

**Crandall Independent
School District
Substitute Handbook**



2022-2023

Contents

District information	4
Mission statement.....	4
Vision statement	4
Crandall ISD Board of Trustees:	4
Crandall ISD Administration	4
Administration	4
Campus Information.....	5
Campus Administrators	5
Hollis T Dietz Elementary.....	5
W.A. Martin Elementary	5
Noble-Reed Elementary	5
Barbara Walker Elementary	5
Nola K Wilson Elementary	5
Crandall Middle School	5
Crandall Freshman Center	5
Crandall High School	5
Crandall Compass Academy- DAEP.....	5
Substitute Office Contact Information	6
Substitute Contact	6
Payroll Contact.....	6
Benefit Contact.....	6
Frontline Contact	6
Statement of Nondiscrimination.....	6
Equal Opportunity Policy Statement.....	7
Introduction	7
General Requirements.....	7
To substitute in Crandall Independent School District, a person must have a high school diploma or 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.....	7
Change of Personal Information.....	8
Hiring Practices	8
Employment and Termination.....	8

Letter of Reasonable Assurance of Continued Employment	9
Bad Weather Procedures	9
Emergency Procedures	9
Social Media Procedures.....	9
Criminal History Background Checks	10
Absence Management Important Message.....	10
School Contact List.....	11
Absence Management Quick Reference Information	11
Benefits	11
Payday	12
Payroll Schedule 2022 – 2023.....	12
Skyward	12
Salary Information.....	13
Deductions	13
FICA Alternative Plan.....	14
More Information Points About your 457(b) FICA Alternative	14
Substitute Procedures - Classroom Instruction	16
Classroom Management.....	16
Disciplinary Procedures	16
General Procedures	17
Sign In	17
Security Badges.....	17
Arrival/Departure Procedures	17
Parking Passes	17
Leaving the Campus	17
Attendance.....	17
Teaching	17
Daily Duties	18
Conference Period	18
Cell Phone Usage.....	18
Active Involvement	18
Computer Use/Personal Property	18
Reporting Injuries of Students	19

Personal Injuries on the Job.....	19
Child Abuse or Neglect.....	19
Employee Arrests and Convictions.....	19
Alcohol, Drug, and Tobacco Use Policy.....	20
Possession of Firearms and Weapons.....	20
Substitute Dress Code.....	20
General Information:	21
Permitted.....	21
Not Permitted	21
Guidelines for Jeans.....	22
Duty Schedule.....	24
DAEP Schedule.....	26
Projector Cheat Sheet	27
Emergency Plans	28

District information

Mission statement

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

Vision statement

To empower each student to positively impact the world.

Crandall ISD Board of Trustees:

Rick Harrell - President
Mike Wood – Vice-President
Jennifer Hiser - Secretary
Amy Barber - Trustee
Dr. Sharon Long - Trustee
Stacie Warren – Trustee
Ryan Eskridge – Trustee

Superintendent of Schools – Dr. Wendy Eldredge

The Board of Trustees meets on the second Monday of each month in the Raynes Boardroom at 400 W. Lewis Street, Crandall, TX 75114 at 7:00 pm.

Crandall ISD Administration

Physical Address:
400 West Lewis Street
Crandall, TX 75114

Phone: 972-427-6000
Fax: 972-427-6134

Mailing Address:
P.O. Box 128
Crandall, TX
75114

Administration

Dr. Holly Keown, Chief of Staff

Dr. Carri Eddy, Chief Academic Officer

Chris Moore, Chief Communications and Operations Officer

Mike White, Chief Financial Officer

Dr. Anjanette Murry, Assistant Superintendent of Data and Information Systems

Christy Starrett, Assistant Superintendent of Policy and Strategic Initiatives

Campus Information

Elementary Campus	7:15 am – 3:35 pm
Crandall Middle School	8:15 am – 4:05 pm
Crandall Freshman Center	7:15 am – 3:05 pm
Crandall High School	7:15 am – 3:05 pm
District Alternative Education Program	8:15 am – 2:30 pm

