

Faculty Handbook
Crystal City School District

2026 - 2027

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”



“Carpe diem”
Horace (65 B.C.)

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Crystal City School District**

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INTRODUCTION

This handbook is to be used by the teachers of Crystal City School District to benefit them in their teaching assignments. It contains most of the policies, rules, regulations, and other information which will help you have a successful year. In using this handbook the teacher must also refer to the student handbook and policies of the Board of Education. You may be adding to and/or deleting items throughout the year in this handbook.

Our Mission: Learn and grow today; achieve and succeed tomorrow.

To be an effective teacher a person should display the following characteristics:

1. Have a positive expectation for ALL students.
2. Be a good classroom manager.
3. Design lesson plans for mastery learning.
4. Continue to develop professional lifelong learners.

Objectives:

1. Educate each student to his/her optimum in academic, physical, emotional, social, intellectual, and moral development.
2. Allow each student to progress at his/her own rate of learning and development, yet challenge him/her to reach his /her potential.
3. Work with the parents and community in educating the total child, including encouraging parent involvement in the educational process.
4. Instill values that will enhance his/her becoming a positive and productive citizen of society.
5. Provide a program of information and experiences, which will lead to proper health habits and good physical and mental health.
6. Stimulate interest in and nurture appreciation for the arts and to meld vocational pursuits with vocational goals.
7. Provide a basic foundation of skills, which will aid and enhance the student's matriculation to and success in the subsequent secondary education program.

GENERAL POLICIES, REGULATIONS & RESPONSIBILITIES

1. **ACCIDENTS:** All teachers are to be alert to the physical well-being of all students. All accidents or serious illness on school grounds or while attending school functions are to be reported promptly to the office. This applies to all students, staff, and visitors. An accident report is to be completed and submitted to the office or the school nurse as soon as possible. Do not stand on chairs, desks, or tables to reach up high.
2. **ANNOUNCEMENTS:** Announcements will be read daily at 7:40 a.m. Teachers wishing to place something in the daily announcements must give the office secretary a written copy of the announcement no later than 7:15 a.m. on the day it is to be read. All announcements need to go through the office. All bulletins and memos should be read promptly. School email will also be used to correspond during the school day. School email should also be read daily.
3. **ASSEMBLIES:** All teachers will attend all assemblies and sit among the students.
4. **ATTENDANCE:** Teachers are required to check attendance every day. This responsibility is not to be delegated to a student. Attendance will be tracked by individual teachers using the Infinite Campus program. Please be prompt in entering your attendance each day. Attendance should be completed within the first ten minutes of the school day or the **first ten minutes of each class period**. If you are absent, make sure the substitute teacher has access to rosters, as the substitute will not be responsible for entering attendance into the computer.

Students with an excused absence will be given every opportunity to make up work missed (one day for each excused absence). Absences are only excused if a phone call or note was received.

5. **CAFETERIA:** The school cafeteria is maintained as a vital part of the health program of the school. Well-balanced meals are offered at reasonable prices. All lunch accounts (full, reduced, and free) will be handled by the cafeteria. Teachers will have lunch balances removed from their pay monthly.

Remind students of the importance of good manners and behavior in the cafeteria. Food from fast food restaurants is not to be brought into the cafeteria for consumption. Unless approved by the administration.

Cafeteria Rules:

No food is to be eaten anywhere except in the cafeteria or under the supervision of a teacher.

Students will be seated as instructed by the supervising teacher. Students should not take food or drinks from other students.

Cafeteria Duty

Cafeteria duty (lunch) by teachers will be assigned to provide adequate and consistent cafeteria supervision at all times. Assistance with cafeteria supervision is expected of all teaching personnel. Teachers assisting with lunchroom supervision will receive a free daily lunch on the day they supervise.

6. **CANDLES/CANDLE WARMERS:** Candles or candle warmers are not allowed in classrooms.

