcement.
8. Limit classroom and cell phone usage until campus administrator communicates that it is safe to use phone.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT

MAN-MADE CRISIS/THREAT SUCH AS ACTIVE SHOOTER, ARMED INTRUDER, HOSTAGE SITUATIONS, ETC.

LOCKDOWN! is called when there is a threat or hazard **inside** the school building. From parental custody disputes, to intruders to an active shooter, **LOCKDOWN!** uses classroom security to protect students and staff from threat.

ACTIONS

The Lockdown Protocol demands locking individual classroom doors or other access points, moving room occupants out of line of sight of the corridor windows and having room occupants maintain silence.

There is no call to action to lock the building outside access points. Rather, the protocol advises to leave the perimeter as is. The reasoning is simple – sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders entry into the building.

Teachers and student training reinforces the practice on **not** opening the classroom door, once in Lockdown. Rather, no indication of occupancy should be revealed until first responders open the door.

RESPONSIBILITY

The classroom teacher is responsible for implementing Lockdown. The teacher should lock all classroom access points and facilitate moving occupants out of sight.

Silent or whispered roll should be taken to determine if attendance has changed since the beginning of class.

PREPARATION

Identification of classroom access points that must preparation. These may include doorways, windows, loading docks, and fire escape ladder access points.

A “safe zone” should also be identified within the classroom that is out of sight of the corridor window. Teachers and students should be trained to **not** open the classroom door until a first responder or school administration unlocks it.

Students, staff and teachers should be advised that a Lockdown may persist for several hours and during an incident, silence is essential.

CONTINGENCIES

Students and staff who are outside of classrooms during a Lockdown may be faced with the need to get out of sight without the benefit of an empty or open classroom.

In this situation students and staff must be trained to hide or even Evacuate themselves away from the building.

If during a Lockdown an additional hazard manifests inside the school - i.e.: Fire, flood, hazmat, then situational decisions must be made. Evacuation to a non-usual location may be required.

RED CARD/GREEN CARD

Some safety plans suggest sliding a red or green card under the door to indicate status. The SRP suggests this practice **not** be taken. Based on a number of tactical assessments, the overwhelming consensus is that this practice provides information to an armed intruder that there are potential targets in that room.

Preparation

Identification of classroom access points that must be locked in the event of a **LOCKDOWN!** is essential preparation. These may include doorways, windows, loading docks, and fire escape ladder access points.

A “safe zone” should also be identified within the classroom that is out of sight of the corridor window. Teachers and students should be trained to not open the classroom door until a law enforcement officer or school administrator unlocks it.

Red Card/Green Card

Some safety plans suggest sliding a red or green card under the door to indicate status. The SRP suggests this practice **not** be taken during a **LOCKDOWN!** Based on a number of tactical assessments, the overwhelming consensus is that this practice provides information to an armed intruder that there are potential targets in that room.

Drills

LOCKDOWN! drills should be performed twice a year. If possible, one of these drills should be performed with local law enforcement personnel participation. At a minimum, law enforcement participation in the drill should occur no less than once every 2 years.

Procedures during a LOCKDOWN!

1. A campus administrator or designee will announce **LOCKDOWN!** Locks, lights, out of sight.
 - a. If anyone hears or sees a situation that requires **LOCKDOWN!**, **immediately** begin procedures and call the front office to report emergency.
 - b. Get students out of the hallways and into classrooms.
 - c. Lock classroom door and turn off lights.
 - d. Make sure all windows are locked and blinds are closed.
2. If you cannot lock classroom door
 - a. Take students to a neighboring classroom that can be locked.
 - b. Join that class and follow teacher's instructions.
3. Keep students quiet and out of view. If necessary, cover door window. **(OUT OF SIGHT)**
4. Take roll to account for all students.
5. Keep students silent and calm.
 - a. Do not let **any** students leave the classroom.
6. Phones (including cell phones) are not to be used unless communicating critical information to front office. All cell phones should be on silent/vibrate during lockdown procedures.
7. Remain in locked classrooms until law enforcement officer unlocks the door and makes an "all clear" announcement.

If confronted by a suspicious person, be courteous and confident. **Keep a distance** between yourself and the individual and avoid confrontation. Provide law enforcement with as much detail as possible about the incident. Quickly and specifically, follow law enforcement instructions.

Note: If students are outside the building, supervising staff should move them to the nearest room within the building or to a portable and follow the instructions above. If students cannot be moved safely into a secure area, they should be evacuated a safe distance off campus and the police and/or principal notified of their whereabouts as soon as possible. _____

EVACUATE! **TO THE ANNOUNCED LOCATION.**

**FIRE / EXPLOSION / SMELL OF SMOKE / GAS ODOR / FIRE ALARM /
BOMB THREAT**

EVACUATE! is called when there is a need to move students from one location to another.

