

# ***STILLWATER PUBLIC SCHOOLS***

***SUBSTITUTE HANDBOOK***

***2024-2025***



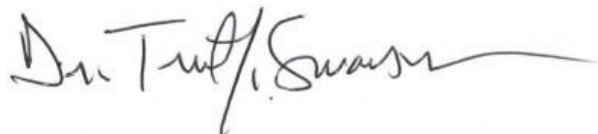
## A MESSAGE FROM OUR CHIEF HUMAN RESOURCES OFFICER

The staff of Stillwater Public Schools' Human Resources Team joins the superintendent in welcoming you to the honorable and challenging profession of substitute teaching. Please know that we do not take your position in our district lightly and depend upon our substitutes. We support your effort to continue the goals and objectives of the classroom teacher while you are substituting.

Because you have indicated an interest in substitute teaching in our school district, we hope this handbook will serve as a guide for you and that it will make your work in our district more effective. This handbook is dedicated to all the substitute teachers, past, present, and future, who so cheerfully, willingly, and efficiently respond to the call to serve in our classrooms. They have had a lasting impact on the continued learning and success of our students in the absence of the classroom teacher.

Thank you for serving in this capacity in Stillwater Public Schools. Your dedicated service is greatly valued and we appreciate you.

Sincerely,

A handwritten signature in black ink that reads "Dr. Trent J. Swanson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Dr. Trent J. Swanson  
Chief Human Resources Officer  
tswanson@stillwaterschools.com  
405-533-6333

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# SUBSTITUTE REQUIREMENTS & INFORMATION

## SUBSTITUTE JOB DESCRIPTIONS

**Position Summary:** The position of permanent substitute teacher is to provide an on-going resource for school staffing needs. The substitute will assume the duty of the regular classroom teacher and present the lessons that have been prepared by the regular teacher as assigned. The substitute may be required to help in planning for the day's instructional activities with the regular teacher. As appropriate, permanent substitute teachers will participate in professional development opportunities.

### **Essential Duties:**

- Follow the lesson plan left by the teacher for whom he/she is substituting.
- Maintains a classroom environment conducive to effective learning.
- Applies all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- Meets and instructs assigned classes in the locations and at the times designated.
- Maintains as fully as possible the established routines and procedures of the school and the classroom to which he/she is assigned.
- Plans needed activities when lesson plans do not structure the entire class periods with planned learning activities. Activities planned by the substitute should be appropriate for grade level and subject of the class.
- Assumes responsibilities for overseeing pupil behavior in class, between classes and during lunch periods

**Job Specifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Minimum Qualifications:** (Knowledge, Skills and/or Abilities Required)

- High School Diploma or GED required
- Good communication skills
- Ability to plan and follow instructions
- Ability to work with other staff members
- Ability to be flexible and prepared to teach different grade levels or subject areas

### **Working Conditions and Physical Requirements:**

- 25lbs lifting, pushing, pulling, bending, stooping and squatting

# EMPLOYMENT REQUIREMENTS

1. All applicants must submit an application online at [www.stillwaterschools.com](http://www.stillwaterschools.com)
2. The Oklahoma Legislature has passed a law that requires all new employees of school districts including substitutes hired after July 1, 2010 to be fingerprinted in order to complete an Oklahoma State Bureau of Investigation national criminal history record check. To comply with the law, you will need to come to the Board of Education Building at 314 S. Lewis and pick up a background check application and fingerprint cards. You will then be directed to the Payne County Sheriff's Office for fingerprinting. There is no cost for fingerprinting or the Criminal History Record Check. You must bring your Driver's License with you when you report for fingerprints. After fingerprinting has been completed please bring the cards back to the SPS Board of Education Building to submit for processing.
3. All applicants must complete the required training and onboarding paperwork.