Campus Administrators

Hollis T Dietz Elementary 972.427.6050 2080 Sunnybrook Drive Heartland, TX 75126 Principal – DeAnn Baker	W.A. Martin Elementary 972.427.6020 11601 W. Highway 175 Crandall, TX 75114 Principal – Matthew Besherse
Noble-Reed Elementary 972.427.6060 2020 Wildcat Trail Crandall, TX 75114 Principal – Paige Cherry	Barbara Walker Elementary 972.427.6030 4060 Abbey Road Heartland, TX 75126 Principal – Michael Starling
Nola K Wilson Elementary 972.427.6040 300 S. Meadowcreek Crandall, TX 75114 Principal – Holly Kirby	Crandall Middle School 972.427.6080 2600 Fletcher Rd. Crandall, TX 75114 Principal – Amy McAfee
Crandall Freshman Center 972-427-6000 500 W. Lewis Street Crandall, TX 75114 Principal - Kristy Sanders	Crandall High School 972.427.6150 13385 FM 3039 Crandall, TX 75114 Principal - William Eihusen
Crandall Compass Academy- DAEP 972.427.6100 500 W. Lewis Street Crandall, TX 75114 Principal – Dr. Crystal Bush	

Substitute Office Contact Information

Substitute Contact

Kreasha Slimboski

kslimboski@crandall-isd.net

Payroll Contact

Mickey Smith

msmith@crandall-isd.net

Barbara Galofaro

bgalofaro@crandall-isd.net

Benefit Contact

Angela Thomas

athomas@crandall-isd.net

Frontline Contact

Kelly Jones

kjones@crandall-isd.net

Barbara Galofaro

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

Christy Starrett

Assistant Superintendent

400 West Lewis Street

Crandall, Texas 75114

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Dr. Lauren Chism

Executive Director of Student Support Services
400 West Lewis Street
Crandall, Texas 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 Dr. Holly Keown, Chief of Staff.

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 intended to alter the at-will status of non-contract employees. Instead, it is a guide to and a brief explanation of the district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. District policies can be accessed Online at **Error! Hyperlink reference not valid..**

General Requirements

To substitute in Crandall Independent School District, a person must have a high school diploma or 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

- The District's application form;
- All electronic forms;
- A record of highest education attained (high school diploma, GED certificate, or college transcripts
- Teaching certificate (if applicable);
- Driver's License & Social Security Card;

- FICA Alternative Plan;
- Health Insurance Enrollment form;
- Notarized Misconduct form;
- Job Description; and
- Handbook Acknowledgement

Change of Personal Information

When a substitute changes 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 of each school year, a notification regarding updating paperwork and substitute training will be sent to each person on the current sub-list. Updated paperwork must be submitted to the Kreasha Slimboski, Department of Human Resources Substitute Clerk, to ensure a substitute position for the upcoming school year. All profiles in absence management will be inactive until this paperwork has been 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 grade levels, departments, teachers, campuses, and locations. Substitutes may withdraw their substitute application at any time, for any reason, or no reason, and may be dismissed at any time, and for any reason. A discussion from the concerned party will be handled before dismissal of substitutes.

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

- You repeatedly turn down assignments, 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 return a letter of reasonable assurance in time.

If you wish to terminate employment with the District, email kslimboski@crandall-isd.net or write the Crandall ISD Human Resource Department. Any related paperwork must be completed at the Human Resource Department when employment is terminated. Final paychecks will be mailed or direct 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 considered resignation. The letter will be available electronically.

