

# Western Reserve Middle/High School Staff Handbook

2013-2014

*"Staff & Students Excel- Parents and Community Care"*



Lisa Border  
Principal

Chris Sheldon  
Assistant Principal

Laura Pierson  
Student Counselor

Ryan Falknor  
Athletic Director

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Vision:

## Western Reserve A Community of Learners

Our Mission:

As a school committed to excellence, our mission is to educate all students to be knowledgeable, responsible, productive, and ethical citizens with the skills to think creatively, reason critically, communicate effectively, and learn continuously . We will accomplish this in an environment characterized by a progressive and positive attitude, implemented by an exceptional staff in partnership with students, parents, and the community.

## MIDDLE/HIGH SCHOOL STAFF

Sarah Beck  
Alicen Bell  
Brenda Boose  
Brian Cook  
Ryan Falknor  
Elizabeth (Libby) French  
Brenda Friend  
Chris Harper  
Kimberly Harrison  
Barb Horton  
Glenda Jacob  
Stoney Jarrett  
Dominick Kaple  
Jim Klingshirn  
Dennis Lee  
Dolores Lissfelt  
Patty Martz  
Valerie Miller  
Tracey Moyer  
Lisa Muenz  
Jen Nolan  
Laura Pierson  
Brad Perkins  
Ann Playko  
Danielle Randolph  
Shirley Rosenau  
Mary Schaeffer  
Jason Scherley  
Rob Schwiefert  
Kimberli Sheldon  
Mike Stoll  
Deb Strayer  
Ed Timmons  
Ann Todd  
Jack Underwood  
Maryann Wanamaker  
Summer Warzinik  
Patricia Wilcox  
James Wiles  
Jennifer Wilson  
Mariana Wolk  
Victoria Woods

### Custodians:

Jim Bartow  
Nancy Jenkins  
Jim Winebrenner

Mathematics  
Librarian  
Administrative Assistant  
Mathematics  
Athletic Director  
Ag Science  
Physical Education  
Science  
Vocal Music  
Educational Aide  
Instrumental Music  
Science  
Physical Education  
Social Studies  
Business  
Language Arts  
EMIS /Administrative Assistant  
Language Arts  
Mathematics  
Intervention Specialist  
Intervention Specialist  
School Counselor  
Language Arts  
Intervention Specialist  
School Psychologist  
Spanish  
Curriculum Director  
Social Studies  
Intervention Specialist  
Language Arts  
Science  
Mathematics  
Science  
Computer Keyboarding/Business  
Social Studies  
Mathematics  
Social Studies  
Family Consumer Science  
Art  
Language Arts  
Spanish  
MH Unit

### Kitchen Staff:

Anita Bolden  
Karen Chaffin  
Jennifer Harris  
Vicki Kraft

## Master Schedule

| <u>Teacher</u> | <u>1</u>           | <u>2</u>             | <u>3</u>                | <u>4</u>                 | <u>5A</u><br><u>1032:-</u><br><u>11:02</u> | <u>5B</u><br><u>11:02-</u><br><u>11:32</u> | <u>5C</u><br><u>11:32-</u><br><u>12:02</u> | <u>6</u>           | <u>7</u>               | <u>8</u>            |
|----------------|--------------------|----------------------|-------------------------|--------------------------|--|--|--|--------------------|------------------------|---------------------|
|                | <b>7:30 - 8:14</b> | <b>8:17-9:00</b>     | <b>9:03-9:46</b>        | <b>9:49-10:32</b>        |  |  |  | <b>12:05-12:48</b> | <b>12:51-1:34</b>      | <b>1:37-2:20</b>    |
| Beck           | Geo 1              | Geo                  | Geo Honors              | Geo                      |  |  | Lunch                                      | Math Interv        | PLAN                   | Geo                 |
| Lee            | Video<br>Announce  | 8th Video<br>Rotate  | Video<br>Projects       | Web I                    |  |  | Lunch                                      | Web II-IV          | PLAN                   | Web I               |
| Cook           | Plan               | Alg II<br>(teach)    | Alg II                  | Int Math                 |  |  | Lunch                                      | Alg II             | Pre-Calc               | Alg II              |
| Friend         | Health/PE          | 7th Health<br>Rotate | 8TH Health<br>Rotate    | Health/PE                | Lunch                                      |  |  | PE/Health          | PE/Health              | PLAN                |
| Harper         | Science 7          | Plan                 | Phy Science             | Science 7 i              |  | Lunch                                      |  | Science 7<br>Music | Science 7              | Enrichment          |
| Harrison       |                    | Mix Choir            | MS Choir                | Barbershop               | ISS  |  | Lunch                                      | Tech/Drama         | Elem                   | Elem                |
| Jacob          |                    | MS Band              | Elem                    | Elem                     |  | Elem                                       |  | Elem               | Elem                   | Band                |
| Jarrett        | A&P<br>Weight      | Bio<br>8th PE        | PLAN<br>7TH PE          | A&P                      |  |  | Lunch                                      | Bio                | Bio                    | Bio                 |
| Kaple          | Training           | Rotate               | ROTATE                  | Elem                     |  | Elem                                       |  | Elem               | Elem                   | Elem                |
| Klingshirn     | SS 7               | PLAN                 | 8 Career<br>Explore     | SS 7                     |  | Lunch                                      |  | SS 7 i             | SS 7                   | Enrichment          |
| Libby          | PLAN               | Animal Sci           | Ag, Nat<br>Resource     | Bus Mgt                  |  |  | Lunch                                      | Nat<br>Resource    | Animal Science         | Ag, Nat<br>Resource |
| Lissfelt       | LA 8               | PLAN                 | Reading 8               | LA 8 i                   |  | Lunch                                      |  | LA 8               | Adv LA 8               | Enrichment          |
| Miller         | LA 11              | Criticism            | LA 11                   | OCEAN                    | Lunch                                      |  |  | AP LA<br>Prob &    | LA 10 i                | PLAN                |
| Moyer          | Alg I              | Alg I                | Math Trans              | Alg I 1                  |  |  | Lunch                                      | Stats              | Prob & Stats           | PLAN                |
| Muenz          | Science 8 i        | PLAN                 | Reading 8               | LA 8 i                   |  | Lunch                                      |  | SS 8 i             | Math 8 i               | Enrichment          |
| Nolan          | Beck               | PLAN                 | Moyer                   | Resource                 | Lunch                                      |  |  | Resource           | Miller                 | Int Science         |
| Perkins        | LA 7 i             | PLAN                 | Reading 7               | LA 7                     |  | Lunch                                      |  | LA 7               | Adv LA 7               | Enrichment          |
| Playko         | Wilson             | Wilson               | Resource                | Moyer                    | Lunch                                      |  |  | Resource           | PLAN                   | Resource            |
| Rosenau        | Spanish IV         | Spanish II           | PLAN                    | Spanish I                |  |  | Lunch                                      | Spanish II         | Spanish II             | Spanish I           |
| Scherley       | World Civ          | World Civ            | Int SS                  | World Civ                | Lunch                                      |  |  | World Civ          | PLAN                   | World Civ           |
| Schwiefert     | LA 7 i             | PLAN                 | Reading 7               | Science 7 i              |  | Lunch                                      |  | SS 7 i             | Math 7 i               | Enrichment          |
| Sheldon        | PLAN               | LA 10                | LA 10                   | LA 10                    | Lunch                                      |  |  | Journalism         | Honors LA 10           | Journalism          |
| Stoll          | Phy<br>Science     | Physics              | Chemistry<br>7 OAA Math | Phy Science              |  |  | Lunch                                      | Chemistry          | Chemistry              | PLAN                |
| Strayer        | Math 7             | PLAN                 | Rotate                  | Math 7                   |  | Lunch                                      |  | Adv Math 7         | Math 7 i               | Enrichment          |
| Timmons        | Science 8 i        | PLAN                 | Env Science             | Science 8                |  |  |  | Science 8          | Science 8              | Enrichment          |
| Todd           | Princ Bus<br>Mgmt  | 7th Type<br>Rotate   | Accounting              | Career<br>Comm/ACT       |  |  | Lunch                                      |                    |                        |                     |
| Underwood      | SS 8               | PLAN                 | Am Hist                 | SS 8                     |  | Lunch                                      |  | SS 8 1             | SS 8                   | Enrichment          |
| Wannemaker     | MATH 8             | PLAN                 | Alg I                   | MATH 8                   |  | Lunch                                      |  | Adv Math 8         | Math 8 1               | Enrichment          |
| Warzinik       | Am Hist            | Gov/Econ<br>7th Cook | Gov/Econ<br>8TH COOK    | Soc/Psych<br>Foods/Child | Lunch                                      |  |  | Am Hist<br>Fin     | PLAN                   | Am Hist<br>Child    |
| Wilcox         | PLAN               | Rotate               | ROTATE                  | Dev<br>Computer          | Lunch                                      |  |  | Man/Food           | Foods/Career<br>Search | Dev/Foods           |
| Wiles          | Art I              | Ceramics             | PLAN                    | Graph                    | Lunch                                      |  |  | Art                | Drawing I              | Drawing I           |
| Wilson         | Int LA             | LA 9 1               | LA 12                   | LA 9                     | Lunch                                      |  |  | LA 9               | Honors LA 9            | PLAN                |
| Wolk           | Spanish I          | 8th Span<br>Rotate   | 7th Span<br>Rotate      | PLAN                     |  |  | Lunch                                      | Spanish III        | Spanish I              | Spanish II          |

# Western Reserve Local School District School Calendar 2013-2014

3765 US 20 • Collins, Ohio 44826 • Phone: 419-660-8508 • Fax: 419-660-8429



## August 2013

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    |    |    | 1  | 2  |
| 5  | 6  | 7  | 8  | 9  |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

4/7

## December 2013

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 |    |    |    |

15/15

## April 2014

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  |
| 7  | 8  | 9  | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 |    |    |

16/16

## September 2013

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 |    |    |    |    |

20/20

## January 2014

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    |    | 1  | 2  | 3  |
| 6  | 7  | 8  | 9  | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

19/19

## May 2014

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    |    |    | 1  | 2  |
| 5  | 6  | 7  | 8  | 9  |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

21/21

## October 2013

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  |
| 7  | 8  | 9  | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 |    |

23/23

## February 2014

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
| 3  | 4  | 5  | 6  | 7  |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
|    |    |    |    |    |

18/18

## June 2014

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 |    |    |    |    |

4/5



10/28 End of First Quarter (44 Days)  
01/17 End of Second Quarter (44 Days)  
03/25 End of Third Quarter (44 Days)  
06/05 End of Fourth Quarter (45 Days)

## November 2013

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

16/18

## March 2014

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
| 3  | 4  | 5  | 6  | 7  |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 |    |    |    |    |

21/21

8/22: Teacher Work Day  
8/23: PD Training Day  
8/26: PD Training Day  
8/27: Students First Day  
9/2: Labor Day - No School  
9/11: PD 2 Hour Delay Start  
10/9: PD 2 Hour Delay Start  
11/6-11/7: Parent Teacher Conf  
11/7-8: No School  
11/27-29: Thanksgiving  
12/23 - 1/3: Winter Break  
1/8: PD 2 Hour Delay Start  
1/20: MLK Jr. Day  
2/14: PD Waiver Day  
2/17: Presidents Day  
3/12: PD 2 Hour Delay Start  
4/9: PD 2 Hour Delay Start  
4/14 - 4/21: Spring Break  
5/14: PD 2 Hour Delay Start  
5/26: Memorial Day  
6/5: Students Last Day (177 days)  
6/6: Teachers Last Day (184 days)  
Make-Up Days: June -Work Day to Follow

"Home of the Roughriders"

www.western-reserve.org

## 2013-2014 - Staff Meetings 1<sup>st</sup> Wednesday of the Month

September 4

October 2

November 6 (Parent/teacher conferences)

December 4

February 5

March 5

April 2

May 7

Staff meetings will take place from 2:30 – 3:20. Please notify administration in advance if you cannot attend.

Two-Hour Professional Development Delayed Starts

2<sup>nd</sup> Wednesday of the following Months from 7:20 to 9:20:

September 11<sup>th</sup>, October 9<sup>th</sup>, January 8<sup>th</sup>, March 12<sup>th</sup>, April 9<sup>th</sup>, May 14<sup>th</sup>.

# WESTERN RESERVE MIDDLE/HIGH SCHOOL DUTY ROSTER

## AM STUDENT SUPERVISION

### Car Riders

Students are instructed not to arrive at school before 7:10. Car riders are not permitted to loiter in the parking lot or locker areas; they are to report directly to the high school gym stage area and will be supervised by teachers. Students are to remain off the gym floor at all times.