7. **CLASSROOM MANAGEMENT PLAN:** Each teacher must develop a classroom management plan. These plans should include procedures and classroom discipline policy. Classroom policies would include things such as making up missed tests, turning in homework, etc. The classroom discipline policy should include the rules and consequences for classroom behavior. Please turn in a copy of your plan to the principal by the second week of school. Please refer to the student handbook for code of conduct for students.
8. **CLASSROOM SUPPLIES:** All instructional materials (workbooks, supplementals, refill kits, etc.) are to be requested through the office and require the principal's signature. Small supplies are available in the school office such as paper clips, tape, rubber bands, etc. Major needs should be listed in your requisitions at the end of the year.
9. **COLLEGE CREDIT:** The Superintendent must approve college credit reimbursement. Reimbursements will be approved for courses on the plan which will be directly related to the teacher's field of service in the Crystal City Schools and those specifically required courses which the college or university requires for all Master degrees in education. For further information see School Board Policy E6
10. **CONFERENCES:** Parents want to be kept informed regarding their child's progress; the teacher is in the best position to provide parents with the information they need to help their child be successful. Any contact with parents or guardians should be handled in a professional and courteous manner. Frequent communication with parents is the best way to strengthen working relationships with parents and secure the support needed to assist students. Please maintain an accurate record of parent contact (it is recommended to use the Infinite Campus). Communication is strongly encouraged. Parent contact logs will be reviewed and discussed.
11. **PARENT CONTACT:** Teachers are strongly encouraged to do all that is possible to encourage parent interest in students' school activities. The majority of parents want to be involved and informed of their student's progress. **The administration has never had a parent complain because they were contacted, but has had numerous complaints every year from parents who were not contacted.**

Professionalism and courtesy are essential elements to building positive relationships with parents. Following are a few suggestions to keep in mind when communicating with parents:

- A. Remember scheduled conferences and be prompt.
- B. Be friendly and helpful. Parents are usually anxious when school calls, allow the parents their opinion and do not become defensive.
- C. Keep the contact on a positive note, looking for strengths of the child, as well as areas that need improvement.
- D. Alternatives and suggestions for solutions need to be discussed. Allow the parent to have input.
- E. Many parents feel the school makes all the decisions. The manner in which one talks, listens, and considers opinions should tell plainly that this is a real discussion and not a one-sided decision.
- F. If a parent suggests a plan of action, try to use it. One goal of the contact is to have the parent take the initiative.
- G. **Respect confidence.** These are not for lounge discussion.
- H. Do not discuss other students or teachers.
- I. Be truthful and honest. The facts, pleasant or unpleasant, need to be stated.
- J. Use everyday language, avoid educational jargon.
- K. Avoid arguments. If the parent is upset, offer to set up an appointment with the Principal.
- L. If complaints go beyond the area, suggest a conference with an administrator. Do not talk about or listen to a negative discussion of another teacher.
- M. Summarize the points that have been covered and the plans agreed upon to correct the problem.
- N. Log your contact on Infinite Campus (or a paper log.)

****CHECK E-MAIL in the morning and at the end of the day.** We are going to encourage contact via e-mail, as it is normally more time efficient for all! Parent email addresses are included in each student's contact information.

12. COPIERS: Copiers are provided for instructional purposes. Each teacher will be assigned a copy code number. This number must be used to make copies. Do not permit students to operate the copiers. Care should be taken to avoid copyright infringement. Contact the office staff if you have problems with the copy machines.

13. CUSTODIAL SERVICES: If a problem occurs which requires custodial attention, please notify the office. A custodian will be contacted and dispatched to the area as quickly as possible.

14. DISCIPLINE: Student discipline should be handled in a positive manner. The classroom teacher will handle cases of a minor disciplinary nature. If issues of a minor nature are brought to the office, the effectiveness of the teacher in the classroom is severely compromised. Students soon realize the teacher is not prepared to take charge of the classroom. If a student continues to misbehave, do your best to try to determine the cause of the problem, read the student's permanent record, talk with the counselor, obtain data, and keep observation records. This information will be valuable when contacting parents or should you need to refer the matter to the office.