PUBLIC ADDRESS

The public address for Evacuate is: **“Evacuate! To a Location”** and is repeated twice each time the public address is performed. For instance **“Evacuate! To the Flag Pole. Evacuate! To the Flag Pole.”**

ACTIONS

The Evacuate Protocol demands students and staff move in an orderly fashion.

RESPONSIBILITY

The classroom teacher is usually responsible for initiating an evacuation. In a police led evacuation, students may be instructed to form a single file line and hold hands front and back. Or students and staff may be asked to put their hands on their heads while evacuating. Other directions may be invoked during an evacuation and student and staff should be prepared to follow specific instructions given by staff or first responders.

PREPARATION

Evacuation preparation involves the identification of facility Evacuation Points, as well as student, teacher, and administrator training for both normal and police led evacuations

EVACUATION ASSEMBLY


The Evacuation Assembly refers to gathering at the Evacuation Assembly Point. Teachers are instructed to take roll after arrival at the Evacuation Assembly Point.




DRILLS

Evacuation drills should be performed twice a year. Fire drills constitute a valid evacuation drill. (Note: Fire Codes often mandate more frequent fire drills.)

Special needs evacuation plans should be developed and drilled, including medication and pharmaceutical evacuation and chain of trust.

RED CARD / GREEN CARD / MED CARD

After taking roll the **RED HELP** / **GREEN OK** / **MEDICAL HELP**  Card System is employed for administration or first responders to quickly, visually identify the status of the teachers' classes. (Select only one of the three card styles.)




- **GREEN CARD**  - All students accounted for, No immediate help is necessary.
- **RED CARD**  - Extra or missing students, or vital information must be exchanged.
- **RED AND WHITE Cross**  Medical Help) – Immediate medical attention is needed.

CONTINGENCIES

Students are trained that if they are separated from their class during an evacuation, then joining another evacuation line is acceptable. They should be instructed to identify themselves to the teacher in their group after arriving at the Evacuation site.

Special needs evacuation plans should be developed and drilled, including medication and pharmaceutical evacuation and chain of trust. The school nurse should take charge of all medications.

Procedures during a EVACUATE!

1. When you hear the alarm or other emergency announcement, begin campus building evacuation and student accountability procedures.
 - a. Instruct students to calmly leave the building. If purses and backpacks are within arm length, students may take these items with them.
 - b. Check room for any suspicious items.
 - c. Take **class roll** and **emergency status cards** with you.
 - d. Make sure classroom door is closed and left **unlocked** after all students have been evacuated.
 - e.
2. Assemble class at assigned evacuation location.
 - a. Take roll to account for all students.
 - b. If all students are accounted for, hold up **GREEN**  status card.
 - c. Hold up **RED**  status card if you cannot account for all students.
 - d. Hold up **MEDICAL HELP**  status card for any medical emergency.
 - e. Keep students quiet and calm.
 - f. Do not let any student leave without proper authorization.

3. Follow instructions given by school Principal and/or designee.
 - a. Do not re-enter building until directed by the school Principal and/or designee.
4. If relocation is necessary, account for all students **before** they get on the bus and **again** when they get to the new location.

- FIRE / EVACUATE!

- **3 BELLS or Continuous Ring – EVACUATE!** 
 - **1 BELL – HALT IN PLACE**
 - **2 BELLS or – “ALL CLEAR” RETURN TO CLASS**
-

SHELTER! **HAZARD AND SAFETY STRATEGY**

TORNADO / SEVERE WEATHER / MEDICAL EMERGENCIES / HAZARDOUS CHEMICAL SPILLS

SHELTER! is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or hazmet.

PUBLIC ADDRESS

The public addresses for shelter should include the hazard and the safety strategy.

The public address is repeated twice each time the public address is performed.

ACTIONS

It is strongly advised to remain current on both FEMA guidance regarding Shelter actions as well as local emergency manager guidance.

PREPARATION

Identification and marking of facility shelter areas.

RESPONSIBILITY

Each individual is responsible for sheltering. If there are special needs that prevent individual responsibility, administration should plan on how to provide sheltering assistance.




DRILLS

Shelter safety strategies should be drilled once a year.

TORNADO WARNING




1. Announcement will be made to initiate **SHELTER!**/campus tornado/severe weather procedures.
 - a. MOVE ALL CHILDREN TO SAFETY AS SOON AS POSSIBLE (OUT OF PORTABLE BUILDINGS, OPEN AREAS, ETC.)
 - b. REMAIN IN CLASSES UNTIL FURTHER NOTICE.
 - c. PARENTS WILL BE ALLOWED TO PICK UP THEIR CHILDREN.