### Bus Riders

Students will be released from their buses to enter the building at 7:22. Students wishing to eat breakfast may be released to the auditoria upon arrival. Any student needing a bus or exit pass must show the volunteer teacher a note from their parents and they may be released to report to the main office. Any student who has made arrangements with faculty to receive additional help may be released with a signed agenda book. A warning bell will sound at 7:28. Students will be expected to be in classrooms and seated prior to the 7:30 tardy bell.

Teacher volunteers are required to arrive in the gym area or auditoria no later than 7:10 and are to remain in those areas until the first bell at 7:22. Teacher volunteers' workday will end at 2:25.

| <u>2:20 – 2:30</u>        | <u>Parking Lot-Student Area</u> | <u>Parking Lot – Bus Area</u> |
|---------------------------|---------------------------------|-------------------------------|
| August 27 – September 23  | Moyer-Beck                      | Klingshirn–Strayer            |
| September 24 –October 23  | Business Teacher-Todd           | Strayer – Wilson              |
| October 24- November 22   | Jarrett-Miller                  | Strayer – Lissfelt            |
| November 25 – December 20 | Perkins – Cook                  | Schwiefert – Bell             |
| January 6 – February 6    | Wanamaker– French               | Muenz– Playko                 |
| February 7 – March 10     | Scherley – Wiles                | Timmons – Warzinik            |
| March 11 – April 8        | Wolk – Rosenau                  | Underwood – Friend            |
| April 9 – May 8           | Kaple-Friend                    | Stoll - Mrs.Sheldon           |
| May 9 – June 5            | Nolan-Harper                    | Jacob - Underwood             |

## Three (3) Week - Grade Reports/Athletic Eligibility Check

|                        |              |
|------------------------|--------------|
| Grades Submitted       | September 13 |
| Grades Submitted       | October 4    |
| End of nine (9) weeks  | October 28   |
| GRADES DUE             | October 31   |
| Distribute Grade Cards | November 5   |

|                                 |                    |
|---------------------------------|--------------------|
| Grades Submitted                | November 15        |
| <b>1<sup>st</sup> Trimester</b> | <b>November 22</b> |
| Grades Submitted                | December 13        |
| End of nine (9) weeks           | January 17         |
| GRADES DUE                      | January 22         |
| Distribute Grade Cards          | January 24         |

|                                 |                    |
|---------------------------------|--------------------|
| Grades Submitted                | February 7         |
| Grade Submitted                 | February 28        |
| <b>2<sup>nd</sup> Trimester</b> | <b>February 28</b> |
| End of nine (9) weeks           | March 25           |
| GRADES DUE                      | March 31           |
| Distribute Grade Cards          | April 2            |

|                                 |               |
|---------------------------------|---------------|
| Grades Submitted                | April 11      |
| Grades Submitted                | May 9         |
| End of nine (9) weeks           | June 5        |
| <b>3<sup>rd</sup> Trimester</b> | <b>June 5</b> |
| GRADES DUE BEFORE CHECKOUT      | June 6        |

Grades will be submitted every three weeks for athletic checks and interim reports. **Grade must be submitted by 7:30 a.m** on the dates they are due. Grade cards will be distributed to high school students during first period and middle school students during 5C. Staff, please be sure to check your mailboxes for grade cards and student signature sheet prior to distribution times. Teachers are urged to contact the parents either by phone, email or letter with failing grades. Early assistance from the parents may bring about a change in the student's progress.

### **Grade Report Comment Codes**

After issuing a grade you have the opportunity to make two comments. Comments help parents and are a powerful communication tool. One comment is mandatory; two comments are recommended.

| <b><u>CODE</u></b> | <b><u>COMMENT</u></b>     |
|--------------------|---------------------------|
| 001                | ENTHUSIASTIC              |
| 002                | COOPERATIVE & COURTEOUS   |
| 003                | A VERY NICE PERSON        |
| 004                | POSITIVE ATTITUDE         |
| 005                | EXCELLENT EFFORT          |
| 006                | HIGHEST GRADE IN CLASS    |
| 007                | GOOD EFFORT               |
| 008                | SATISFACTORY EFFORT       |
| 009                | NEEDS MORE EFFORT         |
| 010                | DOESN'T WORK TO POTENTIAL |
| 011                | NEEDS TO COMPLETE TASKS   |
| 012                | UNCOOPERATIVE             |
| 013                | REFUSES HELP              |
| 014                | STRONGER EFFORT NEEDED    |
| 018                | GOOD BEHAVIOR             |
| 019                | NEEDS TO PARTICIPATE      |
| 020                | EASILY DISTRACTED         |
| 021                | DISRUPTIVE BEHAVIOR       |
| 022                | DISRUPTIVE TALKING        |
| 023                | BEHAVIOR NEEDS IMPROVING  |
| 024                | NEED TO FOLLOW DIRECTIONS |
| 025                | PARTICIPATES IN CLASS     |
| 026                | WASTES WORK TIME IN CLASS |
| 030                | DAILY WORK COMPLETE       |
| 031                | HIGH QUALITY CLASS WORK   |
| 032                | DOES NOT DO HOMEWORK      |
| 033                | SPEND TIME ON HOMEWORK    |

|     |                               |
|-----|-------------------------------|
| 034 | SOME MISSING HOMEWORK         |
| 035 | EXCELLENT MAJOR PROJECT       |
| 036 | PROJECT NOT COMPLETE          |
| 037 | MAJOR PROJECT LATE            |
| 040 | GOOD TEST SCORES              |
| 041 | GOOD QUIZ SCORES              |
| 042 | POOR TEST SCORES              |
| 043 | POOR QUIZ SCORES              |
| 044 | NEEDS TO STUDY AT HOME        |
| 045 | POOR DAILY SCORES             |
| 050 | DEMONSTRATES CREATIVITY       |
| 051 | SHOWS PROMISING TALENT        |
| 052 | LEADERSHIP QUALITIES          |
| 053 | PLEASED WITH PROGRESS         |
| 054 | SHOWS IMPROVEMENT             |
| 055 | HELPS OTHERS WILLINGLY        |
| 056 | SUPPORTIVE OF OTHERS          |
| 057 | WORKS POORLY IN GROUPS        |
| 058 | LACK OF ORGANIZAION           |
| 059 | WORKS TOO FAST                |
| 060 | GOOD START, POOR FINISH       |
| 061 | POOR START, GOOD FINISH       |
| 065 | ABSENCE HINDERS PROGRESS      |
| 066 | MAKE-UP WORK MISSING          |
| 070 | DOES NOT BRING SUPPLIES       |
| 071 | DOES NOT DRESS FOR PE         |
| 072 | HASN'T DRESSED 1-3 TIMES      |
| 073 | HASN'T DRESSED 4+ TIMES       |
| 074 | MEETING IEP GOALS             |
| 075 | MISSED PERFORMANCE            |
| 076 | GRADE INFO NOT AVAILABLE      |
| 077 | BOOK REPORTS NOT TURNED IN    |
| 080 | EXPLANATION OF GRADE ATTACHED |

|     |                                      |
|-----|--------------------------------------|
| 081 | SEE ATTACHED NOTE CALL (419)668-1924 |
| 083 | ASSIST W/ TEST STUDIES               |
| 084 | HELP AVAILABLE AFTER SCHOOL          |
| 085 | NOTEBOOK NEEDS ORGANIZED             |

### **ACCIDENTS/ILLNESS - EMERGENCY FIRST AID**

#### **ACCIDENT PLAN:**

In case of an accident involving bodily injury, the classroom teacher on duty, or the nearest teacher in the vicinity of the accident is to follow this procedure:

1. Stay at the scene of the accident.
2. Send a student to the office to report the accident.
3. DO NOT attempt to move the injured person.
4. Keep others away from the injured person.
5. The Principal or the one in charge will report directly to the scene to take charge as soon as the office is notified.
6. The office will call the appropriate person or place in accordance with the severity of the injury.
7. The teacher first upon the scene is to complete the accident report. The report is to be made the same day the accident happens.
8. In case of a minor cut, bump, etc. send the student, accompanied by another student, to the office for first aid.
9. Follow parental directive as outlined on the emergency medical card.
10. If the accident should happen at an activity outside of class hours, follow the above items, 1. 3 & 4 and then call the appropriate person (parent/guardian) and or place (911) in accordance with the severity of the injury.

PLEASE TRY TO BE TACTFUL AND DO NOT UNDULY ALARM THE STUDENT, OR THE PARENTS, OR SHOCK THEM UNNECESSARILY. TRY TO STATE THE FACTS IN SUCH A WAY AS TO GIVE THEM A CHANCE TO ADJUST TO THE SITUATION.

### **ACTIVITY CALENDAR**

All school events must be listed on the calendar of events through the office of the high school principal. Please schedule programs, school events, class parties, etc., well in advance. Secure forms from the secretary. As many events as possible are to be scheduled before the end of the school year for the next school year. The office will generate a monthly calendar which contains field trips, activities, Blue Ledger Sales etc. **Staff members must submit dates to Mr. Sheldon in the high school.**

### **CHILD ABUSE & NEGLECT REPORTING POLICY**

Staff will immediately report suspected child abuse and neglect to the building principal.

The building principal will telephone the Children's Services Division of the Huron County' Welfare Dept., (668-8126) and report the incident. Children's Services will notify and work with

the proper law enforcement agency when appropriate.

According to Section 2151.421 of the Ohio Revised Code, all required information will be released to the investigating agency for the purposes of their investigation.

### **CLASS ADVISORS**

Students are to contact the advisor before scheduling meetings or planning activities. Advisors must be present at all class meetings. The advisor must sign pay-out vouchers for that group.

### **CLASS ATTENDANCE**

Teachers are responsible to check attendance every period of the day. Be sure to keep careful records of those that are absent or tardy.

### **CLASSROOM DISCIPLINE**

Teachers and aides are responsible for the learning environment in their rooms or areas of supervision. Each staff member will clearly explain classroom rules so that students understand expectations. This will aid in developing a positive learning climate.

### **DISCIPLINE REFERRALS**

The overall discipline in a school is only as good as the individual atmosphere that is created by each staff member's discipline. An alert staff member will not wait until a minor problem becomes intolerable. Discipline problems often thrive in a climate of frustration, boredom, injustice and physical discomfort. Staff mannerisms and speech habits can also be a source of irritation to the captive audience.

When a disciplinary problem arises, the teacher in most cases is essentially best qualified to handle the behavior problem. If the classroom teacher has employed all the resources at his/her command including parent contact, and correct behavior has not resulted, the student should be referred the main office. All referrals must be completed on a discipline referral form. Complete the forms; include the reason for the referral and be specific. In addition, indicate what action you have initiated to improve the unsatisfactory behavior. The forms are located in the office.

## **CLASSROOM CARE AND RESPONSIBILITY**

1. Do not leave students unattended in your room. Lights should be turned out when you will be out of the room. Equipment left in the room should be locked in a desk or cabinet. Large items should be moved out of sight from the door window.
2. Thermometers should register between 68 and 72. Any serious variations from this Should be reported to the building principal and custodian at once. Custodians will regulate all thermostats.
3. Report damage or broken property at once. Check desks for writing or other damage.
4. Keep floor clean. Make sure paper is picked up before you dismiss class.
5. Require prompt attendance at class.
6. It is imperative that teachers arrive on time to their classes so that we do not have a hall or room full of unsupervised students.
7. Teachers shall maintain a neat, well-kept classroom. Attention is to be given to a classroom atmosphere that will promote the best habits of study and learning.
8. Bulletin boards add much to the learning environment of the classroom. To change your boards frequently can offer a more stimulating atmosphere and can be used to further supplement your lessons.
9. Teachers should dismiss students at the end of the class period. The bell is not a signal to stampede from the classroom.
10. Classroom doors are to be locked at the end of the school day, windows closed, and lights turned off. This is also to be done anytime we have a fire drill.
11. The cleaning of the classrooms is the duty of our custodial staff; however, it is the responsibility of each teacher to help keep an orderly condition.

#### Errands:

No pupil shall be sent from the school building during school hours to perform an errand or act as a messenger without written parental consent and administrative permission.

#### Formshare:

Personal, professional and sick days need to be entered into FORMSHARE in advance if possible. If not possible, by the end of the first day back to work. Identify the reason as sick-self, sick-family member- in house, or sick-family member- out of house.