Students should never be punished as a group for a few student infractions. Special classes (physical education, music, art, gifted, etc.) should never be taken away as punishment for a behavior infraction. Placing a student out in the hall for an extended amount of time is not appropriate (if you leave a student unsupervised you are liable for the student's safety) and corporal punishment may not be administered. Teachers are not to assign detention, ISS, or OSS for any reason.

Students sent to the office for disciplinary reasons must have a discipline referral logged into Infinite Campus. Teachers must provide complete and specific information of the incident, which resulted in the referral. Do not use other students' names in a referral. Proper spelling, grammar, and mechanics are important. In addition, the teacher should provide the steps they have already taken prior to the referral to the office. This should include contact with the child's parents.

Maintaining good discipline is everyone's responsibility at all times in the building. (See attached Discipline Policy)

15. DRESS CODE: Business -casual or professional attire. Student dress codes are important as well. Please see the student handbook for an explanation of acceptable dress for students.

16. EMERGENCY CARDS AND BINDERS: All students should have emergency (enrollment) information on file in Infinite Campus. Teachers should also keep a copy of emergency information along with a class list in an emergency binder. Each teacher should have a green and red laminated card along with each class roster in each of their classes.

17. FACULTY MEETINGS: Attendance is mandatory. Please schedule your appointments accordingly. If an emergency arises and attendance is not possible, the teacher must first notify the principal.

18. FIELD TRIPS: Teachers planning a field trip activity for a class must follow established procedures. Field trips are encouraged when they are a natural outgrowth of the curriculum. Field trip forms are available in the office and should be completed by the teacher requesting the trip at least one month in advance of the trip. The approval of the principal is required. Transportation must be scheduled with the Transportation Director well in advance of the trip. Money should be collected, counted, and deposited promptly with the building secretary (no money should be kept in classrooms). All students must have a parent permission slip signed prior to going on the field trip. Teachers need to provide an itinerary and maps for the administration and the parent chaperones prior to the day of the trip.

While attending the field trip, teachers are in charge of student behavior on the bus. Safety is the primary concern. A first aid kit is available and may be picked up in the office for field trips. Students attending field trips will return to school by bus unless previous arrangements have been made with the teacher and approval of administration.

You must let the cafeteria know how many students will not be at school and we can provide a sack lunch. Rosters and attendance must be taken before leaving school and once leaving the field trip to return to school.

19. FUNDRAISING ACTIVITIES: Fundraising activities shall be governed by these provisions:

The principal must approve money making projects before it will be placed on the calendar and before students or fundraising organizations are given a commitment.

The activities director must approve money making projects by any coach or sponsor.

Teachers/coaches/sponsors may not meet with or conduct business with fundraising vendors without having the approval of the principal or activities director.

Fundraising activities are limited in duration to two weeks.

All monies collected should be deposited with the central office daily.

No fundraising activity will be approved which has failed to adhere to this policy.

- A. Collect all money before ordering the product. This procedure protects you, the student, and the district.
- B. The sponsoring teacher is completely responsible for all financial matters.

20. GRADING: All teachers will keep accurate records of each student's progress in Infinite Campus. Grades should be entered on a weekly basis (not just at mid-quarter or quarter). Grades are imported through Infinite Campus at mid-quarter and the end of each quarter. Evaluation should be a daily process; neither students nor parents should be surprised with mid-quarter or quarter grades. Parent contact by phone or letter is to be made any time a student is not making satisfactory progress. Make up work due to absence is the responsibility of the student and must be made up in a reasonable period of time. Teachers are responsible for informing the student of work missed or work due upon the student's return to school. Parents may request work to be sent to the office if their child will be out of school.

