



# District Wide Procedures

- The department has a zero tolerance policy regarding tobacco and illegal drugs.
- All employees and volunteers must pass criminal history checks.
- CISD has a district-wide safety team comprised staff from every school and department. These individuals receive annual training and are available to assist other schools in the event of a crisis situation.
- Lockdowns may be implemented at your child's school in response to emergency situations. Law enforcement assesses the danger and determines the duration of a lockdown. All students are kept in the classroom or designated locations that are away from danger. Students should not use their cell phones. If parents are called by students, they will not be allowed into the school during a lockdown until we are instructed to do so by emergency personnel. Traffic jams and jammed phone lines could prevent our schools from being able to get help in a timely manner.
- Our office staff does not answer the phone during a lockdown so we can focus on ensuring the safety of our kids. If a lockdown is implemented at your child's school, a message will be posted on the CISD website and we will provide you with pertinent information. Please do not go to the school.
- A call trace feature on the district-wide phone system enables employees to determine the source of false reports such as hoax bomb threats.
- The district enforces a policy which includes: closing campuses at lunch; using hand-held metal detectors during some after-school functions at the secondary level; ensuring a limited but secure campus.
- Employees who work with students receive special training in crisis management which includes the continuum from verbal de-escalation to physical restraint.