Name  
School  
LOGIN ID:  
PIN:

## **STAFF QUICK START SHEET**

### **THREE WAYS TO REGISTER AN ABSENCE WITH RENHILL**

#### **1. PHONE RENHILL DIRECT (traditional)**

1. Phone **1-800-776-8722 ext. 2825**
  - a. Speak directly with a representative (or)
  - b. Leave a voicemail
2. Provide required information to Renhill
  - a. Your name
  - b. Date of absence
  - c. Time of absence
  - d. Type of day you are using (sick, personal, etc.)
  - e. Name of requested substitute (**optional**)
  - f. If you have secured a substitute on your own, advise Renhill that you have done so and report the substitute name (**optional**)

#### **2. RENHILL AUTOMATED PHONE SYSTEM**

1. Dial **1-800-942-3767**
2. Enter your ID number followed by the # sign
3. Enter your Pin number followed by the # sign
4. Follow prompts to create an absence

#### **3. REGISTER YOUR ABSENCE VIA RENHILL ON-LINE**

1. Open the internet to [www.renhillgroup.com](http://www.renhillgroup.com)
  - a. Click on the '**education login**' button
  - b. Enter you **ID/Pin**
2. Choose the first link '**create absence**' (under the calendar in the left margin)
3. Enter your absence information (start/end date, absence reason, absence time)
4. Click '**next**'
5. Confirm your absence details
  - \* If you type notes in this section, please be advised that these are notes to substitutes, not Renhill. This is not a place to put lesson plans as there is no guarantee that the sub will be reading these.
6. Click '**save**'

**Service Representatives** – When you phone in an absence, you may speak to any representative in our Education Division. Our receptionist will ask you what district you work with and will then direct your call to an account representative. We do have several account representatives so at times you will be talking with Lisa Hibbard, Lisa Stang, Jamila, Lynn, or others. All of our team members are prepared to assist you as needed.

**Important Note:** Regardless of which method you choose to report an absence, should you need to cancel or modify any absence or absence information, please contact Renhill directly at 800-776-8722.

## **PREFERRED SUBSTITUTE LISTS**

**To build your personalized preferred substitute lists:**

1. Click the link called '**Preferred Substitutes**' located on the home page of your online account.
2. Click on '**Add New Substitutes**'
3. Add the substitute and select the '**include**' button if you wish for Renhill to give this substitute preferential treatment
4. If you would like to exclude someone from seeing your openings, follow the above steps and choose the '**exclude**' button.

*Things to note:*

- ✓ *When you add a preferred substitute, you can determine if you would like them to be called in a specific call order or if you would like them to be called randomly. Please note that this list is in reference to calling only. All qualified & available substitutes on your building list will be able to view the assignments online. However, it does not save the assignment for them.*
- ✓ *If an employee has designated a preferred list, the system will contact the top 5 sub substitutes on their list with a 'notification' that an assignment is available. It will not hold an assignment for them. All qualified & available substitutes on your building list will be able to view the assignments online.*

The Huron County Board of Health passed a resolution in 1984 to the effect that no student(s) should be allowed to be in school with nits.

When a case of lice is found or reported, the principal, teacher, school nurse or other designated responsible and experienced person will:

- A. Check the classmates who have had close contact with the pupil affected.
- B. Check the siblings of the pupil affected
- c. If any lice or nits are found, the child is to be excluded from school immediately, parents called to transport home, and information provided to parent on elimination of lice from the hair and home.
- D. To re-enter, child needs:
  - a. to be rechecked by school official b. to show proof of treatment

Recheck child after re-entry in 10 days as this is when eggs hatch. Elicit parent cooperation with notes home to entire if cases are found.

**IMPORTANT:** Inspection does not guarantee that anyone will be free from lice any time after this inspection.

Informational material about lice is available upon request from the County Health Department.

#### HOMEROOM RESPONSIBILITIES (First Period)

1. Students must be in their seats no later 7:30. If they are late to homeroom, they must return the office to receive a tardy slip. No exceptions.
2. Accurate attendance
3. Pledge of Allegiance
4. All students are to be quiet during announcements.
5. Distribution of materials

#### KEYS

Teachers are responsible for the keys in their possession. Students are not permitted to borrow any school keys. To maintain the building security keys will be issued by direction of the high school principal. All keys are to be returned to the office at the end of the year.

**Do not issue your keys to anyone else!**

#### FIELD TRIPS

All field trips must be cleared through the office by October 31.

Transportation to will be via bus; students and teachers are not permitted to drive without prior approval.

Teachers sponsoring field trips must give the other teachers and the office a list (alphabetically listed) of all students participating in the trip. This notice should be given out at least one week prior to the day of the field trip. Teachers must take copies of students' emergency medical forms.

### STUDENT HALL PASSES

Students are not permitted in the halls during class periods unless they have their handbook signed by an authorized staff member. Handbooks and aide badges will be the ONLY acceptable form of hall pass. Students out of class without the appropriate pass will be issued a detention. Students are responsible for obtaining the pass. Verbal permission is not acceptable. Only one student is allowed out at a time. Teachers whose name appears on the aide badges are responsible for those students. High school office aides should not be in the halls unless they have specific reasons. NO STUDENTS ARE TO USE THE COPY MACHINES.

### SUBSTITUTE FOLDER

Each teacher is to have a sub-folder on file in the office. This folder is to contain the following: Master Schedule, Seating Charts, locations of necessary forms, procedures to be followed, location of teachers editions, location of lesson plans, and an alternate lesson or activity for emergency, and anything else that might be helpful to the substitute teacher. It is the responsibility of the staff members to submit a folder to the office.

### LIBRARY

Students may acquire a written pass from a teacher who has issued an assignment that required library work. The librarian is in charge of discipline in the library. Any disruption or misuse of the library facility is cause for loss of library privileges.

### MEDICATION TO STUDENTS

Parents or guardians are responsible for administering medication to their children during all hours of the day. However, Western Reserve Schools realize some handicapped or chronically ill students require medication during school hours to enable them to participate in the academic setting. No medication, whether prescription or over-the-counter, will be administered without the written authorization of the **PHYSICIAN AND PARENT/GUARDIAN**. Doing otherwise could be interpreted as practicing medicine and is prohibited by law.

When it is necessary for school personnel to administer prescribed medication, the following guidelines are to be followed.

1. The principal in each building shall appoint a responsible person or persons to supervise the storing and dispensing of medication(s).
2. Written request must be obtained from the physician and the parent/guardian before any medication(s) may be administered by school personnel. The request must include instructions as to the name of medication, dosage, time and duration of medication and possible side
3. Medication containers must be in the original prescription bottle with affixed label including the pupil's name, name of medication, dosage, route of administration, and time of administration. Medication **MUST** be brought to school by a parent/guardian.
4. A new request form must be submitted each school year and as necessary for changes in medication order.
5. Accurate records of the medication(s) given must be kept.

### PARENT CONTACT

Many times parents are made aware of situations after it is too late. We want to improve home-school relations. **Let parents know of minor** situations before they become major problems.

### PAY DAYS

All teachers and school employees will be paid as per master agreement. Checks will be issued during the twelve months of the year. All new teachers in the system should complete: STRS Form, W-4, I-9, State withholding, insurance form(s) and return to the school treasurer.

### PROGRESSBOOK

All grades are entered into Progress Book, a web-based application which allows teachers to make entries from home and parents to access their child's grades. At least one assessment based shall be entered into Progress Book each week. There shall be at least ten assessments that are not homework per ten week grading period. Assessments should be entered on a daily or weekly basis so that parents can be kept informed of student progress. Progress Book grades may be submitted electronically to generate interim reports and report cards.

### SMOKING

All school buildings are smoke/tobacco free

## **Licensure Code of Professional Conduct for Ohio Educators**

Educators are entrusted by the public with the responsibility of providing a high-quality education to every student. Through various roles, these professionals devote themselves to providing a safe and nurturing environment in which all students can learn. In alignment with the Standards for Ohio Educators and the Ohio Academic Content Standards for Students, our state's educators strive for excellence through high expectations that they hold for themselves and their students. The professional conduct of every educator affects attitudes toward the profession. Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education.

Aware of the importance of maintaining the confidence and trust of students, parents, colleagues, and the public, Ohio educators maintain the highest degree of professional conduct for themselves and their peers. The Licensure Code of Professional Conduct for Ohio Educators serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law, and provides a guide for conduct in situations that have professional implications for all individuals licensed by the State Board of Education, such as teachers, principals, superintendents, and other persons serving schools (e.g., school nurses, coaches, substitute teachers).

Ohio is nationally known as a state that produces high-quality educators and recognizes that its 250,000 practicing educators hold the fundamental beliefs defined in the following eight principles:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and outside the classroom.
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.

7. Educators ensure that school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.

8. Educators fulfill all of the terms and obligations in their employment contract. As education is a public trust, the Ohio Department of Education pursues allegations of unprofessional conduct. By law, educators are entitled to all due process rights, with each circumstance considered on a case-by-case basis to determine appropriate action.

The Licensure Code of Professional Conduct for Ohio Educators includes the presumptive range of applicable disciplinary actions involving any individual licensed by the State Board of Education.

## **1. Professional Behavior**

Educators shall behave as professionals realizing that their actions reflect directly on the status and substance of the education profession. An educator serves as a positive role model to both students and adults and is responsible for preserving the dignity and integrity of the teaching profession and for practicing the profession according to the highest ethical standards. Conduct unbecoming to the profession includes, but is not limited to, the following actions:

- a) Failing to adhere to the Licensure Code of Professional Conduct for Ohio Educators.
- b) Committing any violation of state or federal laws, statutes, or rules, although the conduct may not have resulted in a criminal charge, indictment, prosecution or conviction. (This does not include traffic violations.)
- c) Disparaging a colleague, peer or other school personnel while working in a professional setting (e.g., teaching, coaching, supervising, or conferencing) on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, age, disability or English language proficiency.
- d) Failing to complete a criminal background check as required by state or federal law.
- e) Violating local, state or federal procedures related to the security of standardized tests, test supplies or resources.
- f) Being disciplined by another state educational entity or other professional licensing board or entity for unethical conduct.
- g) Using technology to intentionally host or post improper or inappropriate material that could reasonably be accessed by the school community.

The disciplinary actions for violations of Principle 1 can be found on Page 8.

## **2. Professional Relationship with Students**

Educators shall maintain a professional relationship with all students at all times, both in and out of the classroom. An educator's responsibility includes nurturing the intellectual, physical, emotional, social, and civic potential of all students and providing a safe environment free from harassment, intimidation and criminal activity. An educator creates, supports, and maintains an appropriate learning environment for all students and fulfills the roles of trusted confidante, mentor and advocate for students' rights. An educator must serve as a champion against child abuse and be cognizant of student behaviors that suggest abuse or neglect. Conduct unbecoming includes, but is not limited to, the following actions:

- a) Committing any act of sexual abuse of a student or minor or engaging in inappropriate sexual conduct with a student or minor.
- b) Committing an act of cruelty to children or an act of child endangerment (e.g., physical abuse, mental injury, or emotional abuse).
- c) Soliciting, encouraging, engaging or consummating an inappropriate relationship with a student or minor.
- d) Disparaging a student on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.
- e) Using inappropriate language, gestures or signs at any school-related activity such as racial slurs, biased, lewd or lascivious expressions.
- f) Provoking an altercation between students, or provoking or engaging in a physical altercation with students, that is not for the purpose of ensuring the health, safety, and welfare of students.
- g) Failing to provide appropriate supervision of students, within the scope of the educator's official capacity, which risks the health, safety, and welfare of students or others in the school community.
- h) Knowingly contributing to or knowingly failing to intervene in the harassment, intimidation or bullying of a student.
- i) Using technology to promote inappropriate communications with students.

The disciplinary action for violations of Principle 2 can be found on Page 8.

### **3. Accurate Reporting**

Educators shall accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law. An educator communicates appropriate representation of facts concerning qualifications for professional practice, student information, school board policy, and other educational matters. An educator must report to the superintendent or designee conduct by a licensed educator that substantially impairs his or her ability to function professionally or any conduct that is detrimental to the health, safety, and welfare of students. Conduct unbecoming includes, but is not limited to, the following actions:

- a) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting information submitted to federal, state, and other governmental agencies such as professional qualifications, criminal history and information submitted in the course of an official inquiry or investigation, college or professional development credit and/or degrees, academic awards, and employment history when applying for employment and/or licensure, or when recommending an individual for employment, promotion or licensure.
- b) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting reasons for absences or leaves.
- c) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting information regarding the evaluation of students and/or personnel.
- d) Intentionally failing to report to superintendent or designee conduct that substantially impairs an educator's ability to function professionally in his or her position or any conduct that is detrimental to the health, safety, and welfare of students.
- e) Intentionally failing to make a mandated report of any violation of state or federal law.

The disciplinary actions for violations of Principle 3 can be found on Page 8.