The following percentage scale is to be used in grading written work and for recording on report cards. The point system is to be used only to indicate grades after the actual percentages have been determined and grades assigned in a subject.

Percentage:

A	96-100
A-	90-95
B+	87-89
B	84-86
B-	80-83

Grades:

A	4.0	Excellent
B	3.0	Above Average
C	2.0	Average
D	1.0	Below Average
F	0.0	Failing

C+	77-79		
C	74-76	E (Excellent)	90% - 100%
C-	70-73	S (Satisfactory)	70% - 89%
D+	67-69	N (Need Improvement)	60% - 69%
D-	60-63	U (Unsatisfactory)	59% - 0%
F	0-59		

Passage of each subject will be determined by averaging semester grades to calculate a yearly average. Students who fail 3 or 4 of the core subjects (English, Math, Science, Social Studies) will be retained; failure of 1 or 2 subjects will require attendance in the summer school program.

21. HEALTH AND SAFETY: All medications are kept in the nurse's office and may only be administered by the nurse, principal, or her designee. Students are not to have medications with them at school without the nurse being notified. The nurse may not dispense Tylenol or aspirin without written permission from the student's parents or guardians. If a student becomes extremely ill, notify the office or nurse. Please remember to remain calm so your students will remain calm. Do not leave the class or the student unsupervised.

To be excused from physical education classes due to injury or illness, a student must present a note signed by a doctor that states the reason for the excuse.

22. INCLEMENT WEATHER: The school dialer will notify you of school closings. If you suspect school cancellation due to inclement weather the local radio stations will be notified of closings (KJFF 1400, KTJJ, KTVI channel 2, KMOV channel 4, KSDK channel 5). School closings will also be posted to the district website.

23. INTERNET: Use of the internet is governed by board policy. Students who have not been authorized or who have lost internet privileges may not use this technology. As the teacher, you are responsible to ensure this regulation is followed. You are also expected to follow the appropriate guidelines for acceptable use of the internet. It should be used for school purposes.

24. INVENTORY: Equipment, supplies, and materials in rooms must be inventoried on an annual basis. Each year, teachers will submit a complete inventory list to the office.

25. KEYS: You are responsible for the keys issued to you. Do not give them out to other individuals. Lock all doors responsible to you.

26. LEAVING THE CLASSROOM: Teachers should not leave their classes unattended. If it is necessary to leave the room, you must ask a fellow teacher to supervise your students. All telephone business, including cell phone, must be conducted during non-class time. Also, all photocopying should be done during your conference period, before or after school

27. LESSON PLANS: An attractive classroom is an asset to our school. Building positive communication begins with us. Lesson plans are essential to effective teaching. Well planned lessons engage students and cover all grade level curriculum objectives. Our focus daily should be student learning. Weekly lesson plans should be available in your Google Classroom , and objectives should be cited where appropriate.

28. MONEY: Do not keep money in desks. If money has been collected, turn it into the office as soon as possible. Do not keep money in rooms overnight. All money should be turned in within three days of collecting.

29. "NO NIT" POLICY: Head lice is a communicable disease very common in children. Due to the fact the lice treatments cannot guarantee that the lice not yet hatched from the nits (eggs) will be killed during treatment, it is necessary for all nits to be removed from the hair. Therefore, any child found to have lice or nits will be excluded from school until treated and nits are removed. If a child is found to have lice, all children in the classroom will be checked and the siblings will also be checked. Treatment information will be given to the parent or guardian. If two or more cases are found in a classroom at one time, a note will be sent home with all students in that classroom. Students sent home due to lice or nits must be accompanied by a parent or other adult when returning to school and will be checked by the nurse before being allowed back to class.

30. PARKING: We will assign staff parking.

31. PARENT/TEACHER ORGANIZATION: Crystal City Elementary PTO meets once a month through the school year. Teachers are encouraged to participate and provide input into this organization. Strong relationships between home and school build successful schools.