## SUBSTITUTE CLASSIFICATION DESCRIPTIONS

**Non-Certified:** High school diploma or GED Limited to

**Non-Certified with a Bachelor's Degree or Higher:** Bachelor's Degree or higher

**Certified Substitutes:** Bachelor's Degree and valid copy of current Oklahoma Teaching Certification on file.

**Long-Term Substitutes:** Substitutes filling assignments longer than 20 consecutive School days in the same assignment.

Stillwater Public Schools follows the Oklahoma Board of Education policy that sets forth the maximum number of days a substitute teacher may be employed for a total period. No substitute teacher shall be employed for a total period of time in excess of one hundred thirty-five (135) school days during a school year; or one hundred forty-five (145) school days during the school year if the substitute teacher holds a lapsed or expired certificate or has a bachelor's level college degree; or no limit of school days during the school year if the substitute teacher holds a valid certificate

Any portion of a day counts as a full day toward the limits. **No Exceptions.**

Substitutes are responsible for monitoring their own workdays.

## INCLEMENT WEATHER POLICY

Substitutes should listen for public announcements regarding school closings, as they **will not be paid** for days that school is not in session.

## PAYMENT INFORMATION

Checks **are not mailed**. You must pick up your check at the Administration Building or have an automatic deposit form on file.

### RATE OF PAY

<b>Substitute Assignment</b>	<b>Substitute Credential</b>	<b>Daily Rate</b>	<b>Half Day Rate</b>
Certified Position	Oklahoma Teaching Certificate	\$85.00	\$42.50
Certified Position	None	\$80.00	\$40.00
Non-Certified Position	Oklahoma Teaching Certificate	\$85.00	\$42.50
Non-Certified Position	None	\$80.00	\$40.00
Long-Term Certified Position	Oklahoma Teaching Certificate	\$100.00	\$50.00
Long-Term Classroom Position	None	\$90.00	\$45.00

## SUBSTITUTE TEACHER PAYROLL DATES

Payroll is released on the last day of the month that the Administration Building is open with the exception of December. The Administration Building will open for a partial day towards the end of December to release payroll. All employees are encouraged to request direct deposit of their paychecks.

<b>PAYROLL DATES</b>		
<b>2024-2025</b>		
<b>PAY DATE</b>	<b>ADJ DATES FOR FT EMPLOYEES</b>	
<b>PAY DATE</b>	<b>PAY DATES FOR HOURLY, SUBS</b>	
JULY 31	07/01/24	- 07/13/24
AUGUST 30	07/14/24	- 08/10/24
SEPTEMBER 30	08/11/24	- 09/14/24
OCTOBER 31	09/15/24	- 10/12/24
NOVEMBER 26	10/13/24	- 11/09/24
DECEMBER 30	11/10/24	- 12/07/24
JANUARY 31	12/08/24	- 01/11/25
FEBRUARY 28	01/12/25	- 02/08/25
MARCH 31	02/09/25	- 03/08/25
APRIL 30	03/09/25	- 04/12/25
MAY 29	04/13/25	- 05/10/25
JUNE 30	05/11/25	- 06/14/25
JULY 31	06/15/25	- 06/30/25

# CONDUCT & EXPECTATIONS

## Punctuality

You must set a good example by being at school on time in the proper classroom, hallway or playgrounds in specified times. Substitutes maintain the same work schedule as regular classroom teachers. **Report to the building 30 minutes before the school is scheduled to start and be prepared to stay 30 minutes after classes are dismissed for the day.** Substitute teachers do not have a planning period.