### **4. Criminal Acts**

Educators shall adhere to federal, state and local laws and statutes. An educator shall not engage in criminal activity as evidenced by a criminal conviction, guilty plea, finding of guilt, or participation in a court-ordered diversion or treatment in lieu of conviction program. Conduct unbecoming includes, but is not limited to, the following actions:

- a) A criminal offense that is an offense of violence, theft, drug abuse, or sexually-oriented offense as defined in Ohio Administrative Rule 3301-20-01 (e.g., murder, rape, drug

trafficking, kidnapping, robbery, felonious assault).

- b) A criminal offense that requires an educator to meet the rehabilitation standards as defined in Ohio Administrative Code Rule 3301-20-01 (e.g., assault, passing bad checks, fraud, domestic violence, possession of drugs).
- c) A criminal offense that is not identified as an absolute bar offense or offense requiring rehabilitation pursuant to Ohio Administrative Code Rule 3301-20-01, and the offense involves a student, a minor or an offense involving a school district or school personnel.
- d) Conveying or possessing a deadly weapon or dangerous ordnance in a school safety zone, on school premises or at a school-related activity, unless authorized by state or federal law.
- e) A criminal offense that is not identified as an absolute bar offense or offense requiring rehabilitation pursuant to Ohio Administrative Code Rule 3301-20-01, and the offense does not involve a student, a minor, a school district or school personnel. (This does not include traffic violations.)

The disciplinary actions for violations of Principle 4 can be found on Page 8 and 9.

## **5. Confidentiality**

Educators shall comply with state and federal laws related to maintaining confidential information. An educator is entrusted with information that could be misused to embarrass or damage a student's reputation or relationship with others. Therefore, the educator has the responsibility to keep information about students confidential unless disclosure serves professional purposes, affects the health, safety, and welfare of students and others, is required by law, or parental permission has been given. An educator maintains the security of confidential information such as academic and disciplinary records, personal confidences, photographs, health and medical information, family status and/or income. Conduct unbecoming includes, but is not limited to, the following actions:

- a) Willfully or knowingly violating any student confidentiality required by federal or state laws, including publishing, providing access to, or altering confidential student information on district or public Web sites such as grades, personal information, photographs, disciplinary actions, or individual educational plans (IEP's) without parental consent or consent of students 18 years of age and older.
- b) Using confidential student, family, or school-related information in a non- professional way (e.g., gossip, malicious talk or disparagement).

The disciplinary actions for violations of Principle 5 can be found on Page 9.

## **6. Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco**

Educators shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Educators shall not use alcohol during any school activity involving students, minors or underage persons. Educators shall not use tobacco during any school activity except in a designated area. Educators shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, illegal or unauthorized drugs.

An educator is entrusted with protecting the health, safety, and welfare of students at any school event. The use of alcohol, illegal or unauthorized drugs causes impairment of professional judgment that may potentially harm others. A professional educator must serve as a positive role model and refrain from the illegal use of tobacco on any school grounds or at any school activity. Conduct unbecoming includes, but is not limited to, the following actions:

- a) Being under the influence of, possessing, using or consuming illegal or unauthorized drugs.
- b) Being on school premises in an official capacity (e.g., teaching, coaching, supervising, or conferencing) or at any school activity involving students, minors or underage persons while under the influence, possessing, or consuming alcoholic beverages.
- c) Furnishing or providing tobacco, alcohol or illegal/unauthorized drugs to any student, minor or underage person.
- d) Being on school premises or at any school activity involving students, minors or underage persons while using tobacco except in a designated area.
- e) Promoting the use of steroids, stimulants, or nutritional supplements to accelerate physical growth or contribute to the control of weight loss or weight gain to enhance physical performance.

The disciplinary actions for violations of Principle 6 can be found on Page 9.

## **7. Accepting Compensation for Self Promotion or Personal Gain**

Educators shall ensure that school property, public funds or fees paid by students or the community are not used for personal gain. Educators shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents, family members, community members or businesses. An educator is entrusted with public funds and school property in

the course of performing job duties and maintains a high level of honesty, accuracy and accountability to ensure that institutional privileges are not used for personal gain. An educator maintains integrity with students, colleagues, parents, families, community or

businesses when accepting gifts, gratuities or favors. To avoid bias or prejudice, an educator needs to ensure that decisions made about students or school policy are not negatively influenced by the socioeconomic status of parents, family members, community members or businesses. Conduct unbecoming includes, but is not limited to, the following actions:

- a) Soliciting students or parents of students to purchase equipment, supplies, or services or to participate in activities that financially benefit the educator without notifying the superintendent or designee and/or not in accordance with local board policy.
- b) Accepting gifts from vendors or potential vendors for personal use or gain exceeding \$25.00 in value.
- c) Tutoring students in one's district for profit without notifying the superintendent or designee and/or not in accordance with local board policy.
- d) Coaching and/or promoting athletic or artistic camps, off-season leagues, etc. in one's district for profit without notifying the superintendent or designee and/or not in accordance with local board policy.
- e) Failing to account for funds related to school activities collected from students, parents, family members, community members, staff or peers in accordance with local board policy.
- f) Co-mingling public or school-related funds with personal funds or checking accounts.
- g) Submitting fraudulent requests for reimbursement of expenses.

The disciplinary actions for violations of Principle 7 can be found on Page 9.

## **8. Commitment to Contract**

Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education or educational agency for the duration of the contract.

An educator knows and understands the rights and responsibilities as outlined in the employment contract and adheres to the terms and conditions of the agreement by fulfilling responsibilities and duties required of the position. Conduct unbecoming includes, but is not limited to, the following actions:

- a) Abandoning the contractual agreement for professional services without prior release from the contract by the Board of Education or designee according to Ohio Revised Code 3319.15.
- b) Willfully refusing to perform services and duties required by the contract except as outlined in the Ohio Revised Code Chapter 4117.
- c) Violating or interfering with due process as outlined in the contractual agreement.

The disciplinary actions for violations of Principle 8 can be found on Page 9.

## **DISCIPLINARY/DUE PROCESS**

The State Board of Education has the authority to suspend, limit, revoke or deny licenses; issue a letter of admonishment; or enter into a consent agreement with an applicant or licensed educator, to administer the educator discipline process in accordance with Chapter 33 and Chapter 119 of the Ohio Revised Code and Chapter 3301 of the Ohio Administrative Code.

When an educator is reported to the Ohio Department of Education (ODE) for an allegation of unprofessional conduct made by a principal, parent, teacher, student, superintendent, or community member, the department will determine whether the State Board of Education has jurisdiction to investigate the matter pursuant to Section 3319.311 of the Ohio Revised Code. If it is determined that an investigation is warranted, a thorough investigation would be conducted pursuant to Section 3319.311 of the Ohio Revised Code at which time all mitigating circumstances will be fully examined to determine whether the allegation can be substantiated. If an allegation is reported and it turns out to be a false allegation or unsubstantiated, all the information obtained in the case file will be sealed two years after the investigation is concluded in accordance with Section 3319.311 of the Ohio Revised Code. If the results of an investigation warrant initiating an action under Section 3319.31 of the Ohio Revised Code, an educator is entitled to all due process rights afforded pursuant to Chapter 33 and Chapter 119 of the Ohio Revised Code and Chapter 3301 of the Ohio Administrative Code.

## **DISCIPLINARY GUIDELINES**

Upon a determination that the results of an investigation warrant the State Board of Education to impose a disciplinary action pursuant to Section 3319.31 of the Ohio Revised Code, the State Board may impose an appropriate penalty within the presumptive range on a case by case basis as set forth in these disciplinary guidelines unless the aggravating and mitigating factors in an individual case warrant a penalty outside the presumptive range. The range of disciplinary actions are presumptions and may include a letter of admonishment, consent agreement, limitation of a license, suspension of a license, revocation of a license, or denial of a license. The terms “suspension,” “revocation,” and “denial” shall mean any length of suspension, revocation or denial, including permanent revocation or permanent denial. A license may be suspended or limited pursuant to a consent agreement or State

Board resolution. A complete explanation of the types of disciplinary actions can be accessed through the Department of Education’s Web site, [education.ohio.gov](http://education.ohio.gov), search keywords disciplinary actions. The State Board may determine that a penalty outside the range of the disciplinary guidelines is more appropriate in an individual case based upon aggravating and mitigating factors as outlined in Sections 3301-73-21 (A) (B) and Section 3301-20-01 (E) of the Ohio Administrative Code, or any other factors the State Board, district or educational entity, or superintendent consider relevant. Further, the State Board may determine not to impose a disciplinary action involving an educator’s licensure or application for licensure based upon a local school district or educational entity appropriately addressing the violation of the Licensure Code of Professional Conduct for Ohio Educators at the district or building level.

The Licensure Code of Professional Conduct for Ohio Educators applies to all individuals licensed by the Ohio Department of Education. The presumptive ranges are only applicable for disciplinary actions involving an educator’s licensure or application for licensure. The presumptive ranges are not applicable for any discipline imposed at the local level. Possible discipline at the local level must follow all local contractual provisions, including but not limited to due process, progressive discipline, and just cause. However, an educator who violates one or more of the principles may be subject to discipline at both the state level and local level. Following are the disciplinary actions, including a presumptive range of penalties, that shall apply to violations of the Licensure Code of Professional Conduct for Ohio Educators.

## **DISCIPLINARY ACTIONS**

**1. Professional Behavior** Educators shall behave as professionals realizing that their actions reflect directly on the status and substance of the education profession. If an educator violates Principle 1, the presumption for the appropriate range of disciplinary action is the following:

- i. Suspension (1 day to 1 year) of a license depending upon the violation of the testing procedure;
- ii. Suspension of a license until the educator comes into compliance with the required background checks;
- iii. Letter of admonishment up to revocation/denial of a license for other acts unbecoming to the professional conduct of educators.

**2. Professional Relationship with Students** Educators shall maintain a professional relationship with all students at all times, both in and out of the classroom.

If an educator violates Principle 2, the presumption for the appropriate range of disciplinary action is the following:

- i. Revocation/denial of a license for sexual/physical abuse;
- ii. Suspension (1 day to 5 years) of a license up to revocation/denial of a license for psychological, verbal or emotional abuse; to solicit, encourage, engage, or consummate an inappropriate written, verbal, psychological, emotional or physical relationship with a student or minor; or inappropriate use of technology with a student;
- iii. Suspension (1 day to 5 years) of a license for disparagement, inappropriate language, physical altercations, inappropriate supervision or harassment.

### **3. Accurate Reporting**

Educators shall accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law. If an educator violates Principle 3, the presumption for the appropriate range of disciplinary action is suspension (1 day to 1 year) of a license.

#### **4. Criminal Acts**

Educators shall adhere to federal, state or local laws or statutes. If an educator violates Principle 4, the presumption for the appropriate range of disciplinary action is the following:

- i. Revocation/denial of a license for a criminal offense that is an offense of violence, theft offense, drug abuse offense or sexually oriented offense as defined in Ohio Administrative Code Rule 3301-20-01;
- ii. Revocation/denial of a license for a criminal offense involving the school community or where the victim is a student or a minor;
- iii. Suspension (1 day to 5 years) of a license up to revocation/denial of a license for all other felony criminal acts;
- iv. Letter of admonishment up to revocation/denial of a license for all other misdemeanor criminal acts. (e.g., disorderly conduct, trespass, assault, passing bad checks, fraud, domestic violence, possession of drugs).

#### **5. Confidentiality**

Educators shall comply with state and federal laws related to maintaining confidential information. If an educator violates Principle 5, the presumption for the appropriate range of disciplinary action is suspension (1 day to 2 years) of a license.

#### **6. Use, Possession, or Unlawful**

**Distribution of Alcohol, Drugs and Tobacco** Educators shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Educators shall not use alcohol during any school activity involving students, minors or underage persons. Educators shall not use tobacco during any school activity except in a designated area. Educators shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, illegal or unauthorized drugs. If an educator violates Principle 6, the presumption for the appropriate range of disciplinary action is the following:

- i. Suspension (1 year to 5 years) of a license up to revocation/denial of a license for violations dealing with students, minors, or underage persons or school activities;
- ii. Suspension (1 day to 5 years) of a license for misuses unrelated to students, minors, or underage persons or school activities.

## **7. Accepting Compensation for Self Promotion or Personal Gain**

Educators shall ensure that school property, public funds or fees paid by students or the community are not used for personal gain. Educators shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents, family members, community members or businesses.

If an educator violates Principle 7, the presumption for the appropriate range of disciplinary action is the following:

- i. Suspension (2 years to 5 years) up to revocation/denial of a license for theft of school property or school funds;
- ii. Letter of admonishment up to suspension (1 day to 1 year) of a license for using one's position for personal gain.

## **8. Commitment to Contract**

Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education or educational agency for the duration of the contract.