32. CRYSTAL CITY BOOSTER CLUB: Meets once a month through the school year. Teachers are encouraged to participate and provide input into this organization. Strong relationships between home and school build successful schools.

33. PARTIES: Birthday celebrations are acceptable at the discretion of the teacher. Parents should contact the teacher well in advance to make arrangements to bring in snacks. All classroom snacks should be prepackaged. Holiday parties will be held on announced days.

34. ES - POSITIVE BEHAVIOR SUPPORT (PBS): The faculty in the Elementary building will implement PBS. The committee has provided direction for the implementation of the program. It is important that all teachers contribute to the implementation for the program to be successful.

35. PERMANENT RECORDS: Permanent records are located in the principal's office. Do not take the records out of the office. A record of access to the permanent file must be signed each time a student's permanent record is viewed.

36. PERSONAL AND PROFESSIONAL LEAVE: Personal and professional leave must be completed on-line and followed with an email to the principal and secretary. All leave must be communicated and approved by the principal.

37. PETS: Pets are not allowed at school, except under special circumstances, and then only with advance permission. When this occurs, pets should be brought to school and returned home by the parent. Pets must have current vaccinations and are not allowed on the school bus.

38. PHONES: The office phone and classroom phones are to be used for school business. Students may be sent to the office to call parents if needed and at the discretion of the classroom teacher. Students are not allowed to use classroom phones, unless allowed by the principal. All after school arrangements should be made prior to the event.

39. PERSONAL PROPERTY: Students are cautioned not to bring valuables to school. Students, not the school, are responsible for their personal property. Students should mark their personal belongings with their

name. Any objects considered distracting or dangerous are never to be brought to school. Toys and electronics are not permitted in school. Items that interfere with classroom instruction will be confiscated. Parents or students may make arrangements to pick these items up from the office.

40. PURCHASE ORDERS: No one shall make a purchase without approval of the office and the proper forms filed. Purchase orders will be approved on Wednesdays. Any bill received for which this procedure has not been followed may be considered the responsibility of the purchaser. When the package is received, please write on the packing list received, the date and initial. Give packing list with purchase order on it to the bookkeeper so that she knows to pay the invoice when she receives it. Administrative Procedure DJF-1-AP(2)

41. REFERRAL AND ACADEMIC CONCERNS: The counselor and principal are to be consulted when continuous difficulties arise with a student's performance or behavior. Parents are to be notified prior to a referral to the office, if possible, and a conference requested by the teacher. We are an educational team looking out for the best interest of our students.

When a teacher recommends a student to be a retention candidate, the teacher must have sufficient test and work scores to justify the retention. The student must have failing grades in two or more subject areas for the year to be considered for retention, unless agreed to or requested by the parents. When retention is recommended, the teacher is to make sure parents are aware of the possibility of retention no later than March. Please keep the parents informed and keep a record of all parent contacts (this can be easily documented in Infinite Campus).

Mid-quarter reports will be completed for each child to keep the parent informed of their child's progress.

42. ROOM CONDITIONS: It is not only the custodians' responsibility to keep the building looking nice. Teachers share in this responsibility by not allowing their students to write on desks, throw paper on the floor, or their desks, etc.

43. SECURITY: Close and lock your classroom door before you leave for the day. All teachers should keep their doors locked at all times during the school day. Please make sure all windows are closed each evening. Use of your classroom or any other area of the school must be scheduled in advance. No one is to use the building without the permission of the building principal. Do not give room keys to students. All outside doors should be closed and locked at all times. Visitors should always come to the office before entering the building to receive a visitor's pass.

44. SPECIAL EDUCATION SERVICES: On evaluation or re-evaluation of a student's IEP, teachers may be required to attend the meeting to provide professional input and assessment. Written notification will be given to you in advance of the meeting. 504 plans require accommodations to be made in the classroom setting. You are responsible for ensuring that the appropriate accommodations are made in your classroom and are appropriately documented.