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 closing the District's facilities. When it becomes necessary to open late, release students early, or cancel school, district officials will post a notice on the District's website and notify the following social media/radio/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 be familiar with the safety procedures for responding to emergencies, including medical emergencies. 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 the 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 conduct includes your online behavior and digital footprint on Facebook, Instagram, Snap Chat, Twitter, and other online social networks. When posting on an online social network site

Do

- Be polite, friendly, and helpful in your communications.
- Keep it positive. Do not gossip, use foul language, criticize or use sarcasm.
- Remember your digital footprint and strive to maintain a higher standard.
- 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 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 before 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 Resources within three calendar days of the event.

Absence Management Important Message

Please call the campus immediately if you cannot fulfill a job you have accepted. 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. We hope that you will find Frontline a valuable tool that meets the needs of Crandall ISD and your own. If you have any questions regarding Frontline, please contact Kreasha Slimboski via email at kslimboski@crandall-isd.net or 972-427-6000. Any concerns about 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 Phone Number
Crandall High School (10 th – 12 th)	Michelle Gipson mgipson@crandall-isd.net	972-427-6150
Freshman Center (9 th Grade)	Samantha Torres storres@crandall-isd.net	972-427-6180
Crandall Middle School (7 th – 8 th)	Jennifer Edmonds jedmonds@crandall-isd.net	972-427-6080
Dietz Elementary (Pre-K – 6 th)	Nicole Tudor ntudor@crandall-isd.net	972-427-6050
Martin Elementary (Pre-K – 6 th)	Michelle Hope mhope@crandall-isd.net	972-427-6020
Noble-Reed Elementary (Pre-K – 6 th)	Elisa Blevins eblevins@crandall-isd.net	972-427-6060
Walker Elementary (Pre-K – 6 th)	Diana Crow dcrow@crandall-isd.net	972-427-6030
Wilson Elementary (Pre-K – 6 th)	Tammy Gilcrease tgilcrease@crandall-isd.net	972-427-6040
Compass Academy - DAEP	Vickie Merciers vmerciers@crandall-isd.net	972-427-6100

Absence Management Quick Reference Information

Absence Management is provided 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 works ten 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 entire premium amount. Only medical plans are available to substitutes – not dental, vision, or other plans. If you have any questions, please contact Angela Thomas.

Payday

Payday for substitutes is monthly. It is suggested that each substitute keep a record of their work days. However, this record shall not, in any instance, be considered official should a discrepancy occur.

It is recommended that all substitutes sign up for Direct Deposit. Your responsibility is to inform the Business Office in writing when you change or close a bank account by completing a new Direct Deposit Authorization Form. In the event of identity theft, please call the Business Office immediately. Pay will post into your account on each scheduled payday

Payroll Schedule 2022 – 2023

Month	Weeks Paid	Pay Date
July	June 6 – July 1	July 25, 2022
August	July 4 – August 5	August 25, 2022
September	August 8 – September 2	September 23, 2022
October	September 5 – September 30	October 25, 2022
November	October 3 – November 4	November 18, 2022
December	November 7 – December 2	December 15, 2022
January	December 5 – January 6	January 25, 2023
February	January 9 – February 3	February 24, 2023
March	February 6 – March 3	March 24, 2023
April	March 6 – March 31	April 25, 2023
May	April 3 – May 5	May 25, 2023
June	May 8 – June 2	June 22, 2023

Cutoff dates apply to substitute pay, extra duty pay, and leave time. Extra duty worked before 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 cutoff date.

Skyward

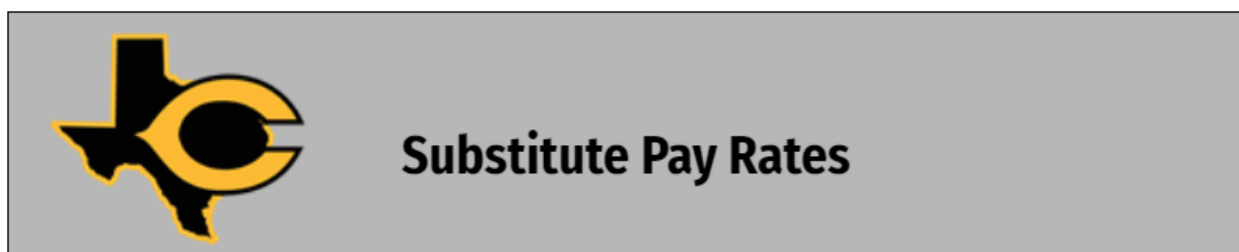
Skyward Finance is access to all personal information, pay stubs, and W-2.