If an educator violates Principle 8, the presumption for the appropriate range of disciplinary action is suspension (1 day to 1 year) of a license.

# Western Reserve Local School District

## Bylaws & Policies

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### **9130 - PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the schools of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the School District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

#### **Matters Regarding a Teaching Staff Member**

##### **A. First Level**

If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter, and whatever action may have been taken, to the building principal.

##### **B. Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. **Third Level**

If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

D. **Fourth Level**

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, shall grant a meeting, before the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) days following the meeting.

**Matters Regarding an Administrative Staff Member**

In the case of a complaint directed toward an administrative staff member, the general procedure specified in Part A shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed and if a satisfactory resolution is not achieved at this level the matter shall be brought, as required, to higher levels terminating with the Board.

## **Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;  
</
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;  
</
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;  
</
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.  
</

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

## **Matters Regarding a Noninstructional Staff Member**

In the case of a complaint directed toward a non-instructional staff member, the complaint is to be directed, initially, toward the person's superior, and the matter than brought, in turn, to higher levels of authority in the manner prescribed in Part A.

## **Matters Regarding a Program or Operation**

If the request, suggestion, or complaint relates to a matter of District or school policy, procedure, program, or operation, it should be addressed, initially, to the building principal or the head of the non-professional department who is most directly concerned, and then brought, in turn, to higher levels of authority in the manner prescribed in Part A.

## Matters Regarding Instructional Materials

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedures shall be followed:

- A. The criticism is to be addressed to the Principal, in writing, and shall include:
  - </
  - 1. author;
    - </
  - 2. title;
    - </
  - 3. publisher;
    - </
  - 4. the complainant's familiarity with the material objected to;
    - </
  - 5. sections objected to, by page and item;
    - </
  - 6. reasons for objection.
    - </
- B. Upon receipt of the information, the Principal shall after advising the Superintendent of the complaint, appoint a review panel.
  - </
- C. The Superintendent shall be an ex officio member of the committee.
  - </
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - </
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used;
    - </
  - 2. the accuracy of the material;
    - </
  - 3. the objectivity of the material;
    - </
  - 4. the use being made of the material.
    - </
- E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
  - </

- F. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.  
</
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.  
</

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Revised 11/91

Revised 9/96

## Western Reserve Local School District Bylaws & Policies

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### **3362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or report to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

R.C. 2917.11

Adopted 1/11/95

**Western Reserve Middle /  
High School Computer Lab  
Instructions**

**Scheduling**

Teachers **must** schedule computer lab time with Mrs. Bell in the library. (ext. 2057)

Computer Lab schedules outside the lab doors are a copy and may not be fully up-to-date. Writing in your name on that schedule does not give you computer lab usage rights.

Some teachers are assigned the computer lab as their classroom and this time is blocked out for them.

When scheduling, provide Mrs. Bell with the periods you need the lab. Every effort will be made to accommodate you.

Please plan ahead and schedule early as labs fill very quickly.

If you only have a few students that need to work on computers, call the library and see if computers are available. Another class may already be working on them. Research needs will be given first priority. This way you do not have to take all of your students to a computer lab so that they are supervised. Please send them with a pass. Students will need to sign in upon arrival.

**Lab Rules**

**The labs are to be kept locked when not in use.**

**No students are to be in the labs unless they are accompanied by their classroom teacher.**

**No food or drink is permitted in the lab.**

When your class is in the lab, you do not have to accept students from other classes unless you so desire. You are then responsible for these students. If you and your students are finished using the lab and return to your regular classroom, any other students in the lab must also return to their regular teacher.

Students should not be playing games on the computers. Students cannot download software or music files. **Printing:** Please monitor your students' printing. Printing is available for school related research only. If something does not print, **do not print again until the printing problem is resolved.** Pay attention to which printer the computer is using each day.

Be sure students log off and take all their belongings with them. They should throw away any trash and push in chairs. The room should be ready for the next group to use.

If you are the only group using the lab, or the last of the day, please shut down all computers.

# Phone Extensions

|                                |             |                         |             |
|--------------------------------|-------------|-------------------------|-------------|
| HARRIS,BETHANY                 | 1701        | HARRISON,KIMBERLY       | 2024        |
| ADAMS,STEVE                    | 1600        | HENRY,DEB               | 1810        |
| <b>AIDE DESK/ MS/HS OFFICE</b> | <b>2011</b> | <b>ISS/ BARB HORTON</b> | <b>2015</b> |
| AUDITERIA MS/HS                | 2061        | JACOB,GLENDA ELEM. 1801 | 2023        |
| BABCOCK, TIM                   | 1400        | JARRETT,STONE           | 2033        |
| BABCOCK,LISA                   | 1201        | KAPLE,DOMINICK          | 2029        |
| BARTOW,JIM                     | 3013        | KLINGSHIRN,JIM          | 2051        |
| BAUMAN, SHANNON                | 1301        | KOVACH,GAYLE            | 1205        |
| BECK, SARAH                    | 2014        | KUHLMAN, JOHN           | 1502        |
| HARVEY, TRACY                  | 1402        | LEE, DENNIS             | 2069        |
| BELL,ALICEN                    | 2058        | LIBRARY DESK MS/HS      | 2057        |
| BOARD OFFICE CONF. ROOM        | 2607        | LIBRARY WORKROOM MS/HS  | 2059        |
| <b>BOOSE,BRENDA</b>            | <b>2002</b> | LINDER,CINDY/ ELEM LIB. | 1806        |
| BOOSTER'S RM 17                | 2072        | LISSFELT, DOLORES       | 2046        |
| <b>BORDER,LISA</b>             | <b>2001</b> | M/S GYM                 | 2071        |
| BOSS,SARAH                     | 1102        | M/S LAB                 | 2070        |
| BRAY,TIM                       | 1401        | MAILROOM /ELEM          | 1008        |
| BUCK,RHI                       | 1100        | MARETT,WENDY            | 1805        |
|                                |             | <b>MARTZ, PATTY</b>     | <b>2003</b> |
| CAFETERIA ELEM                 | 1876        | MCDONALD, BOB           | 1602        |
| CAFETERIA HS/MS                | 2012        | <b>MCGILL, MICHAEL</b>  | <b>2063</b> |
| CAIRNS,JENNIFER                | 1403        | MILLER,VALERIE          | 2017        |
| CLINIC /ELEM                   | 1007        | MOYER,TRACEY            | 2000        |
| COMPUTER LAB / ELEM DOWN       | 1883        | MUENZ, LISA             | 2030        |
| <b>CONAWAY, MELANIE</b>        | <b>1001</b> | MUSIC RM ELEM. HARRISON | 1109        |
| CONFERENCE ROOM/ ELEM          | 1884        | NOLAN, JEN              | 2025        |
| CONFERENCE ROOM/ H.S.          | 2055        | OT/PT THERAPIST ELEM.   | 1706        |
| CONKLIN, BECKY                 | 1105        | PATRICK,DARNEL          | 1107        |
| COOK,BRIAN                     | 2016        | PERKINS,BRAD            | 2044        |
| <b>CORNELISON,JENNIFER</b>     | <b>1002</b> | <b>PIERSON,LAURA</b>    | <b>2005</b> |
| <b>CUSTODIAL OFFICE MS/HS</b>  | <b>2013</b> | PLAYKO, ANN             | 2040        |
| <b>DAUCH,ELAINE</b>            | <b>2010</b> | PREP ROOM / ELEM - UP   | 1882        |
| DAVIS, MARY JO                 | 1708        | PREP ROOM /ELEM - DOWN  | 1885        |
| ELM MEETING RM DOWN            | 1106        | PRICE,ROBIN             | 1300        |
| ELM MEETING RM UP              | 1303        | RANDOLPH, DANIELLE      | 1006        |
| ELM OFFICE PHONE               | 1003        | RITZ,JESSICA            | 1108        |
| <b>FALKNOR,RYAN (A.D.)</b>     | <b>2008</b> | <b>ROBSON,BRETT</b>     | <b>2601</b> |
| <b>FASHING,BARB</b>            | <b>2602</b> | ROSENAU,SHIRLEY         | 2010        |
| FELICIANO,AMY                  | 1705        | <b>SAYLER, KELLY</b>    | <b>2603</b> |
| FIELD HOUSE                    | 2043        | SCHAFFER, MARY          | 1707        |
| FRENCH, LIBBY                  | 2038        | SCHERLEY,JASON          | 2021        |
| FRIEND,BRENDA/ CLRM 2027       | 2028        | SCHUSTER,JEAN           | 1704        |
| FROEHLICH,DEBBIE               | 1104        | SCHWIEFERT, ROB         | 2031        |
| GASTIER,KATHY                  | 1302        | SCIENCE LAB/ELEM        | 1710        |
| GIBSON,ANDREA                  | 1600        | SCOTT,RACHEL            | 1501        |
| GRUNDER, ANNIE                 | 2009        | <b>SHELDON,CHRIS</b>    | <b>2007</b> |
| <b>GUIDANCE / ELEM</b>         | <b>1012</b> | SHELDON,KIM             | 2018        |
| H.S. COACHES ROOM/MEN          | 2066        | SLANCZKA, TONI          | 1601        |
| H/S LAB                        | 2060        | SM GROUP RM /ELEM - UP  | 1711        |
| HARPER, CHRIS                  | 2049        | SPEECH ROOM             | 1807        |

|                             |             |
|-----------------------------|-------------|
| STOLL,MIKE                  | 2032        |
| STORAGE RM, ELEM            | 1005        |
| STRAYER,DEB                 | 2047        |
| STUDENT PHONE - ELEM        | 1009        |
| SUHANIC,SUE                 | 1203        |
| TEACHERS LOUNGE/ELEM        | 1881        |
| TEACHERS LOUNGE/H.S.        | 2068        |
| TEACHERS LOUNGE/M.S.        | 2062        |
| <b>THOMAS, AUTUMN</b>       | <b>1004</b> |
| TIMMONS, ED                 | 2050        |
| TIMMONS,MEAGHAN             | 1500        |
| TODD,ANN                    | 2026        |
| TOOMAN,LAURA                | 1503        |
| UNDERWOOD,JACK              | 2048        |
| VOGEL,JOHN                  | 1101        |
| WANAMAKER,MARYANN           | 2064        |
| WARZINIK,SUMMER             | 2020        |
| WETZEL,STEPHANIE            | 1204        |
| WHITEHURST,KATHERINE        | 1703        |
| WILCOX,PATRICIA KITCH. 2035 | 2036        |
| WILES,JIM                   | 2041        |
| WILSON,JENNIFER             | 2019        |
| <b>WILSON,RODGE</b>         | <b>2600</b> |
| WOLFE, DEB                  | 1709        |
| WOLK, MARIANA               | 2022        |
| WOODRUM,AMANDA              | 1103        |
| <b>WOODS, TORI MH UNIT</b>  | <b>2053</b> |
| YAUSSY, BARNEY              | 1853        |
| YAUSSY,KATHY                | 1804        |
| STEVENS,MEG                 | 1200        |

***WR MIDDLE/HIGH SCHOOL***

3841 U.S. RTE. 20 EAST  
 COLLINS, OHIO 44826  
**PHONE: 419-668-8470**  
 FAX: 419-663-5916

***W.R. ELEMENTARY SCHOOL***

3851 U.S. RTE. 20 EAST  
 COLLINS, OHIO 44826  
**PHONE: 419-660-9824**  
 FAX: 419-660-8566

***W.R. BOARD OFFICE***

3765 U.S. RTE 20 EAST  
 COLLINS, OHIO 44826  
**PHONE: 419-660-8508**  
 FAX: 419-660-8429

***W.R. PRESCHOOL***

BECKIE WALTON  
**PHONE & FAX: 440-839-5086**

# MODEL CIVILITY POLICY

**Preamble:** The purpose of this policy is to provide rules of conduct for parents, other visitors to schools and school district employees. It is the intent of the school board to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

**Expected level of behavior:**

School and school district personnel will treat parents and other members of the public with courtesy and respect. Parents and other visitors to schools and school district facilities will treat teachers, school administrators, other school staff and district employees with courtesy and respect.

**Unacceptable/disruptive behavior:**

Disruptive behavior includes, but is not limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public; using loud or offensive language, swearing, cursing or display of temper; threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation; damaging or destroying school or school board property; any other behavior that disrupts the orderly operation of a school, a school classroom or any other school board facility; and abusive, threatening or obscene e-mail or voice messages.

**Parent recourse:**

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should report such behavior to the attention of the staff member's immediate supervisor.