TORNADO ALERT (CONTINUOUS BELL)

1. If you are notified that a tornado has been **sighted in the immediate area** – do the following:
 - a. **NO ONE IS TO LEAVE THE ROOM OR DESIGNATED AREA. MOVE ALL PEOPLE (STUDENTS, EMPLOYEES, AND VISITORS) FROM OUTSIDE THE BUILDING TO A SAFE AREA INSIDE THE SCHOOL. DO NOT USE CAFETERIA OR GYM.**
 - b. Have students and staff assume a protective posture – **kneel facing the interior wall with head down and hands protecting the back of the neck and head.**
 - c. Be aware that electrical power and phone service may be disrupted.
 - d. Follow campus administrator instructions until danger has passed.
 - e. Sheltered areas should be 30 feet or more away from exterior glass doors.
 - f. Avoid gyms or large areas with high walls and ceilings.
 - g. The best shelter is on the first floor in a multiple-floor structure, away from exterior windows.
 - h. Initiate accountability procedures:
 1. Upon reaching designated area, teachers should take attendance.
 2. Staff will check all areas to ensure every student has been located.
 3. If all students are accounted for, hold up **GREEN**  status card or slide it under the classroom door.
 4. Hold up **RED**  status card or slide it under the classroom door if you cannot account for all students.
 5. If you have a medical emergency hold up the **MEDICAL HELP**  status card.
 6. Seat students in one row whenever possible, facing the interior walls. If needed, seat students in multiple rows facing the same direction.
 7. Maintain control, keeping students and staff quiet and calm.
 8. Do not let any student leave without proper authorization.
 9. Stay in those locations until you hear the ALL CLEAR signal/announcement.

Medical Emergencies, Hazardous chemical spills

1. Announcement will be made to initiate **SHELTER!** procedures.
2. Hazardous Chemicals **ONLY**: Close doors and shut off air intake system for classroom if possible.
3. Hazardous Chemicals **ONLY**: Find a way to seal any gaps in doors or windows that might allow air to infiltrate classroom.
4. Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.

- a. If all students are accounted for, hold up **GREEN**  status card or slide it under the classroom door.
 - b. Hold up **RED**  status card or slide it under the classroom door if you cannot account for all students.
 - c. If you have a medical emergency hold up the **MEDICAL HELP**  status card.
5. Do not let any student leave without proper authorization.
 6. Follow instructions given by campus administrator.
 7. Limit classroom and cell phone usage until campus administrator communicates that it is safe to use phones.
 8. Stay in those locations until you hear the ALL CLEAR signal/announcement.

HOLD! **IN YOUR CLASSROOM. CLEAR THE HALLS.**

HOLD! There may be situations that require students to remain in their classrooms. For example, an altercation in the hallway may demand keeping students out of the halls until it is resolved.

PUBLIC ADDRESS

The public address for Hold is: **“Hold in your classroom”** and is repeated twice each time the public address is performed.

ACTIONS

Students and teachers are to remain in their classroom, even if there is a scheduled class change, until the all clear is announced.

PROCEDURES DURING A HOLD!

1. A campus administrator or designee will announce **HOLD!** In your classroom. Clear the halls.
2. Teachers/Staff are responsible for the following:
 - a. Recover students and staff from hallways.
 - b. Close and lock classroom door.
 - c. Take roll, account for students.
 - d. Remain in classroom until Administration announces all clear.

SUICIDE THREAT

TAKE ALL THREATS of SUICIDE or SELF-HARM, SERIOUSLY!

STAFF/TEACHER RESPONSIBILITY:

1. **CALL** main office to report student in distress and threatening suicide
2. **REQUEST** immediate assistance from **Counselor** or **Nurse**
3. **SPEAK** calmly to victim to help diffuse the emergency
4. **PROTECT** victim's privacy – remove others from area
5. **DO NOT LEAVE** the victim alone for any reason!
6. **SECURE** the scene for safety

COUNSELOR or NURSE:

- **CALL** parent/guardian of victim in distress and threatening suicide
- **DETERMINE** the nature of suicide threat
- **SPEAK** calmly to victim to help diffuse the emergency
- **DO NOT LEAVE** the victim alone for any reason!
- **CALL** physician of record from health card (if available)
- **MAINTAIN** confidentiality
- **COORDINATE** post-incident counseling and community referral services for victim's family, students, and employees
- Have the student sign a **STUDENT SAFETY PLAN** before returning to school

