

**Southern Local Schools**



**2022-2023**

**Faculty and Staff Handbook**

## **SCHOOL ADMINISTRATION**

Mr. Rich Wright, High School Principal ext. 4014

Mr. Jess Krulik, High School Assistant Principal ext. 4012

Mrs. Emily Brinker, Elementary Principal ext. 4020

Mrs. Nicole Beadnell, Elementary Assistant Principal ext. 4021

Mrs. Laura Krulik, Director of Special Services ext. 4023

## **SCHOOL COUNSELORS**

Miss Alannah Kutan, High School ext.4013

Miss Kenadee Pezzano, Jr. High School ext. 4010

Mr. Larry Rudloff, Elementary ext. 4019

## **SCHOOL NURSE**

Mrs. Heidi McIntosh ext. 4016

## **SUPPORT STAFF**

Mrs. Pat Thomas, High School Secretary ext. 4000

Mrs. Amie Forbes, High School Secretary ext. 4001

Mrs. Sandy Lewis, Elementary Secretary ext. 4017

Mrs. Patty Gruszecki, Elementary Secretary ext. 4018

Mr. Jeff Haugh, School Resource Officer ext. 4011

Increasingly, we find our tasks as faculty members, administrators and staff more complicated as new concerns arise in our profession. It is important that we be aware of the expectations and responsibilities of our individual assignments. This handbook will serve as a useful guide throughout the school year as you organize your particular assignment and should be consulted frequently.

## **Southern Local High School**

### **Mission Statement**

"Southern Local Jr. Sr. High will be a safe place of excellence, where all students are connected and striving to reach their full potential."

### **Vision Statement**

"Creating Confident Communicators and Problem Solvers to serve as productive members of society"

---

## **Southern Local Elementary**

### **Mission Statement**

"Southern Local Elementary will be a safe place of excellence, where all students are connected and striving to reach their full potential."

### **Vision Statement**

"Creating Confident Communicators and Problem Solvers to serve as productive members of Society."

## **CONFIDENTIALITY**

As educators, we are responsible for a great deal of personal information about our students and parents. It is paramount that we maintain strict confidentiality in regards to student behavior, academic performance, and any other information deemed personal in nature. Discussion of confidential information in areas where others could hear these conversations or with individuals who have no need-to-know information is strictly prohibited.

## COMMUNICATION

Past experience has indicated that a key element contributing to parental satisfaction with our school is regular communication from teachers. Based on this understanding, weekly communication from teachers to parents continues to provide positive experiences of school to parents.

**All teachers must maintain a communication log of parent/guardian contacts. This will be reviewed during the final summative evaluation.**

Communication standards ask teachers to: - promote student success to parents - contact parents the same day if a student experiences an academic or behavior issue in the classroom that could negatively affect their child –

**Return phone calls or respond to letters and emails within 24 hours of receipt**

We are asking that all of us commit to at least one positive communication with parents once a week. These may take the form of notes, home visits, phone calls, chance meetings with parents in the community, or any other method which is effective for us as individual educators.

We need to present unpleasant news to parents about their children. If we have built a foundation of trust through positive communications, these communications of a less pleasant nature will be less stressful for parents and teachers alike.

\*We ask that teachers make every effort to find the best way to communicate with each parent, whether it be by note, phone, email or in person. Please verbally ask parents which method ensures the best communication with them at your first meeting.

## FACULTY MEMBER RESPONSIBILITIES

1. Develop a challenging, informative and constructive instructional plan in assigned subject areas which is in accordance with the school philosophy and objectives.
2. Follow division curriculum guides and pacing maps.
3. Adequately prepare students for assessments.
4. Differentiate instruction to meet the varied learning styles and needs of all students.
5. Create a well-disciplined atmosphere within the classroom at all times.
6. Care for equipment and supplies in his/her classroom.
7. Responsible for a careful and meaningful evaluation of pupil progress.