**Authority of school personnel, to direct persons to leave school or school board premises:**

Any individual who (1) disrupts or threatens to disrupt school or school district operations (2) threatens or attempts to do or does physical harm to school board personnel, students, or others lawfully on a school or school board premises;(3) threatens the health or safety of students, school board personnel, or others lawfully on a school or school board premises;(4) intentionally causes damage to school, school board property or property of others lawfully on a school campus or school board premises;(5) uses loud or offensive language or who without authorization comes on school or other school board facility, may be directed to leave the school or school board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school.

If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.

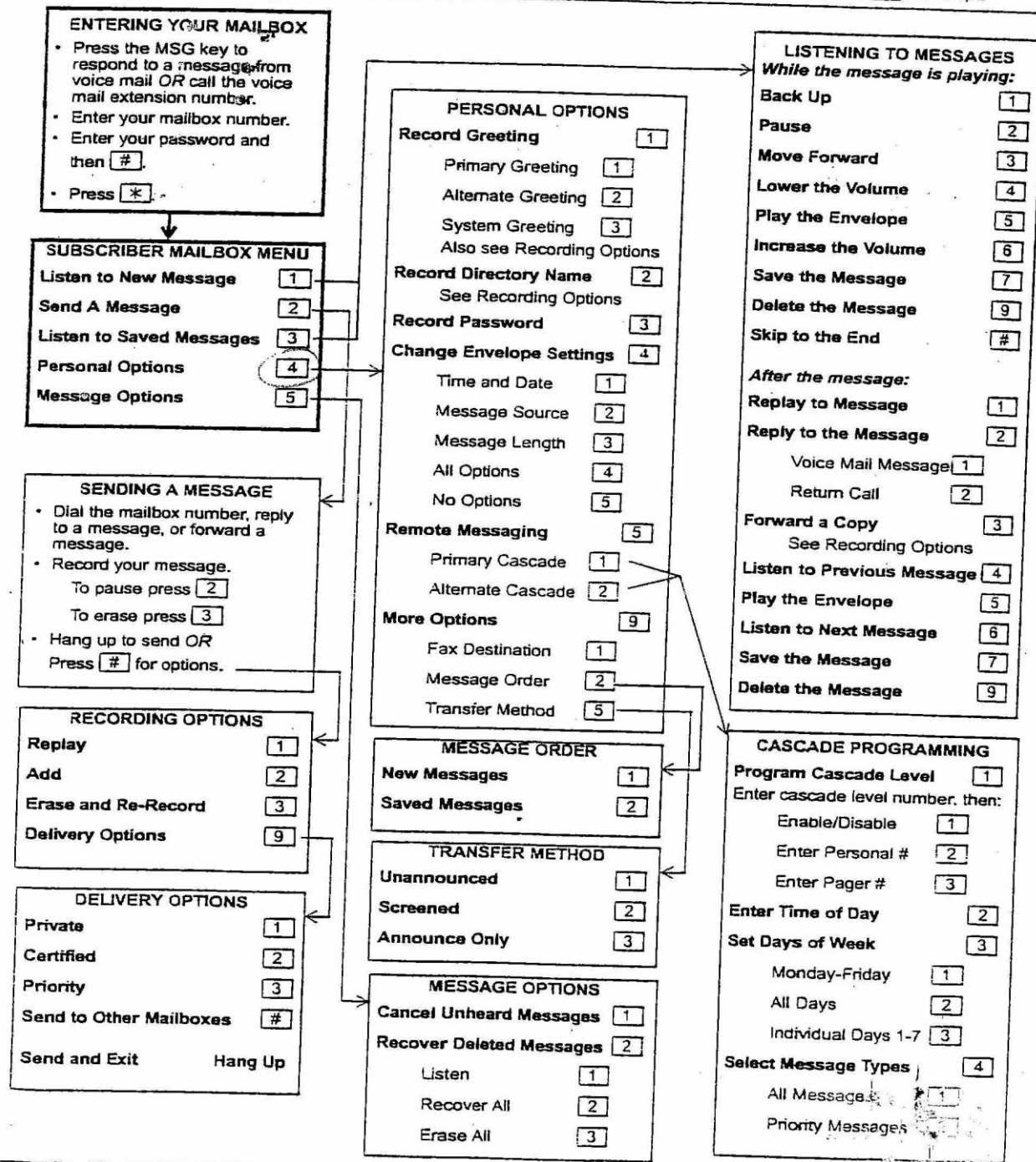
**Authority to deal with persons who are verbally abusive:**

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school or school board premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.

If the person refuses to leave, the director or other authorized personnel shall seek the assistance of law enforcement and request the law enforcement takes such action as deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

# VOICE MAIL FLOW CHART

**NOTE:** At any menu level, you can press [\*] to Cancel or return to the Previous Menu OR press [#] to Accept.



# ECLIPSE TRAINING

## PLACING AN INTERCOM CALL

- Dial the Four Digit Ext. and lift the handset if needed

## ANSWERING AN INTERCOM CALL

- Either Press the SPKR key or lift the handset

## PLACING AND OUTSIDE CALL

- Press the call key and dial the correct number, lift the handset if needed (*an 8 or 9 is not required to dial out*)

## ANSWERING AN OUTSIDE CALL

- Either press the SPKR key or lift the handset

## PLACING A CALL ON HOLD

- Press the HOLD key and hang up
- To remove the call from hold press the HOLD key

## TRANSFERRING A CALL TO ANOTHER EXTENSION - Press TRANSFER

- Dial the desired extension
- Either wait and announce the call or hang up to complete the transfer
- If the number is busy or there is no answer press the flashing CALL key

## TRANSFER TO HOLD

- Press the Trf/ Hold key and enter the ext to hold

## TO PICK UP A TRANSFER TO HOLD

- From any phone press 4 and the extension in which the call was held
- To answer from the actual extension press the flashing call key

## TRANSFERRING A CALL TO VOICE MAIL - Press the TRANSFER key

- Then select the VMAIL key
- Then dial the four digit extension

## CALL FORWARDING - Press the FWD key

- Enter the phone extension or voicemail extension to forward to

## TO CANCEL CALL FORWARD

- Press the FWD button and the # key

## CONFERENCE CALLS

- Place the first call and press the CNF key, caller is now on hold
- Place the second call and press the CNF key, caller is now on hold
- Repeat if there are more parties to connect or press the CNF key to join

## **Building Crisis Response Team (BCRT) Responsibilities**

*(to be assigned as needed)*

- Once a prepared statement has been agreed upon, contact family member of affected students or staff.
- Once a prepared statement has been agreed upon and when warranted, make announcements to students and staff regarding the crisis situation.
- Establish rooms for media, meetings, and counseling areas, if necessary.
- Secure exits and monitor building to direct students and inquiring community members.
- Establish and maintain order.
- Oversee plan to be sure that all teachers' responsibilities are covered.
- Contact other district administrators/supervisors to provide accurate information, request additional district personnel, or to contact sibling of affected parties.
- Prepare statements to respond to requests for information about the crisis from the community. Distribute this statement to those personnel who are answering telephone calls, monitoring entrances to building/s, etc.
- Provide updates of the crisis situation to the superintendent and other district administrators and supervisors.
- Secure shelter areas in nearby buildings, homes, and churches for students and staff who must be evacuated.
- Gather all necessary supplies that will be needed if the building must be evacuated—to include student emergency authorization forms, staff emergency information, student medicines kept in the school office, administrators' cell phones, portable radios, and first aid kits.
- Provide updates of crisis situation to staff.
- Handle requests from students who choose to leave school, call home, or need counseling and comforting.
- Direct and assist students during building evacuations.
- Each building administrator shall be responsible for designating staff and/or other individuals to assist in the evacuation of handicapped persons to designated areas.

# Board of Education

|                                       |   |                         |
|---------------------------------------|---|-------------------------|
| <b>Wendy Pickett</b><br>President     | <b>22667 Greenwich Miln Rd.</b><br><b>Wakeman, Ohio 44889</b> | <b>HM: 419.668.0662</b> |
| <b>Dale Daniels</b><br>Vice President | <b>4240 Ogan Rd.</b><br><b>Wakeman, Ohio 44889</b>            | <b>HM: 440.839.2069</b> |
| <b>Jim Todd</b>                       | <b>3621 Butler Rd.</b><br><b>Wakeman, Ohio 44889</b>          | <b>HM: 440.839.2069</b> |
| <b>Jami White</b>                     | <b>4744 Gibbs Rd.</b><br><b>Norwalk, Ohio 44857</b>           | <b>HM: 419.660.9856</b> |
| <b>Louise Jackson</b>                 | <b>5923 Lincoln Rd.</b><br><b>Wakeman, Ohio 44889</b>         | <b>HM: 440.839.2784</b> |

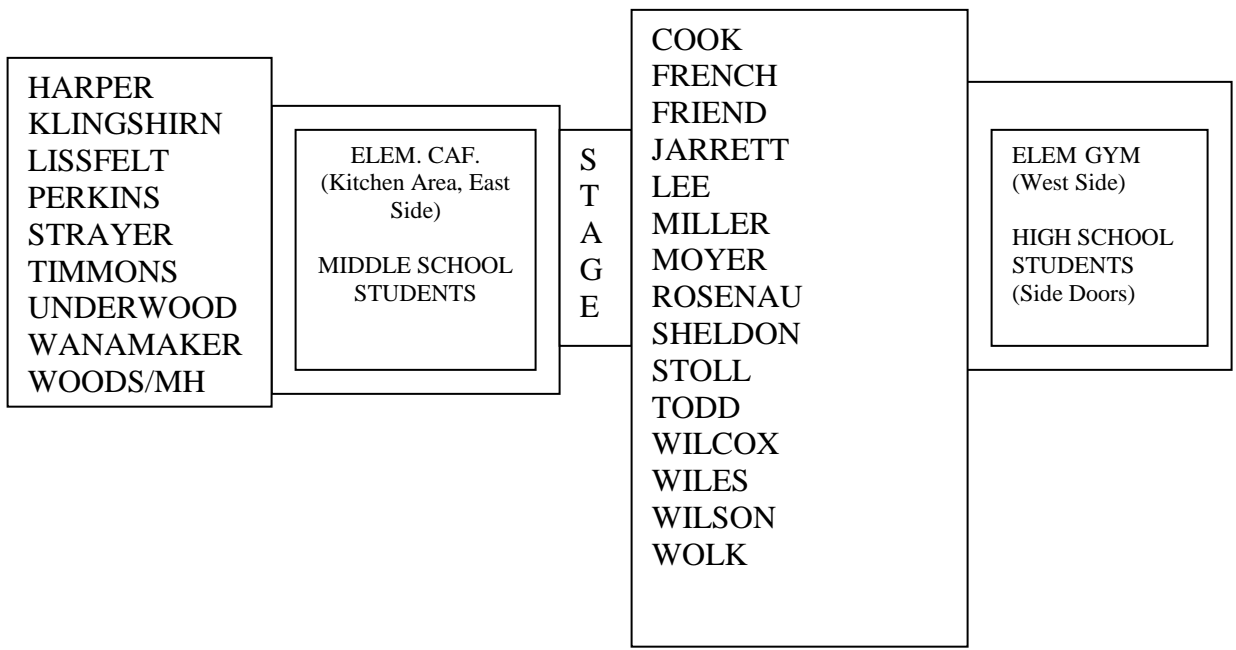
## District Crisis Response Team

|  |  |   |
|--|--|---|
| <b>Rodge Wilson</b><br>Superintendent      | <b>4468 N. Thompson Twp. Rd. 83</b><br><b>Bellevue, Ohio 44811</b> | <b>BLDG: 419.660.8508</b><br><b>HM: 419.483.0025</b><br><b>CELL: 419.217.8916</b> |
| <b>Lisa Border</b><br>Principal            | <b>235 Shipherd Circle</b><br><b>Oberlin, Ohio 44074</b>           | <b>BLDG: 419.668.8470</b><br><b>HM: 440.734.6027</b><br><b>CELL: 419.706.3972</b> |
| <b>Melanie Conaway</b><br>Principal        | <b>323 Ridge Rd.</b><br><b>Willard, Ohio 44890</b>                 | <b>BLDG: 419.660.9824</b><br><b>CELL: 419.706.8638</b>                            |
| <b>Jan Jump</b><br>Guidance Counselor      | <b>48379 S.R. 303</b><br><b>Wellington, Ohio 44090</b>             | <b>BLDG: 419.660.9824</b><br><b>CELL: 419.202.4385</b>                            |
| <b>Laura Pierson</b><br>Guidance Counselor | <b>28 Breezewood Dr.</b><br><b>Norwalk, Ohio 44857</b>             | <b>BLDG: 419.668.8470</b><br><b>HM: 419.668.8704</b><br><b>CELL: 419.202.4385</b> |
| <b>Jim Bartow</b><br>Maintenance           | <b>3711 St. Rt. 18</b><br><b>Collins, Ohio 44826</b>               | <b>HM: 419.929.5045</b><br><b>CELL: 419.577.4831</b>                              |

**RAPID EXIT**

Bomb, fire and explosion procedures will be followed as outlined on pages 16, 20 and 21 of the District Crisis Plan. This page amends the instructions should the need to evacuate the building occur during a class change or during lunch.