- Username: last name, first initial (example: John Smith – smithj)
- Password: All lowercase **pirates**

For questions, please call Mickey Smith at msmith@crandall-isd.net or Barbara at bgalofaro@crandall-isd.net.

Salary Information

Crandall ISD has adopted a salary schedule for substitutes that are 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 twenty consecutive school days in the same assignment. **All certified substitutes must provide a copy of their certification to receive certified pay.**



Paraprofessionals - Aide Positions	Full-Day - \$100	Half-Day - \$50	After 20 Days - \$105
Teacher (HS or Associate's Degree)	Full-Day - \$110	Half-Day - \$55	After 20 Days - \$115
Teacher (BA or Master's Degree)	Ful-Day - \$120	Half-Day - \$60	After 20 Days - \$125
Teacher (Certified)	Full-Day - \$150	Half-Day \$75	After 20 Days - \$160
Nurse (LVN, EMT, RN)	Full-Day - \$150	N/A	After 20 Days - \$175
Cafeteria - 7.5 Hours	\$90 Daily Rate		
Bus Drivers	\$18.59 per hour		
Administrative Substitute	\$250.00 - \$500.00 Daily Rate		
Teacher PLC Coverage	\$25.00 per hour		

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

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 a 7.5% contribution to a retirement account. The deferrals are made on a "pretax" basis, unlike Social Security, which is 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 comprises a broad range of equity and bond mutual funds and individual bonds typically held to maturity and are periodically changed to adapt to changing market conditions.
- *FICA Government Income Portfolio* – All investment instruments issued by and 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 distribution for any of the following reasons:

- Termination of Employment
- Permanent and Total Disability
- Death
- Retirement
- They have 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 receives 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 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 participating 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 the 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 log in 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, L.P.

Fees: TCG Administrators receive 1.15% of the plan assets and \$.50 per participant per month paid by the participant, TCG Advisors receive .35% of assets as the investment advisory fee, Region 10 receives \$.10 per participant per month (generally 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.

- Click the green Login box in the upper right-hand corner
- Click the yellow Retirement Login box
- User Name will be your Social Security Number (no spaces or dashes): #####
- 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

This form must be completed before becoming a substitute. If you have questions, please get in touch with Mickey Smith.

Substitute Procedures - Classroom Instruction

- Substitutes are responsible for students, equipment, and materials assigned to their supervision.
- Substitutes shall make every effort to carry on the regular work of the staff members 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 or associate with students except during class 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 them, and politely introduce themselves. Doing 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 before an activity sets students up for success.
- Remember to speak kindly and politely when addressing students and use language appropriate for an educational setting. Foul language will not be tolerated.
- Substitutes should always be physically present in their assignment. All Crandall ISD classrooms contain a phone, so contact the front office if administrative assistance is required.
- Use proximity to your advantage. Stand next to disruptive students, who often correct the disruptive behavior independently.
- Maintain a professional, teacher-student relationship at all times.

Disciplinary Procedures

- Substitutes must never administer corporal punishment to any student. Using corporal punishment in any form is cause for dismissal. This includes physical contact with a student used to correct a behavior. For example, pulling a disruptive student by the arm to remove them from the classroom is not allowed.
- Substitutes are expected to maintain discipline in the classroom, which is conducive to a positive learning environment. Substitutes must follow the classroom, campus, and district disciplinary guidelines.
- The consequences of 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.
- Fair treatment of all students, combined with explicit explanation and direction, will preclude many disciplinary problems.