8. Coordinate the instructional program as it relates to the philosophy of the school and total educational program.
9. Maintain attendance procedures for all classes.
10. Remind each student about proper care of textbooks.
11. Cooperate willingly when performing special and routine duties of supervision as assigned by the administration.
12. Exhibit good habits of being on time for all classes and duties
13. Develop and maintain a strong professional attitude and standard of conduct which will earn the respect of the pupils and the community
14. Attend departmental and faculty meetings unless excused by the Principal.
15. Supervise students. If an employee in charge must leave the work area, provisions must be made to have another employee cover the supervision of students.
16. Supervise students during transition times.

## **GENERAL STAFF INFORMATION**

### **Elementary Schedule**

\*8:40-3:30 Students will be released to homerooms immediately at 8:45. Please be in your homeroom before 8:45. We will dismiss car riders at 3:10 and start loading buses at 3:15.

### **High School Schedule**

\*Teacher workday begins at 7:25AM and ends at 2:25PM.

## **TEACHER ABSENCES**

**Please be sure to report your absence in a timely manner when possible so that we can secure a substitute.**

**\*Please call Pat Thomas cell: 330-341-2178 by 6:00AM for the High School and 7:00AM for Elementary in case of an emergency sick leave. If you know the night before please contact her.**

\*Personal leave needs to be approved 3 days prior to the day requested for leave.

\*All sick leave must be put into Kiosk within 48 hours of your absence.

\*Be sure your **LESSON PLANS** and **CURRENT SEATING CHARTS (Elementary)** and **ACTIVE ROSTERS (High School)** are available in the main office with the secretaries or in classrooms. Please also update the plans quarterly. Plans must be explicit enough for a substitute teacher to be able to conduct classes. Detailed instructions for duty period, classroom norms and expectations should be included.

\*We also know that unexpected absences occur for a variety of reasons. **PLEASE HAVE THREE (3) DAYS OF EMERGENCY PLANS** in your substitute folder whether that needs shared with secretaries or in your classrooms.

### **ACCIDENT REPORTS**

\*When an accident occurs under your supervision and involves personal injury to you or a student, an accident report must be filled out and filed in the Main Office as soon as possible.

\*Be as **specific as possible** in describing what happened and include time and date. Accident report forms for both staff and students are available in the Main Office.

---

## **SAFETY DRILL AND THREAT PROCEDURES**

### **BOMB THREAT PROCEDURES**

There are usually two reasonable explanations for a caller reporting that a bomb is to go off in school:

1. First case, the caller has definite knowledge or believes that an explosive or incendiary device has been or will be placed and wants to minimize personal injury or property damage.
2. Second case, the caller wants to create an atmosphere of anxiety and panic, which will in turn, possibly result in a disruption of the normal activities of the school where the device is reportedly located.

**Should a bomb threat be called into the school the following procedures will go in effect:**

- Keep the caller on the line as long as possible
- Ask the caller to repeat the message, and do your best to record every word spoken by suspect
- Ask the location of the bomb and time of detonation

- Ask the person for his/her address
  - PAY PARTICULAR ATTENTION TO:
    - Peculiar background noises like: motors running, music, or other noises which may help in determining location/origin of call
    - Listen closely to the voice: male/female, accents, speech impediments, etc.

**After a caller hangs up:**

1. Report the threat to administration and law enforcement (if applicable) immediately.
2. Person reporting threat should REMAIN AVAILABLE
3. Principal will notify the central office and other building administration.
4. **INFORMATION IS CONFIDENTIAL AND SHOULD BE HANDLED AS SUCH.**
5. The Building Administration will initiate LOCKDOWN.