1. If a fire alarm should sound during a class change or during lunch, students and staff should leave the building via the nearest exit.
2. If possible, teachers should take their attendance book or grade book with them.
3. Once outside, all teachers and staff should move to the elementary. [see drawing below]. Teachers should report to their designated area. **Students should report to their seventh period teachers.**
4. A secretary will contact the elementary school and request that all high school students, who are currently located in the elementary, remain in the elementary building until further notice.
5. Attendance procedures: A secretary is responsible for taking the Rapid Exit materials which include the daily attendance bulletin, student sign-out sheets, student emergency authorization forms, student schedules, attendance packet for each teacher, and a bull horn to the elementary. Any staff member that is not listed below will assist the secretary in attendance. Attendance forms, that include a class list, will be handed to each teacher. The teacher should account for all students on the list and circle the name or names of any missing students. A secretary will return to collect attendance sheets. The secretary will report any missing students to the principal. The following staff members have plan 7<sup>th</sup> period and will assist secretaries – Beck, Playko, Scherley, Warzinik



# **LOCKDOWN PROCEDURES MIDDLE/HIGH SCHOOL**

- In an emergency situation, the principal or his/her designee will announce that an *internal, external, or medical lock down* is in effect:
  - o Internal - threat is in the building; keep blinds open
  - o External - threat is outside the building; keep blinds closed
  - o Medical - keep the hallways clear; otherwise, business as usual
- The principal or his/her designee will notify the Board Office and elementary that a lockdown is in progress.
- In an internal or external lock down, teachers shall:
  - o Lock the classroom door and turn off the lights.
  - o Account for all students. Leave a message at 2004 if a student is missing.
  - o Keep the door locked and closed. Do not admit anyone into the room. Do not speak to anyone outside the door.
  - o Check the rooms adjacent to yours. If a substitute is in charge, quickly give him/her these instructions (which will be provided in sub packets and should also be posted in classrooms).
  - o If possible, display either the "OK" or "NEED HELP" sign in your classroom window to help emergency personnel prioritize their response.
  - o Do not tie up the phone lines. Information will be provided as it becomes available.
  - o Teachers who are not with a class or group of students should stay where they are and lock the door. Do not report to the office.
  - o An office secretary will lock the front entrance to the building, turn off the office lights, and shut the blinds (external threat).
- Students who are in the office will remain with the office staff and secured in the office conference room. The classroom teacher will be notified if possible.
- Students who are in the auditoria should move immediately into the media center, language arts classrooms, or study hall (with the auditoria monitor). The auditoria monitor will be provided a lunch roster.
- Physical education teachers and the band director will carry their personal cell phones when their classes are outside; the office will call these numbers after making the P .A. announcement. Students outside should be moved into the locker rooms, field house, or Board of Education Office and follow standard lockdown procedures.
- Students who are on field trips: the office will notify bus drivers not to return to campus until notified. Buses can be parked at the Wakeman Police Station, Wakeman Fire Department, or Collins Methodist Church.
- To clear the lockdown, the principal or designee will announce that the lockdown is no longer in effect.

Within the school, Staff in the building will:

1. Sound the fire alarm immediately,
2. Notify the Fire Department by calling 911. Provide the Fire Department with important details, including hazards or breaks in gas or electrical lines.
3. Have the First Responder meet the Fire Dept. with a set of master keys and the map of the school including the utility shut offs.
4. Evacuate the building according to the following procedures:
  - A. Students will leave the designated exits quietly. Teachers or staff shall check their rooms to make sure they are empty.
  - B. The building administrator shall make certain that all areas which may contain students are checked.
  - C. Teachers or staff shall take their class lists when they exit the building,
  - D. Classroom windows shall be closed. All doors shall be closed upon exiting the classroom.
  - E. The first student who reaches the exit door should hold it open for the students
  - F. Students must, go to designated areas that are safe distances from the building. They must- not stand in a driveway or on any hard surface near the building.
  - G. No one shall be allowed to enter the building after the alarm has sounded.
  - H. Teachers are responsible for the students under their supervision. They shall take attendance and account for each of their students. Students who are unaccounted or shall be reported to the principal immediately. ..
  - I. The fire drill plan for evacuating the building must be posted in each classroom or learning center. If the normal evacuation route is blocked, an alternative route shall be used at the direction of the teacher.
5. Office personnel shall notify the Superintendent.
6. Students and staff will be allowed to return to the building at the direction of the principal and after the recommendation of the Fire Department.

## HOSTAGE SITUATIONS

- Verify that a hostage situation exists.
- Gather the facts/Evaluate the situation.
  - a) Who is being held hostage?
  - b) Where?
  - c) When?
  - d) Who is/are the intruder(s)?
  - e) How many?
  - f) What are their demands?
- Activate lockdown procedure.
- Isolate the immediate area to the best extent possible. Teachers/students in nearby vicinity move quickly and quietly to a pre-determined alternative location.
- Notify the police immediately, giving as much information as possible (number of intruders, types of demands being made). Police are in charge once they arrive.
- Notify the Superintendent or his designee as soon as possible regarding the situation.

## INTRUDER/SUSPICIOUS PERSON

**Definition:** An individual who does not receive permission from the school office to be on the school grounds or bus is an intruder.

**General Procedures:** Staff are to stop strangers who are not wearing a visitor's pass and inquire as to their business in the building. Contact the office to be sure the persons have registered there. All strangers should be provided with identification badges when they sign in at the office. Staff should not attempt to physically stop intruders or suspicious persons.

### Steps of action:

1. Staff should ask the intruder to report to the office. If the intruder refuses, the teacher should report this to the office and give a description of the intruder. The principal and another person should respond to the call.
2. If the intruder is hostile or threatening, the principal or his or her designee will contact the sheriff's office.

3. Use the code word(s) or statement over the intercom (or by other established means) to notify teachers and staff of unwanted intruders in the building. Teachers and staff shall lock their classroom doors immediately and keep students from the line of sight, closing curtains, if necessary. Make the announcement twice.
4. Notify the Superintendent's office.

### **Dangerous Situation**

If employees in a building observe a person exhibiting abusive or threatening behavior on the school campus, said personnel should notify the elementary school office, the secondary school office and Board of Education office immediately. Telephone the offices to alert the secretary with the code "*Dangerous situation.*" At the elementary building, the office personnel will lock the exterior door and call a "code red" to initiate a lockdown procedure. At the secondary building, the office personnel will lock the exterior door and notify the principal to assess the situation to determine if a lockdown procedure is warranted. At the Board of Education office the staff will notify the superintendent. After initial safety measures have been taken, return a telephone call for more detailed information to determine further actions.

### **INTRUDERS IN BUILDING (Unidentified/Uninvited and Refuses to Leave)**

Gather the facts/Evaluate the situation.

- a) Who are the intruders?
  - b) What do they want?
  - c) Where are they?
  - d) How many intruders are there?
- Initiate a lockdown procedure.
  - Isolate the immediate area to the best extent possible. Teachers/students in nearby vicinity move quickly and quietly to a pre-determined alternative location.
  - Assume intruder is armed and potentially dangerous.
  - Avoid verbal antagonistic statements or gestures.

- Notify the Superintendent.

See Appendix Items:

#### APPENDIX H - Tactics for Defusing Aggressive Behavior

**LIFE THREATENING INJURY TO STUDENT/STAFF (Heart attack, robbery in progress, major fires, and most injuries where a rescue squad is needed)**

- Verify that a situation exists.
- Determine what community resources are needed (i.e. medical, law enforcement, etc.)
- Notify in-house medical staff.
- Notify parents/guardians.
- Notify the Superintendent.
- Do not allow the media into the schools unless a press conference has been arranged. The media will be contacted and handled by the Superintendent. Direct all media to the Board Office.

See Appendix Items:

#### APPENDIX I - Helping Children Cope with Traumatic Events

**LEAKS, FUMES, ODORS**

- Follow fire drill procedures, if appropriate.
- Gather the facts/Evaluate the situation.
  - a) What fumes/odors are discerned?
  - b) Where are they coming from?
  - c) How is it effecting school operations?
  - d) What parts of the building are affected?

- Notify the Superintendent.
- Contact the appropriate agency (i.e. Buildings, Grounds, Facilities; Gas Company; Fire Department; Police Department, etc.) **Be able to advise them as to location of main shut-off valve upon arrival.**
- Under certain circumstances, it may be necessary to close school. The decision to close will be determined with the Superintendent. Students cannot go home unless their parents/guardians have approved their release. Principals should have a plan for housing students who cannot leave.
- The transportation department will be consulted before the decision to close is reached.

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| <b>MEDICAL EMERGENCY OR LIFE THREATENING CRISIS TO INDIVIDUAL(S)</b> |
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- Post the following emergency telephone numbers near the secretary's phone.

|                                 |                              |
|---------------------------------|------------------------------|
| Emergency                       | 911                          |
| Non-emergency Police            | 419.668.3311 or 419.663.6780 |
| Non-emergency Fire              | 419.668.3333                 |
| Non-emergency EMS               | 419.663.6790                 |
| Poison Control Center           | 1.800.222.1222               |
| Fisher Titus Medical Center     | 419.668.8101                 |
| Juvenile Court                  | 419.668.1616                 |
| Children's Services             | 419.663.5437                 |
| Emergency Management            | 419.663.5772                 |
| Norwalk Street Department       | 419.663.6715                 |
| Huron County Highway Department | 419.663.2073                 |
| Huron County Health Department  | 419.668.1652                 |
| Norwalk Safety Director         | 419.663.6700                 |
| Counseling & Recovery Center    | 419.663.3737                 |
| ADAM HS Board                   | 419.668.8649                 |
| Ohio Edison (Electric)          | 1.800.633.4766               |
| Columbia Gas (Natural Gas)      | 1.800.344.4077               |
| Verizon (Telephone Service)     | 1.800.483.1000               |
| Water                           | 419.663.6740                 |

- Have readily available the names of building staff who have completed paramedic training or other life-saving, life-sustaining training such as CPR.

**In the event of a medical emergency:**

**1. Call 911**

2. Use trained staff as needed for First Aid.
3. Phone the student's parent or guardian.
4. If a parent cannot be reached, phone the doctor listed on emergency card.

### **Suggestions:**

- Keep a copy of the trained personnel and Emergency Provider Information listed in this document. Update the list as needed.
- Post general procedures in the clinic.
- Make copies of all medical emergency cards for School Emergency Kit.
- Provide each teacher with information about any student in his or her classroom who might have special medical or physical needs.
- The **BCRT** will provide follow up services as needed.

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| <p style="text-align: center;"><b>RECOMMENDATIONS FOR THE HANDLING OF BLOOD<br/>AND BODY FLUIDS IN SCHOOLS</b></p> |
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Blood or other body fluids from any child or adult may harbor a number of organisms that are infectious to others. All schools shall follow the procedures listed below for the handling of spilled blood and body fluids to insure proper cleaning and disinfection:

1. Surfaces soiled with blood, urine, feces, vomit, etc., shall be thoroughly washed with soap and water and disinfected with a 10% solution of household bleach and water (1 part bleach to 9 parts water).
2. Personnel cleaning the spill shall wear latex or rubber gloves and wash their hands thoroughly after they have finished.
3. Disposable towels should be used whenever possible.
4. Mops shall be thoroughly rinsed in the disinfectant solution.
5. Use a zip lock baggie for disposal of infected materials.

For an injury that results in bleeding (like nosebleeds, menstrual accidents, etc.) the person assisting a student should wear latex or rubber gloves whenever possible. Direct contact with blood is potentially infectious, especially when there are breaks in the skin as is the case when a person has eczema or chapped skin. Proper hand washing (soap and running water for 15 seconds) significantly reduces the risk of infection from contact with all potentially infectious body fluids.

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| <p style="text-align: center;"><b>OFF CAMPUS EMERGENCY</b></p> |
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**Definition:** An emergency that takes place off school grounds while students are on school sponsored trips.

**Pre-Trip Planning:** Pre-trip planning is an essential element of trip preparation. The following steps must be completed prior to the off-campus trip.

1. The Field Trip Request form must be completed and approved.
2. A list must be available containing student names and bus/seat assignments.
3. The staff person responsible must have a list of student names, addresses, phone numbers, and other emergency information.
4. Each participant may wear a nametag, wristband, or some form of identification.
5. A document must be available from the transportation company showing itineraries, routes, and schedules the bus will use in traveling to and from the destination.
6. Copies of the emergency contact list must have telephone numbers (at home and at work) for the building principal, the Superintendent, and the Transportation Department.
7. Bus drivers should be trained in First Aid procedures.