## Cancelation on Your Behalf

If you have an emergency and have to cancel at the last minute, **call the school office** to make them aware of the change. **Please be sure you are canceling within a 24 hour period.**

## Dress Code for Substitute Teachers

Substitute teachers are expected to maintain a professional image in personal appearance and attire. Recommended attire for substitutes:

- Casual dress slacks /Khakis
- Coordinated Pant Outfits
- Dress shirt with collar
- Skirts/blouse or sweater

**Certain articles of clothing are considered inappropriate at any time. They include but are not limited to the following:**

- No rips, holes, or tears
- Tank tops, muscle shirts, oversized t-shirts
- Clothing which bares the back, midriffs, shoulders
- Spaghetti straps
- Mini-dresses (shorter than 4 inches above the knee)
- Jogging suits (except for PE assignments)
- Sleepwear or clothing that resembles lingerie
- Pants worn below the waist
- Leggings without a mid-thigh top
- Clothing representing illegal activities, drugs, alcohol, gangs, violence
- Clothing with profane language, obscenities, or ethnic language
- Long belts or chains



# CELL PHONE

Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervision. **Please also refer to the confidentiality training completed during the onboarding process, Stillwater Public School Policy FERPA.** When you check in for an assigned shift, you may be asked to provide your cell phone number which may be needed during a school emergency.

## CORPORAL PUNISHMENT IS NOT PERMITTED

Under no circumstance is corporal punishment allowed in Stillwater Public Schools. The sole condition under which physical force can be used is when it is necessary to restrain a student from doing bodily harm to himself/herself, or another person. In those circumstances, the substitute may use appropriate force to restrain the offender. The use of sarcasm, ridicule or other negative techniques as an attempt to control student behavior is not acceptable.

## GENERAL RULES OF CONDUCT

**Rule #1:** Be attentive to all students in the classroom. The most crucial reason you are in the classroom is to ensure safety. To accomplish that, your attention must be focused on the students at all times.

This means

- Do not give an assignment then sit down.
- Do not walk out of the classroom.
- Do not make personal calls.

**Rule #2:** Substitute Internet policy: Substitutes will be given login information when arriving at the site at check in. This log in will give you basic computer access. Be mindful of [Stillwater Public Schools Internet and other networks policy](#) when using school computers and networks.

**Rule#3:** Do not gossip about classes or students. As a substitute teacher it is your responsibility to keep confidential information about students private.

**Rule #4:** Keep your political, religious, and social beliefs to yourself. You are brought in to follow the teacher's lesson plans, if you find yourself in a class where a student asks about your beliefs, be respectful of their inquiries but follow the lesson provided.

**Rule #5:** Be friendly, positive and enthusiastic. Although you are not there to become friends with students, you do need to be pleasant with them and demonstrate an interest in their assignment. Children are very quick to pick up on your overall attitude, and you want them to be cooperative and engaged.

## CLASSROOM ETHICS

Information obtained about students, including grades/performance, must be kept confidential. A substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential. In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of the Stillwater Public Schools. **Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitute Teachers may not distribute religious, political or commercial materials to students.**

## TOBACCO/ SMOKE FREE CAMPUS

Federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children. Therefore, the use of tobacco or tobacco simulating products by staff, students, visitors, and members of the public is prohibited 24 hours a day, seven days a week while on, or in school property. The use of tobacco or tobacco simulating products at any school-sponsored event outside school premises, school-authorized vehicles or in personal vehicles while on school property is prohibited at all times. Tobacco and tobacco simulating products and devices include, but are not limited to cigarettes, cigarette papers, cigars, snuff, chewing tobacco, electronic cigarettes, vapor products or any other form of said products and devices. ([Tobacco/Smoke Free Campus- CKDA](#))

The district will refer employees, parents/guardians, family members and students to the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or OkHelpline.com) and other available cessation resources. The district will communicate and promote the available tobacco cessation benefits and insurance coverage to all prospective and current employees.

## DRUG AND ALCOHOL-FREE WORKPLACE

In order to maintain a healthy educational and working environment in the district's schools, and to comply with the required [Drug & Alcohol-Free workplace:DCC](#) Policy set by Stillwater Public school Board.