## **BOMB THREAT GUIDELINES**

The Alert Code: The following announcement will be made on the PA system. (**Staff, please close all doors for a security sweep.**)

1. The Inspection Procedure: Look for a package, bag, or other items that just **"does not belong"**. There is no standard size or shape for such a bomb package. If something suspicious is spotted, REPORT THE FINDING TO THE OFFICE AT ONCE!!
2. **Teachers in class assignments:** Check around the waste baskets, shelving, unlocked cabinets, the teacher's desk, and other areas accessible to students or outsiders.
3. **Teachers on conference period:** Report immediately to the area of the building
4. where you have homeroom responsibility. Check restrooms, exterior door areas, unlocked student lockers and rooms in your area not in use at that time.
5. **Custodial Personnel:** Check all "Custodian" areas including the power plant. Check around the outside of the building, especially around the doorways and sheltered or concealed areas.
6. **Food Service Personnel:** Check the kitchen and the serving and storage areas.
7. **Educational Assistants:** Check any work area to which you are assigned.
8. If you're not assigned to a particular area, you are to assist teachers in checking restrooms.
9. **Other Personnel:** (Secretaries, Counselors, Admins) Check your office and other areas.

## **FIRE DRILLS**

### **ELEMENTARY and HIGH SCHOOL**

\*Please follow the map and route as displayed in each classroom.

\*Please remind students of the route on a regular basis.

\*Please include a copy of the route and map in your substitute folder.

## TORNADO DRILL INSTRUCTIONS

### ELEMENTARY

1. Teachers are to supervise the movement of their classes to their assigned areas and crouch down facing the wall assignments below. Students should cover their heads with their hands.
2. Students in the **CAFETERIA** will move to the hall and take safety positions against the wall.
3. **GYM CLASSES** are to use the locker rooms during the drill.
4. **ROOMS A104 through A127** will have students take safety positions outside of your classroom on the same side.
5. **ROOMS B102 through B111** will have students take safety positions outside of your classroom on the same side.
6. **OFFICE AREA PERSONNEL** will take safety positions behind the office counter.
7. **ROOMS C131 through C142** will have students take safety positions outside in front of their lockers.
8. **KITCHEN STAFF** will enter the kitchen area restroom.

### HIGH SCHOOL

1. Teachers are to supervise the movement of their classes to their assigned areas and crouch down facing the wall and/or lockers. Students should cover the back of their heads with hands
2. Students in the **CAFETERIA** need to move to the nearest hallway.
3. **GYM CLASSES** will also need to move to the nearest available hallway.
4. **ROOMS D126 to D131** will use hallways outside their classrooms. Students should fill the far east end of the hall first (near fire doors outside D128 & D131). Fill RR space if needed.
5. **ROOMS E119 to E124** will use the hallways outside their classrooms. Students should drop and cover in front of the lockers across the hall opposite their room.
6. High School Office Area personnel(including D114) will report to the hallway corridor area by the media center E122.
7. **ROOMS E131 to E142** will use hallways outside their classrooms. Students should fill the far east of the hall first (near fire doors outside E135 & E142). Fill RR space if needed.
8. **ROOMS F103 to F114** will use the hallway outside their classrooms. Students should fill the far east end of the hall first.



9. **ROOMS F116 to F118** will exit their classrooms and make a right turn and report to the hallway near rooms F107-F114.
10. **ROOMS F126 to F131** will use the hallway outside their classrooms. Students should fill the far east end of the hall first.
11. **KITCHEN STAFF** will enter the kitchen area restroom.

### **ELEMENTARY**

\*Always have red/green folders updated and in your possession during any drill.

\*Always remain positive and maintain progress in a timely manner.

\*Please take any mental notes of any issues/concerns and email them afterwards.

### **LOCKDOWN PROCEDURES**

The lock-down procedure will be two-part.

#### **Soft lock-down:**

1. Office personnel will announce over the intercom that this is a soft lock-down.
2. Doors are to be locked immediately and all students will be kept in the classroom.
3. Classes will continue as normal.
4. Restroom breaks if needed will be facilitated by office workers escorting students.