### **Steps of Action**

**Definition:** Emergencies that take place off school grounds while students are at school sponsored activities.

### **Steps of Action:**

When an off-campus emergency occurs, school personnel shall take the following steps:

1. Assist in identifying the students who require first aid.
2. Contact emergency assistance by calling 911 and the Superintendent's office.
3. If necessary, stay with injured students and assign supervisor responsibility to appropriate personnel.
4. The principal or the designated BCRT member should notify parents or guardians as soon as possible.
5. The principal should follow proper media procedures.
6. The **BCRT** should meet to debrief and plan for the aftermath.

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| <b>POWER FAILURE</b> |
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- a) What parts of the building are affected?
- b) What impact is it having on school operation?
- c) Is it jeopardizing students' safety?
- d) What caused the outage?

- Notify the Superintendent. Superintendent will contact the media to release information concerning an early dismissal.
- Keep staff informed of situation and crisis response.
- If necessary, contact the police or fire department.
- Use a "non-electric" method to make announcements to staff.

**Notes:**

- The Superintendent will determine if the power outage will force the school to close. The Superintendent's office shall notify the transportation department if students are going to be sent home early.
- Students will only be permitted to go home with individuals authorized on the student's medical emergency form. Building principals should have a strategy for housing students who cannot leave.
- Gather the facts/Evaluate the situation.

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| <b>RAPE/SEXUAL ASSAULT</b> |
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In the event of a reported rape or sexual assault:

1. Phone 911 or the appropriate law enforcement agency.
2. Notify the building administrator.
3. Phone the parent.
4. Stay with the victim.

**Suggestions:**

- Communicate your concern to the student for his/her well-being.
- Immediately contact the counselor, psychologist or nurse.
- Advise the victim not to destroy any physical evidence. Do not wash the victim. Do not wash or clean articles touched by the perpetrator. Go to the hospital as soon as possible and

take the victim's clothing. The immediate reaction of the victim may be embarrassment, guilt, humiliation or shock.

- Allow the victim to vent feelings.
- Convey empathy and give support.
- Seek appropriate counseling services.

The **BCRT** should follow up. Other students may be aware that the rape has occurred and may need help dealing with it.

A teacher is legally obligated to report to the appropriate law enforcement agency if a student reports that a rape or "Date Rape" has occurred, even if it happened out of school.

### **RUMOR OF WEAPON**

If you hear someone is carrying a gun, address the situation immediately. **This is a top priority.** Personally bring the student to the office with a witness present. Search the individual, his/her property, and locker. Only same sex staff members may search students. The principal or his/her designee will search in the presence of the same sex witness. Do not allow the student back into class until he/she has been searched thoroughly.

Be sure to document the situation clearly and notify the police.

- Immediately address the crisis.
- Investigate thoroughly and always have a witness.
- Get permission to search for a weapon. Do not send the student back to class. Inform law enforcement officials if you find a weapon.
- Contact law enforcement officials if the student refuses your request for a search.
- If a gun is found, be sure it is made safe so no one is hurt.

Note: Teens who are afraid of bullies are usually the people who carry guns to school. Treat bullying as a serious issue and deal with the conflict effectively.

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| <b>WEAPON</b> |
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1. Call 911 and identify the location and description of the person in possession of the weapon. (If possible, school personnel will meet law enforcement officials at the school.)
2. Do not attempt to disarm the individual.
3. Notify the Superintendent's Office.
4. Relocate and/or evacuate students to a safe area, if deemed necessary. Initiate lockdown procedure.
5. Isolate or relocate the threatening individual if possible. All potential provocations should be minimized.
  - Keep the number of individuals directly in view to a minimum.
  - Refrain from talking to the individual any more than necessary.
  - Remain as calm as possible and do not argue with the individual.
6. If deemed necessary, call the **BCRT**.
7. Obtain witness statements.
8. Brief police upon their arrival and turn the situation over to them.
9. Debrief with the **BCRT to evaluate** and make plans for the aftermath.

**In the event a student is in possession of a weapon, and is actively threatening its use:**

1. Notify the building administrator. Identify the person suspected of possession of a weapon, or identify the place where the weapon was found. After assessing the situation, the building principal will contact law enforcement.
2. Do not unnecessarily alarm the individual.
3. The building administrators may conduct a search of those areas which can be inspected without student knowledge (locker, book bags, desk etc.).
5. If a weapon is found:

**Do not handle the weapon or leave** the site where the weapon was found.

- Escort the suspected individual to the office.
  - Follow normal disciplinary procedures.
  - Notify appropriate law enforcement agency.
  - Brief law enforcement officials when they arrive and turn the situation over to them.
  - Determine from the police who is to notify the parents.
6. Isolate the individual and note factors such as:
    - Individual's current emotional state (calm vs. agitated) and his or her potential to act dangerously if confronted.
    - Previous behavior and disciplinary records.
  7. If necessary, the individual should be asked to remove all items from his/her person or belongings. The individual should under no circumstances be strip-searched.
  8. Notify the Superintendent's office.
  9. The **BCRT** should assess the situation and determine follow up steps.

1. All bus accidents shall be reported by the driver to the superintendent. Any serious school bus accident shall be reported to the Board Office immediately.
2. The Board Office will get the facts from the driver, and then as necessary, notify the sheriff's office, the rescue squad, superintendent, the principal, and if warranted, contact the bus garage to dispatch a back-up bus.
3. The driver shall remain with the bus and pupils until they can be safely removed or until assistance arrives. The names of the students must be recorded before leaving the scene of the bus accident.
4. The superintendent or next appropriate administrator will decide if students will be returned to school to be picked up or taken home on a substitute bus.
5. The bus driver or official on the scene will immediately notify the building principal as to where any injured children have been taken, and the principal will immediately begin contacting the parents of these children.
6. All parents/guardians of the students involved will be notified (if possible) using available emergency telephone numbers.
7. Each bus driver will train 2-3 students as to how to use the bus radio, and designate the same students as the group to walk to find the nearest telephone if the radio is not functioning

## SEVERE WEATHER

### General Information

- Superintendent will initiate all school closing procedures.
- If school will be closed during the school day the principals will be called and told what time to expect the buses. Other agencies will be notified if students are going to be sent home.
- The Transportation Department will be consulted when the decision to close is reached.

### Tornado Warnings

- A tornado **WATCH** means weather conditions are right for a tornado.
- A tornado **WARNING** means a tornado has been sighted and confirmed in the area. **School officials should direct students to TAKE COVER IMMEDIATELY.**

If a tornado warning occurs during school hours, the building principal should:

- Use the planned tornado drill.
- Move students to interior corridors or basement shelter areas. If there isn't time, students can kneel with face down and hands locked at back of neck. They should kneel face down on the floor, under desks or in closets.
- Windows should be opened, if possible.
- Students should be kept away from windows and outside doors.
- Emergency radios should be turned on.

### Sheriff's Advisories

- ❖ **Level 1** means roads are hazardous with blowing and drifting snow or are ice-covered. Drivers are advised to proceed with caution and not to travel unless absolutely necessary.
- ❖ **Level 2** means roads are very hazardous due to drifting snow, ice or poor visibility. Only those who feel it is necessary to travel should be out on the roads. Those scheduled to work should contact their employers before leaving home.
- ❖ **Level 3** means roads are closed to all but emergency vehicles and road crews due to extremely hazardous conditions. No one should be driving unless there are extraordinary circumstances. Those scheduled to work should not be driving unless there are extraordinary circumstances. Those scheduled to work should contact their employers to see if they are expected to report to work. Those who venture out onto the roads may be arrested and summoned to court.

## **SEVERE WEATHER PLAN, continued**

Should weather conditions merit the implementation a “severe weather plan,” it will be announced on local radio and television stations. Participating stations include:

### Radio stations

- |                                   |           |                         |
|-----------------------------------|-----------|-------------------------|
| <input type="checkbox"/> Sandusky | WLEC/WCPZ | 1450 AM or 102.7 FM     |
| <input type="checkbox"/> Norwalk  | WLKR/WKFM | 1510 AM/95.3 FM/96.1 FM |

### Television

- ☐ Channel 3
- ☐ Channel 5
- ☐ Channel 7
- ☐ Channel 8
- ☐ Channel 43

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| <b>MORE ON TORNADO AND SEVERE THUNDERSTORM PROCEDURES</b> |
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1. Students shall be kept away from the west side of the building whenever possible. Under no circumstance shall students stay in any areas with large, open span ceilings such as those in gyms, auditoriums or cafeterias. Portable classrooms shall be cleared immediately and students shall be taken into the main school building.
2. During a tornado warning, a trained weather spotter, designated by the principal, shall be posted in an overall vantage point, which will allow him or her to observe the area. The observer shall notify the office immediately upon observing threatening weather. The office shall immediately call 911 to report this observation.

### Steps of Action for Severe Thunderstorms:

1. The principal shall notify all staff and students to stay in the school building during a severe thunderstorm.
2. Teachers and office staff shall close all windows and blinds.
3. Students and staff shall stay away from glass and windows during a violent storm.
4. If a severe thunderstorm strikes the school, all students and staff shall move to the inner hallway for protection from electrical hazards and flying debris. Everyone shall assume a kneeling facedown position with hands covering the head. This position should be maintained until an all clear is given by building administrator or Emergency personnel.
5. If necessary, call 911 and the Superintendent’s office.

6. In outside buildings, blinds shall be closed on windows. Office staff shall only use phones that are in inner offices away from glass and windows.
7. The Alert Monitor should be located within hearing distance of office staff.
8. In the event of a tornado sighting, the school staff will contact 911 and the Superintendent's office.

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| <b>STUDENT DEMONSTRATIONS</b> |
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- Gather the facts/Evaluate the situation.
  - a) Who is involved?
  - b) How many?
  - c) Where?
  - d) When?
  - e) What do they want?
  - t) Who is the group's leader?
- Call law enforcement.
- Notify the Superintendent.
- Direct all media to the Board Office.
- Remove all wastebaskets and other objects from restrooms, halls, and demonstration area.
- Notify the group that the administration will confer with the leader(s) but not until all other students return to class. Meet the leaders if students disperse and return to class.
- If students refuse to disperse, remind them of school rules and regulations.
- With other staff, try to identify as many participants as possible; notify parents/guardians of participants, asking them to come to school.
- Keep non-participating students away from the demonstration area.
- Implement disciplinary action for students refusing to cooperate.

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| <b>SUICIDE: THREATS, STATEMENTS AND ATTEMPTS</b> |
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Any suicide threat, gesture or statement must **never be treated lightly**. Each building will designate members responsible for dealing with suicide issues. It is the responsibility of all staff in each building to immediately follow these procedures.

A suicide attempt, resulting in physical injury is to be treated first as a medical emergency.

- Report the suicidal threat, gesture, etc., to the guidance department providing available information regarding the student and incident. A guidance counselor will report to the building principal.
- The guidance counselor will interview the student as soon as possible following the report.
- A preliminary determination should be made to discern if outside help is needed immediately. The guidance counselor will advise parents/guardians of the situation and make suggestions regarding available community agencies to obtain help. Since suicide is a life-threatening situation, issues of confidentiality must be set aside.

The guidance team will meet to review strategies for effectively implementing their role in regard to suicide.

See Appendix Items:

Appendix J - Warning Signs of Suicide

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| <b>VIOLENT OR POTENTIALLY VIOLENT SITUATIONS</b> |
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- The staff member should contact the office immediately. The principal and another person will respond. The sheriff or local police should be notified while the principal and another person reports to the area to try to defuse the situation.
- Assume the individual is armed and potentially dangerous.
- Avoid antagonistic statements or gesture.
- Request the individual return to the office with the principal.
- Attempt to isolate the area of confrontation away from student body.
- Notify the Superintendent.

## WATER FAILURE

Gather the facts/Evaluate the situation with the maintenance department, the cafeteria supervisor, and the athletic director.

- a. When will it be restored?
- b. What parts of the building are affected?
- c. What impact is it having on school operations?
- d. Is it jeopardizing student safety?
- e. What caused the disruption?

- Notify the Superintendent.
- The maintenance department shall contact the fire department as a preventive safety measure.

### **Notes:**

Occasionally, water service is interrupted. The principal should have a plan that can provide a stop gap measure until the situation can fully be assessed. Emergency plans should include a strategy for lunch periods.

The decision to close school will be determined by the Superintendent. Principals should have a plan to house students who cannot leave early.

The Superintendent's Office shall notify the transportation department if students are going to be sent home.