## DISMISSAL OF SUBSTITUTE DUE TO COMPLAINTS

Substitutes are employed on an as-needed basis by Stillwater Public Schools and any agreement for this temporary employment is not subject to any continuing employment contract provisions, and may be discontinued at any time without cause at the will of Stillwater Public Schools. **Any occurrence of the following behaviors may result in immediate removal from the Active Substitute List. This list is not exhaustive and other conduct/behavior may also result in immediate removal.**

- Using profanity in the presence of students
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom
- Making sexually or racially inappropriate oral/written comments
- Subjecting students to inappropriate conduct
- Subjecting students to racial or sexual harassment
- Using or being under the influence of unlawful drugs on school premises
- Insubordination
- Violation of school rules/regulations
- Refusal to follow instructions and or lesson plans left by the classroom teacher
- Use of tobacco and or alcohol

Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely manner. If a complaint or concern is less serious, the substitute may be asked to come in for a conference. At this conference, the nature of the complaint will be discussed and appropriate action will be taken. An individual school can request that a substitute teacher be restricted from substituting at that school. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. After the third exclusion from a school, the substitute is subject to being removed from the Active Substitute List.

Any objections or appeals will be directed to the Director of Human Resources.

## NO SHOW POLICY

Substitutes are employed on an as-needed basis by Stillwater Public Schools and any agreement for this temporary employment may be discontinued at any time without cause at the will of Stillwater Public Schools. If the substitute can not make the job, they must cancel the accepted job or contact the school office within a **24 hour period** to avoid being penalized as a no show.

# THE WORK DAY

## Beginning & End of Day Procedure

Begin by stopping at the main office to sign in and receive your sub folder. If you are working at multiple sites in a day, you must still visit the main office. Substitutes maintain the same work schedule as regular classroom teachers. **Report to the building 30 minutes before the school is scheduled to start and be prepared to stay 30 minutes after classes are dismissed for the day.** You must check out with the front office and return your sub folder. Do **not** leave the site without communicating with the front office. The sign-in sheets are verification that you worked.

## School Starting and Ending Times

Pre-K .....	8:00 - 2:40
Kindergarten .....	8:00 - 2:45
Elementary 1 <sup>st</sup> -5 <sup>th</sup> .....	8:00 - 2:50
Middle School .....	8:20 - 3:20
Junior High .....	9:00 - 3:50
Lincoln Academy .....	9:00 - 4:00
High School .....	9:00 - 4:00

Early Dismissal for Elementary on Fridays at 2 pm

Early Dismissal for Middle School on Fridays at 2:30 pm

**\*Report to the building 30 minutes before the school is scheduled to start and be prepared to stay 30 minutes after classes are dismissed for the day.\***

## ASSIGNMENTS FROM THE SCHOOL PRINCIPAL

Some school principals & school office staff may call substitutes directly or delegate that responsibility to another staff member at their school, usually an assistant principal or the principal's secretary. If you are contacted by the absent teacher, a principal or secretary, they must give you a job number for the absent teacher and you must check the automated system to make sure that your name is in the system with the same job number, or you may not receive timely pay for this assignment. It is your responsibility to make sure you have a job number.

## IN-BUILDING ASSIGNMENTS

The principal supervises all persons in the building and is responsible for in-building assignments. Occasionally, it will be necessary for the principal to assign substitutes to

classes other than those for which they have previously accepted. The principal will determine which classes the substitute teacher will cover. If such change of assignments does occur, substitutes are expected to accept the new assignment. Substitutes are not eligible for extra-duty pay for covering classes or accepting additional students.

## **LESSON PLANS**

Substitutes are expected to follow the lesson plans provided by the regular teacher. Lesson plans should be arranged by the teacher ahead of time and left in the room or left in the front office. Please review the classroom to familiarize yourself with the plans.

## **LUNCH TIME RESPONSIBILITIES**

Be sure to check with the office before you leave for lunch to assure that you have no lunch duties. Check with the office if you are leaving the grounds during that time. You may eat in the area designated for teachers

## **SPECIAL PROGRAMS**

The Stillwater Public School District has various educational programs throughout the school day in an attempt to meet the needs of all students. You may have small groups of students scheduled for resource classes, remedial reading, speech therapy groups, and/or counseling. This should be indicated on the lesson plans or daily schedule.