#### **Hard lock-down:**

1. Office personnel will announce over the intercom that this is a hard lock-down. The hard lock-down will only be used when there is an active threat on campus.
2. Any students in the hallways should be pulled into the nearest class and the proper teacher notified that the student is in your room.
3. Lock the room down and close the blinds. Turn off the lights and keep students away from doors and windows.
4. Don't panic and explain to the students that you are sitting this out until the office tells you it is safe to continue your regular routine.
5. If students are in the cafeteria, have them go across the hall into the gym and enter the girls' locker room.
6. If students are in the gym, have them go to the boys' locker room.
7. Contact the office if you are missing any students.
8. Police and Administration will be sweeping the halls.
9. When the lock-down is over you will get a signal from the PA system that it is safe to resume your activities.

## **ON-SITE EVACUATION**

1. Please exit the building in a timely, purposeful manner by utilizing the doors closest to your classroom.
2. All students/staff must convene at the Wrestling Building-lower grades sit closest to doors to exit first incase of Off-Site Evacuation.
3. Please report any attendance issues to the assigned staff in your hallway. **(P-K- Mrs. Davis) (1-2 Mrs. Clapsadle) (3-5 Mr. Reese)**
4. Make sure students are seated and behavior is appropriate. Please listen for further instructions.

## **OFF-SITE EVACUATION**

1. Students/staff will exit the building using both doors beginning with PreK-1.
2. Fill buses as tight as possible. Not all buses will be arriving at once, so be ready when the next round comes, and load students.
3. Staff must remain with their classes. If your classroom is broken up, please reconvene at the Bus Garage.
4. Once at the Bus Garage, please stay in the area. Attendance must be taken again and reported to your assigned staff. Do not allow students to wander.
5. Once buses arrive to return back, we will load beginning with 5th grade and so forth.
6. When returning back, please keep all the students that were with you when we began the drill.
7. We will switch and adjust classes when everyone has returned safely!!!

## **HIGH SCHOOL**

\*Always have red/green folders updated and in your possession during any drill.

\*Always remain positive and maintain progress in a timely manner.

\*Please take any mental notes of any issues/concerns and email them afterwards.

## **LOCKDOWN PROCEDURES**

The lock-down procedure will be two-part.

### **Soft Lock-down**

1. Office personnel will announce over the intercom that this is a soft lock-down.
2. Doors are to be locked immediately and all students will be kept in the classroom.
3. Classes will continue as normal.
4. Restroom breaks if needed will be facilitated by office workers escorting students.

### **Hard lock-down:**

1. Office personnel will announce over the intercom that this is a hard lock-down. The hard lock-down will only be used when there is an active threat on campus.
2. Any students in the hallways should be pulled into the nearest class and the proper teacher notified that the student is in your room.
3. Lock the room down and close the blinds. Turn off the lights and keep students away from doors and windows.
4. Don't panic and explain to the students that you are sitting this out until the office tells you it is safe to continue your regular routine.
5. If students are in the cafeteria, have them go across the hall into the gym and enter the girls' locker room.
6. If students are in the gym, have them go to the boys' locker room.
7. Contact the office if you are missing any students.
8. Police and Administration will be sweeping the halls.
9. When the lock-down is over you will get a signal from the PA system that it is safe to resume your activities.

### **ON-SITE EVACUATION**

1. Please exit the building in a timely and purposeful manner by utilizing the doors closest to your classroom. Preferably, utilizing a side and/or rear exit.
2. All junior high and high school students must convene on the home side of the football stadium. 6<sup>th</sup> graders will sit closest to the school, then 7<sup>th</sup> and so on. Elementary students will meet in the Wrestling Room.
3. Assigned hallway staff will report attendance from each hallway to building administration at the high school. **6-8 Mr. Walters and Mr. Whittaker 9-12 Mr. Vulgamore, Mr. Malone, Mr. Exline**
4. Please ensure that all students are seated and behavior is appropriate. It does not need to be silent, but staff/students do need to be able to hear directions.