General Procedures

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 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 the 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 can 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

The district will issue a parking pass.

Leaving the Campus

The care and supervision of the students assigned to the substitute are of primary importance. At no time during the day should the substitute leave campus unless authorized. 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 complete this important task accurately.

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 as a substitute folder from the front office. Lesson plans must be followed as closely as possible. Contact team leaders,

department heads, or teachers in nearby rooms for assistance. Tests should be given as scheduled. When preparing for a long-term assignment, meeting with the regular teacher is advisable.

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, playground duty, and 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 on 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 to, they are expected to accept this administrative request.

Conference Period

Typically, substitutes will follow the daily schedule of the regular staff members, 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, including working in another room during the conference period.

Cell Phone Usage

Maintain classroom behavior by being mobile and staying off your mobile. Keep your cell phone on silent during the school day while substituting. 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. You should move around the classroom often, checking student work and assisting with assignments. The substitute's proximity to the students can avoid many discipline problems. While 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 personal use. The internet can only 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 serious, having the student checked out by someone in the school clinic is safer.

Personal Injuries on the Job

All personal injuries on the job must be reported to the 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 investigating 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 should report their concerns to the school administration staff.

Employee Arrests and Convictions

An employee must notify Human Resources 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 that occur wholly or in part on school property or at a school-sponsored activity

Crimes involving moral turpitude include 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 (State Board for Educator Certification) rules

If an educator is arrested or criminally charged, the Superintendent must also report the educator's criminal history to the Division of Investigations at TEA (Texas Education Agency).

Alcohol, Drug, and Tobacco 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 not permitted by law and punishable by a fine are displayed in prominent places in all school buildings.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

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 a 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 the 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.
- Employees may not wear clothing or accessories that display vulgar, lewd, or obscene writing, and may not wear emblems that advertise or depict tobacco, alcohol, drugs, or weapons. Items that could be perceived as gang-affiliated, solicit racial discord, or violence are prohibited.

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" 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.
- Earrings are permissible. No other body piercings, including tongue rings, nose rings, nose studs, septum piercings, gauges and spikes are allowed at school or when participating in school sponsored events.

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 or specific job assignments or conditions when informal 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.

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. Jeans should only be worn with a spirit/school shirt. 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 days, 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 judgment and not push the limits on appropriateness (modesty, etc.) of the attire.

School Calendar

Crandall ISD Instructional Calendar 2022-2023 School Year

July 2022						
Su	M	Tu	W	Th	F	Sa
					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 1, 4, 8, 15, 22, & 29 | District Offices Closed

August 2022						
Su	M	Tu	W	Th	F	Sa
	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			

August 2-4 | New to CISD Teachers Report
August 8-12 | All CISD Staff report for Professional Learning
August 15 | Teacher Work Day
August 16th 1st Day of School

September 2022						
Su	M	Tu	W	Th	F	Sa
				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	

September 5 | Student-Staff Holiday
September 16 | End of 1st Six Weeks & Early Release
September 19 | Beginning of 2nd Six Weeks
September 30 | Student-Staff Holiday

October 2022						
Su	M	Tu	W	Th	F	Sa
						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					

October 3 | Student Holiday / Staff Parent Conf. Exchange
October 4 | Student Holiday / Staff Professional Learning
October 28 | End of 2nd Six Weeks & Early Release
October 31 | Beginning of 3rd Six Weeks

November 2022						
Su	M	Tu	W	Th	F	Sa
		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			

November 11 | Student Holiday / Staff Professional Learning
November 21-22 | Student Holiday/Employee Exchange
November 23-25 | Student-Staff Holiday

December 2022						
Su	M	Tu	W	Th	F	Sa
				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

December 16 | End of 3rd Six Weeks/Semester/Early Release
December 19-30 | Student/Staff Holiday

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2 | Student-Staff Holiday
January 3 | Student Holiday - Staff Professional Learning
January 4 | Beginning of 4th Six Weeks
January 16 | Student-Staff Holiday