## **ITEMS REQUIRING OFFICE APPROVAL**

1. Substitutes are not to excuse students to leave school under any circumstances. If a circumstance arises which may warrant an excuse, send the student to the principal's office. Be sure to let the office know before you send a student from the classroom to the office for any reason. All students in your classroom must remain under your personal supervision therefore; the early release of students from your classes is not permitted.
2. Notes or any other communications should not be sent to the parents without permission of the principal or his/her designee.
3. Accidents involving any student in your care must be reported immediately to the principal or his/her designee.
4. Do not keep students after school hours without permission from the Principal.

## STUDENT DISCIPLINE

Please refer to the current Stillwater Public Schools [Student/Parent Handbook](#) for the **Student Code of Conduct**.

The substitute is expected to carry out the regular teacher's discipline plan. Substitutes should request a copy of the plan, as well as a seating chart, if the principal does not offer these materials. A discipline plan, which is posted in the classroom, states the classroom rules, as well as rewards and punishments for following or breaking the rules.

If the teacher's discipline plan is not available, substitutes are expected to ask the principal for the correct plan for that building/class. The plan should inform students of simple rules and guidelines. If you choose to use rewards, they should be realistic and achievable during the class period.

## ASK FOR ASSISTANCE

If you experience major difficulties with classroom behavior, notify the main office immediately. Good classroom management techniques require that the teacher, whether regular or substitute, demonstrate the same courtesy and respect toward the students as she/he expects from them. If you are prepared for the class, are friendly to the students, and assume a positive leadership role, your chances of success in any class are greatly enhanced.

# ABSENCE MANAGEMENT

## Accepting an Assignment

Report to the main office upon arrival. Ask for special instructions such as: extra duties and changes in the schedule, instructional materials, and any changes planned that will affect the usual procedure for the day.

## System Hours

The Frontline system will make automated calls to subs between 5:30 AM - 8:00 AM in the morning and 4:30PM –9:30PM in the evening. The Frontline system will not leave a message on an answering machine. You have the option to turn off the automated calls in your settings through Frontline.

## Refusals/ No Responses

Repeated refusals and no responses may jeopardize the chances of being called again, or result in having a block placed on the substitute's phone number. Substitutes are to make themselves unavailable in the Frontline system when they are not able to work. Refer to the Frontline online user guide for specific instructions on your availability

## Cancellations

If a substitute rejects or cancels a job during the calling period due to being unavailable, they must make themselves unavailable for the remainder of the calling period. If you must cancel a job, all the days of the job will be canceled on a multiple day job. Another substitute will be assigned by the system. On occasion, a substitute may need to cancel an assignment due to a personal emergency that arises the morning of the assignment. **When such a situation occurs, you must cancel the job online or by calling the Frontline system at 1-800-942-3767. If the system tells you "it is too late to cancel this job", you will need to call the school.** The system does not stop calling a substitute when a rejection reason or cancellation is entered; it only registers the reason. **Repeated refusal cancellations (especially last minute cancellations) and no responses may result in the substitute being blocked from receiving future calls.**

## Telephone Procedures

You are responsible for any transactions with the substitute system that require your username and password - do not give it to anyone without accepting those terms. A substitute will be provided the name of the school, the name of the teacher absent, the start and end times/dates, and the grade or subject assignment when contacted by the substitute system. Whenever possible the same substitute teacher will be assigned to the class for the total absence of the regular teacher. 7 Procedures for accepting a job are contained in the Reference Guide or by contacting the Help Desk.



## Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

### REQUIREMENTS

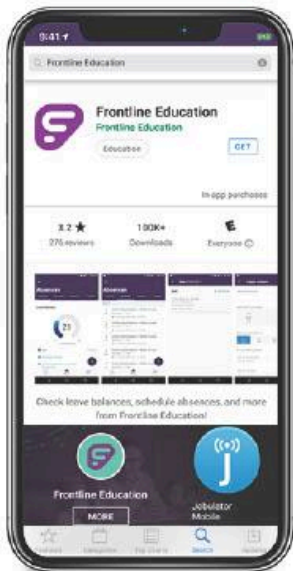
You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insights Platform.

### GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will click **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account and click **Sign In**.

\*Please note that once signed in, you may be prompted to select an organization.





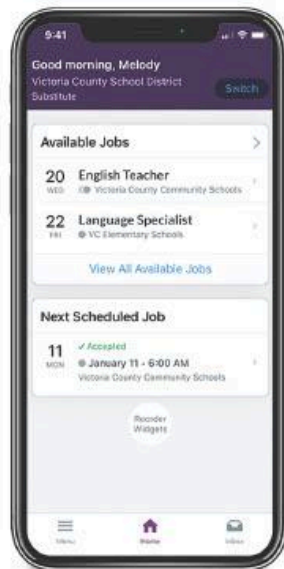
## HOMEPAGE

The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. \*Once an available job is selected, you can then review the job's details and opt to accept the assignment.

## MENU/SIDE NAVIGATION

The "Menu" option opens a side navigation bar where you can access current tools and settings.

Available Jobs	Reference all available jobs within your view. (This section includes an "Available" and "Scheduled" tab, as well as sorting and filter options to further define your results.)
Calendar	View the dates for any previously worked assignments, as well as upcoming, accepted jobs. (These dates will be highlighted on Android and dotted on IOS). If you click on the highlighted/dotted dates, you can view the job details for that date.
Inbox	Review any received web alerts from your district.
Help Center	Access online help resources specific to your Frontline mobile app.
Settings	Review your current district details and user preferences, or log out.
Feedback	Please provide feature-related feedback or use this tab to contact Mobile Support with any questions/issues you may have regarding the app.





# Absence Management

Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

## SIGNING IN

Type [aesoponline.com](http://aesoponline.com) in your web browser's address bar or go to [app.frontlineeducation.com](http://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

## RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

## SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

2 Available Jobs    1 Scheduled Jobs    2 Past Jobs    0 Non Work Days

Date	Time	Duration	Location	Filter
Barker, Bob				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

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# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

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

### ADULTS

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



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

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



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

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! (A location may be specified)

### STUDENTS

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

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

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

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## INDEX

- Tobacco/Smoke Free Campus: **CKDA :**  
[http://policy.stillwaterschools.com/view\\_policy.html?policy=policies/CKDA-Tobacco.pdf](http://policy.stillwaterschools.com/view_policy.html?policy=policies/CKDA-Tobacco.pdf)
- Drug & Alcohol- Free Workplace: DCC-  
[http://policy.stillwaterschools.com/view\\_policy.html?policy=policies/dnab.pdf](http://policy.stillwaterschools.com/view_policy.html?policy=policies/dnab.pdf)[http://policy.stillwaterschools.com/view\\_policy.html?policy=policies/dcc.pdf](http://policy.stillwaterschools.com/view_policy.html?policy=policies/dcc.pdf)
- Compliance with Family Educational Rights and Privacy Act (FERPA):  
[http://policy.stillwaterschools.com/view\\_policy.html?policy=policies/fl-r.pdf](http://policy.stillwaterschools.com/view_policy.html?policy=policies/fl-r.pdf)
- Internet and Other Networks Acceptable Use and Internet Safety Policy:  
[http://policy.stillwaterschools.com/view\\_policy.html?policy=policies/efbca.pdf](http://policy.stillwaterschools.com/view_policy.html?policy=policies/efbca.pdf)
- Stillwater Public Schools student/ parent handbook:  
<https://www.stillwaterschools.com/handbook>