### **OFF- SITE EVACUATION**

1. Students/staff will exit the building using the closest available doors.
2. Fill buses as tight as possible. Not all buses will be arriving at once, so be ready when the next round comes, and load students.
3. Staff must remain with their classes. If your classroom is broken up, please reconvene at Highlandtown Lake.
4. Once at the Lake attendance must be taken again and reported to building administration. Do not allow students to wander.
5. Once buses arrive to return back, begin loading.
6. When returning back, please keep all the students that were with you when we began the drill.

7. We will switch and adjust classes when everyone has returned safely!!!

---

### **TEACHER BASED TEAM MEETINGS**

\*TBT's will meet throughout the school year. Meeting dates will be provided at the beginning of each school year. TBT's will be during plan periods. The purposes of TBT are as follows:

1. To participate in shared decision making.
2. To work continuously to strengthen teaching and learning for all students through collaborative planning based on the interpretation of formative assessment data.

### **CLASS COVERAGE/SUPERVISION**

\*Should a teacher be absent from a class and a substitute teacher is unavailable, there is still the necessity that the teacher's class is covered. A teacher may be asked to cover those classes with the current rate of pay for coverage during his/her planning period. A list will be generated in order of class coverage. Each time you cover for another teacher, please complete a form (located in the main office) and turn into the main office secretary. You will receive payment on the next payroll time period.

### **PARENT-TEACHER CONFERENCES**

\*It is important for teachers to have an open line of communication with parents/caregivers. Conferences happen twice a year and parents/caregivers are notified prior to conferences if a conference is needed. If the teacher desires an administrator to be a part of the conference he/she should let the principal or assistant principal know so that it can be arranged at a time compatible for all involved.

### **CUSTODIAL PROCEDURES**

\*Notify the office if a custodian is needed. Any routine request for custodial service should be made on a request in the FMX Calendar. If there is an emergency situation, a custodian will address the problem immediately.

<https://southernlocalsd.gofmx.com/calendar>

### **BUILDING USAGE FORMS**

\*All groups must notify the principal of any room use before school and after. No permit is necessary if it is a **school activity** and the teacher, sponsor, or coach must be **present**.

\*All activities after 7:00 p.m. and on weekends must have a building usage form (located in main offices). All use of the building must be cleared through the principal. No group may

meet without the staff member/permit holder present. Student activities require the presence of a staff member, teacher, or coach.

## **DISCIPLINE REFERRALS**

**Any disciplinary action that takes place at any time throughout the day, you as the teacher or staff member MUST call home first. Administrators should not be the first call unless the disciplinary action is an emergency situation (physical threat/harm to others).**

### **Elementary**

\*All referrals need to be submitted to administration via paper. Anytime before a student is sent to the office, **YOU MUST CALL THE OFFICE** and inform staff. **NO STUDENT WILL BE SENT TO THE OFFICE WITHOUT OFFICE STAFF KNOWING** the situation.

### **High School**

\*\*All referrals need to be submitted to administration via paper. **YOU MUST CALL THE OFFICE** and speak with the Principal or Asst. Principal prior to sending a student to the office.

## **EMAILS**

\*E-mail is an important communication tool utilized in this district for all students and staff. If you are in need of assistance with any technology, please see Ms. Hiller.

\*In addition, we provide teachers' school email addresses to parents on our website. This is another way that you can maintain communications with parents. Please update your information.

## **FIELD TRIPS/PROGRAMS GUIDELINES**

\*Programs that provide educational opportunities and experiences away from school can be a meaningful tool. It can enhance a well-rounded educational program. However, the importance of the continuity of classroom instruction **cannot be minimized**. The following procedures are designed to allow students to benefit optimally from both out-of-class and in-class experiences.