45. STUDENT TARDIES: Students that arrive in the classroom after the morning bell will need to sign in and receive a tardy slip from the office. The tardy will be recorded in the office. The student will arrive with the tardy slip, making sure students understand this will be recorded on their attendance record. Be consistent. Discipline actions are taken after 3 tardies. The office will be responsible for first period tardies. Teachers are responsible for writing up tardy students for 2- through 8- class periods.

46. SUBSTITUTES: When it becomes necessary to request a substitute teacher due to an absence, staff must request leave through SISFin and email the principal and building secretary. If it is last minute, please contact the building principal. The contact should be made between 6:00 a.m. – 6:30 a.m. or in the evening (not after 9:00 p.m.). Teachers are responsible for leaving clear and complete lesson plans. Please have prepared back-up lesson

plans in a substitute folder in the event of an absence, and keep this in your desk for the substitute. Every teacher is expected to have a substitute folder prepared and available with student rosters, special concerns, and lesson plans for the day. Please be considerate and realize it is sometimes difficult to obtain substitute teachers. Upon return fill out an on-line absence request. Remember to list your duty if you have one the day of your absence.

47. SUPERVISION: All teachers are to report to work no later than 7:25 a.m. each day. Teachers will remain at school until 3:35 p.m. Teachers are to be available for student conferences and general supervision at these times. All teachers are “on duty” throughout the school day and should not leave the premises without notifying the office. Morning duty supervision teachers will need to report no later than 7:15 a.m.

48. TEACHER MAILBOXES: A mailbox is provided for each faculty member. Please check your mailboxes regularly.

49. TEACHER WORKROOM: This area is provided for instructional preparation and planning. Students are not permitted to use the room for any reason. Teachers are expected to help keep the area clean.

50. TRANSCRIPTS: All teachers are to file with the office an official transcript of all college work and a valid teaching certificate.

51. TRANSPORTATION OF STUDENTS: All interscholastic transportation requirements must be arranged through the athletic director. Transportation for other activities (field trips, band competitions, etc.) must have the approval of the principal. Transporting students in personal vehicles is discouraged although when necessary you must have a seat belt for each individual in the vehicle. Never allow students to transport other students to a school sponsored event. Arrange for bus transportation. If the bus does not arrive – do not go!

52. VIDEOS: All films, videos, recorded television broadcasts, and DVDs to be viewed by the students at school must be approved by the principal at least two days in advance. Please complete a movie request form. Only materials rated “G”, “PG”, and “PG13”, will be approved. “PG” and “PG13” may not be shown to students without a signed permission slip from the parents. Videos should have an instructional purpose or used only as an occasional reward.

53. VISITORS: For safety of all staff and students, all visitors to the building must first report to the office to receive a pass. They should enter and exit through the front doors.

54. OUT OF CONTRACT COMPENSATION: For job tasks which do not fall within normal certified job description and scope of work, the district may provide the employee with additional compensation. This compensation will be as follows:

- \$25.00 per hour for up to four hours and \$100 per day maximum for more than four hours up to eight
- 8 hours per day for professional development training on a non-contracted day.
- \$25.00 per hour for custodial/maintenance work deemed as highly physical or an emergency.
- \$15.00 per hour for light custodial/maintenance, i.e. painting and cleaning.

The selection of the category of work compensation rate is determined by the Superintendent in consultation with the Board of Education. All work and the awarding of compensation will be pre-approved by the Superintendent or his/her designee.

Out of contract Compensation pursuant to policies GBA, GCBA, and GDBA.

CRYSTAL CITY EMERGENCY PLAN

(QUICK REFERENCE)

EMERGENCY PROCEDURES - Elementary

EARTHQUAKE

Trembling and shaking of the buildings and grounds, signaling movement in the earth's crust.