February 2023						
Su	M	Tu	W	Th	F	Sa
			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				

February 17 | End of 4th Six Weeks & Early Release
February 20 | Student-Staff Holiday
February 21 | Student Holiday - Staff Professional Learning
February 22 | Beginning of 5th Six Weeks

March 2023						
Su	M	Tu	W	Th	F	Sa
			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	

March 13-17 | Student-Staff Holiday

April 2023						
Su	M	Tu	W	Th	F	Sa
						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						

April 6 | End of 5th Six Weeks/Early Release
April 7 | Student Holiday/Employee Exchange
April 10 | Student Holiday / Staff Parent Conf. Exchange
April 11 | Beginning of 6th Six Weeks

May 2023						
Su	M	Tu	W	Th	F	Sa
	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 23 | Crandall High School Graduation
May 25 | End of 6th Six Weeks/2nd semester/Early Release
May 26 | Teacher Work Day
May 29 | District Offices Closed

June 2023						
Su	M	Tu	W	Th	F	Sa
				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	

June 9, 16, 23, 30 | District Offices Closed



Proposed Entry Times	High School Freshman Center	Middle School	Elementary School
Teacher/Professional Entry Time - On Duty Breakfast Starts	7:00 AM	8:00 AM	7:30 AM
All Employees Entry Time- Not on Duty	7:10 AM	8:10 AM	7:40 AM
School Start Time	7:15 AM	8:15 AM	7:45 AM
Tardy to Class	7:20 AM	8:20 AM	7:50 AM
Student Dismissal	3:05 PM	4:05 PM	3:35 PM
Non-Duty Staff Dismissal	3:15 PM	4:15 PM	3:55 PM
Duty Staff Dismissal	3:30 PM	4:30 PM	4:00 PM
Student Time	465 Minutes	465 Minutes	465 Minutes
AM Duty Staff Time	485 Minutes 8.03 Hours	485 Minutes 8.03 Hours	485 Minutes 8.03 Hours

PM Non-Duty Staff Time	485 Minutes 8.03 Hours	485 Minutes 8.03 Hours	485 Minutes 8.03 hours
Paraprofessionals Time w/o duty	485 Minutes 8.03 Hours	485 Minutes 8.03 Hours	485 Minutes 8.03 Hours
Tutorials	TBD	TBD	TBD
CISD Exit Time	TBD	TBD	TBD
Faculty Meetings	3:30 - 4:15	4:30 - 5:15	4:00 - 4:45

Principals will establish faculty meeting days. Each staff member will be required to attend these meetings.

All teachers will be assigned either morning or afternoon duty as determined by the campus principal.

DAEP Schedule**District Alternative Education Program**

Faculty Entry Time	7:45 AM
Student Entry Time	8:15 AM
School Start Time	8:20 AM
Tardy to Class	8:25 AM
Breakfast Starts	8:30 AM
Lunch in Rooms	TBD
Student Dismissal Time	2:30 PM
Faculty Meetings	3:30 PM
Faculty Dismissal Time	4:15 PM
Faculty and Staff	485 minutes 8 hours
Student Time	465 minutes

Projector Cheat Sheet

How to use the Projector/Interactive Board

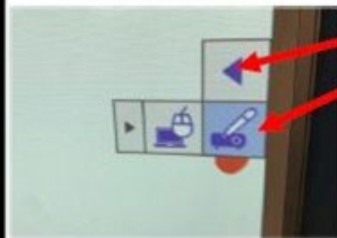
Projector



- 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



Emergency Plans

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



© Copyright 2009-2016, All Rights Reserved. The "I Love U Guys" Foundation, Bailey, CO. The Standard Response Protocol and Extended Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRPE Terms of Use". SRPE POSTER | V 2.0.1 | Revised: 09/12/2017 | <http://loveuguyz.org>



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.