1. All staff members must process their own field trips 4 weeks ahead of time. Field trips that require purchase orders with transportation must go through Mr. Marra and the building administrator.
2. You must turn in your paperwork to your building administrator to approve 3- 4 weeks ahead of time.

3. Once approved, you will be notified.
4. After approval, a list of students attending must submit to Ms. Heidi to prepare Emergency Medical Cards.
5. No later than 72 hrs prior to the field trip a list of students attending must be submitted to the building administrator, nurse, and office secretary.

### **FUNDRAISING GUIDELINES**

\*Any teacher, staff member, student, or outside individual representing a legitimate school or community group, and desiring to have a fund-raising activity involving the school must have proper authorization from the building principal.

\*The position or philosophy of this administration regarding fundraising is as follows: It is recognized there is an ever-increasing need for fund raising for the support of school related projects. It must be understood that there needs to be limits on such activities. An overabundance of fund raising activity creates a potentially disruptive influence in the total operation of the school day.

\*When considering a fund-raiser, individuals must recognize the administration's position as to which kinds of purposes constitute legitimate priorities. For instance, authorization would more likely be given for an activity which represents a club or group that needs additional funds to maintain what is considered to be an integral part of the total school program than to a group that desires funds for a social function or trip of some kind. For those groups considering fundraisers, it is recommended that sponsors make a concerted effort to diversify the sale items.

### **GRADES**

#### **K-2 Standards Based (Point System)**

<b>4</b>	<b>Exceeding Standard</b>
<b>3</b>	<b>Meeting Standard</b>
<b>2</b>	<b>Approaching Standard</b>
<b>1</b>	<b>Below Standard</b>

### 3-12 Grading Scale

<b>90%-100%</b>	<b>A</b>
<b>80%-89%</b>	<b>B</b>
<b>70%-79%</b>	<b>C</b>
<b>60%-69%</b>	<b>D</b>
<b>59%-below</b>	<b>F</b>

### NINE WEEK REPORTING TERMS

\*Schedule of reporting terms will be sent out at a later date.

### BENCHMARK REPORT TERMS

#### Map Growth

<b>Fall 2022</b>	<b>August 8-October 3</b>
<b>Winter 2022</b>	<b>January 2-February 1</b>
<b>Spring 2023</b>	<b>May 1-May 31</b>
<b>Summer 2023</b>	<b>June 1-July 31</b>

### LESSON PLANS

\*Clearly, teachers are required to prepare written lesson plans prior to teaching. No requirement or recommendation is made, however, regarding specific components or format for lesson plans. School district personnel make these decisions. During teacher evaluations, lesson plans are discussed to ascertain their relationship to courses of study.

\*Through cooperative efforts of administrators and teachers, strategies can be developed and implemented to assure that lesson plans are well developed and reflect courses of study. Using checklists of subject objectives, correlating textbooks with courses of study, providing in-service on lesson planning, and reviewing teachers' lesson plans periodically are some techniques that have been used successfully by districts.

## **LOST AND FOUND**

\*Lost and found articles should be sent or brought to the Main Office. Books will be returned to the teacher if the student's name does not appear inside the cover.

## **STAFF MAILBOXES**

\*Teachers are not to send students to their mailboxes. **PLEASE CHECK YOUR MAILBOX AT LEAST TWICE A DAY.**

## **STAFF KEYS/CARDS**

\*Teachers are responsible for all keys/key cards issued to them. They are not to be given to students for any period of time.

## **STAFF CLASSROOM PHONES**

\*Telephones are available for faculty/staff use in all offices, classrooms and the work rooms/lounges. Telephones are not for student use.

## **FACILITIES DURING THE SCHOOL DAY**

\*If the gymnasium or conference room is needed throughout the day please make sure to check with building principals beforehand.

\*All activities must be cleared through the principal's office.

## **WORK ROOM/LOUNGES/RESTROOMS**

\*These areas are marked in each designated area. No students are allowed to enter or use any of these areas.

\*Please help to keep these areas organized and clean.