*Alarm—**intercom announcement**

Procedure:

1. Keep calm. Do not panic
2. Remain where you are. If outside, stay outside and move away from the building.
3. If inside, take cover under a desk, table, furniture, or interior hall.
4. Stay away from windows.
5. Once the quake has stopped, evacuate the building.
6. Avoid utility poles and wires
7. Check roll. Check for injuries.

FIRE

Smoke or flames in the building. Emergency procedures and routes will be posted in each classroom.

*Alarm—**loud continuous buzzer**

*All Clear—**notification from principal**

Procedure:

1. Do not panic. Give precise instructions.
2. Designate students to close the doors.
3. Walk quickly and quietly as you evacuate.
4. Go to the designated area.
5. Check roll and send completed attendance sheet to principal.
6. Re-enter upon notification from the principal.

TORNADO

A violent whirling wind accompanied by a funnel-shaped cloud.

*Alarm—**Whoop**

Procedure:

1. Move quickly and quietly to the safest part of the building and close your classroom door.
2. Safest parts of the building are: first floor hallway, side hallways, locker rooms.
3. Once in a safe place, students should drop to their knees, head down, hands clasped behind their neck, arms against ears and eyes closed.

EMERGENCY PROCEDURES—High School

Teachers must review with their students the procedure for tornado, fire and earthquakes.

Instruction for all three should be posted in the room.

Crystal City Warning Signals:

1. Tornado alert – three minutes of steady blast.
2. Tornado Take Cover – three minutes of blast up and down.

TORNADO ALERT: This will be announced in case of severe storm. This signal means to move quickly and orderly to the safest parts of the building. The safe areas are the first floor corridors of the main building, the dressing rooms of the gymnasium and the hallway to the furnace room.

- Classes that go to the **WEST** hallway by way of most direct route: Room 1, 2, 3, 4, 5, 6, 7, 100, 101, 103, 200, 201, and the library.
- Classes that go to **EAST** hallway by way of most direct route: Room 106, 107, 202B, 202C, 203, 204, 205, Gym, & Weight room.
- Hornet House will go to the calming room.

FIRE: Evacuation Procedure (used in cases of fire and other situations that the building needs to be cleared): This will be announced using the intercom. One continuous warble is the signal to evacuate the building. At this signal, all classes will quickly and orderly move outdoors by the shortest route. Classes will remain outside the building until the principal gives instruction to re-enter the building. **Once outside the teacher needs to take attendance and report this to the person at the flagpole.**

EARTHQUAKE: Students are instructed that the teacher's command they will:

1. Drop to their knees with backs toward windows, head down toward knees, hands clasped behind the neck, arms against ears and eyes closed.
2. Crawl under desks or tables, or crouch against the wall.
3. Remain silent so directions from the teacher can be heard.
4. If evacuation is necessary, to follow the above evacuation procedures.

Building Safety - Intruder Levels

Lockdown of the Building – Secure students in classrooms

At this level, the students are not to leave the classrooms, but there is no imminent danger. This situation would arise if there is criminal activity in the area, or a police presence in the building. In these situations:

Lock exterior doors

- Lock classroom doors
- Students are to remain in the classrooms – no one leaves
- If you have a student in your room not on your roster, please call the office.
- If you have a student who left class, please call the office.
- Communication will be clear and forthcoming about lockdown
- Information about the lockdown will be sent to faculty and staff
- During lockdown, all personnel are to remain in the building (custodians, office, etc.)
- If you are a teacher without a class (on campus or plan time), please contact the office for further instructions

Intruder Alert – Intruder in the Building

At this level, there is a grave threat in the building. Teachers should secure the classroom and have students ready to defend themselves. If there is an opportunity to flee the situation, teachers should lead this process. In this situation:

- Classroom doors/latches are locked and shades are pulled
- No one has access in or out of the classrooms
- If you deem it safe and are able to guide students out of the building, do so
- If you cannot vacate the building, prepare to hide or fight
- Barricade the door with what is available
- In hiding, prepare to defend yourself and the students