

# FACULTY AND STAFF HANDBOOK

Cultivating the BEST in personal growth and  
achievement

2020-2021 School Year

*Jordan-Elbridge  
High School*

## **Mission**

To cultivate the BEST in personal growth and achievement

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## **Vision**

Providing the BEST in educational opportunities by...

- Sustaining a culture that supports the intellectual and developmental needs of all
  - Being committed to excellence in education and exceeding expectations
  - Building a safe, dynamic learning environment where all are valued and respected
  - Expanding our home-school-community partnerships
  - Operating in a fiscally responsible manner
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## **Values**

**JE EAGLES are...**

**J***ust and caring*

**E***xcellent in all that they do*

**E***thical in their behaviors*

**A***ccepting of all*

**G***lobal thinkers*

**L***earners first*

**E***xaminers of why and how*

**S***elfless*

## ADMINISTRATIVE DUTIES

### Mr. Schermerhorn Principal

AIS Services  
Alternative Programs  
Announcements  
BEDS Coordinator  
BIT/CSE  
BOCES Programs  
Building and Grounds  
Building Calendar  
Counseling Staff  
Co-Curricular Advisors  
Curriculum  
English Education  
ESL Education  
Forms and Printing  
Freshman Orientation  
Grade Nine Students  
Grade Twelve Students  
Graduation  
Honor Roll/ Merit Roll  
Library/Media Center  
Maintenance  
Master Schedule  
Math Education  
Non-Tenured Teachers  
Plan with Pride  
Public Relations  
Report Cards  
Requisitions and Budget  
Room Utilization  
Secretarial Staff  
Social Studies Education  
Staff Attendance  
State Test Ordering  
Student Records  
Student Teachers  
Students of the Month  
Substitute Teachers  
Teacher Aides  
Teaching Assistants  
Team Leaders  
Technology Education  
Test Organizing



### Mr. Stadtmiller Director of Health, PE and Athletics

Arts in Education  
Assembly Selection  
Assembly Set-up  
Athletic Programs  
Building Use  
Chaperone Assignments  
Character Education  
Curriculum  
DASA Coordinator  
Detention  
Eagle Mod  
Facilities Management  
Family Court/P.I.N.S.  
Field Trip Coordinator  
Field Utilization  
Fire Drills  
Food Service  
Grade Ten Students  
Grade Eleven Students  
Health and Wellness  
Health Office Staff  
In-School Suspension  
Late Detention  
LOTE Education  
Lunchrooms  
Mental Health  
Music Education  
Physical Education  
Proctor Testing Schedule  
Publicity  
Requisitions and Budget  
Scholastic Eligibility  
Science Education  
Student Attendance  
Testing Schedule  
Textbooks  
Transportation

## High School Staff

Tamar Adolf	Secretary	1002	Emily Rumpf	219	1219
Leslie Ahern	GYM	1026	Robert Schemerhorn	210	1210
Ben Alexander	230	1230	Mark Schermerhorn	Principal	1001
Dallas Aronson	204	1204	William Schlegel	218	1218
Dan Avery	164	1164	Heidi Seibert	162	1162
Dan Bondgren	108	1108	Tim Siddall	SRO	1006
Theresa Bondgren	201	1201	Serina Simmons	Secretary	1005
Travis Bruneau	121	1121	Sharyl Smith	Secretary	1012
Rich Cardinale	200	1200	Laurie Spencer	Counselor	101
Heather Clark	Nurse	1010	Jamie Susino	Counselor	1015
Denise Deapo	160	1160	Daniel Stadtmiller	AD	1007
Ashley DeFelice	227	1227	Bill Vita	Cafeteria	5700
Katie DeLorenzo	203	1203	Meg Voit	202	1202
Rebecca DeMario	Trainer	5005	Elisabeth Woodford	120	1120
Katie Eldridge	116	1116	Wood Shop	123	1123
Linda Falk	114	1114	Study Hall	104	1104
Tammy Gilbert	165	1165	Main Office Conference	100A	
Tommy Honors	GYM	1027	Guidance Conference	103	1103
Emma Hood	221	1221	Library Computer Lab	166	1166
Karen Hourigan	118	1118	Computer Lab 1 <sup>st</sup> floor	163	1163
Lori Jewsbury	228	1228	Computer Lab	161	1161
Katherine Knowlton	208	1208	Computer Lab 2 <sup>nd</sup> floor	216	1216
Jason Kufs	222	1222	ISS/Odysseyware	127	1127
Kim MacDonald	Counselor	1016	Kitchen Staff	133	1133
Jennifer Martin	Library	1021	Staff Lounge	134	1134
James McCandless	220	1220	Tech Help Desk		5222
Steve Miller	217	1217	Fitness Center	136	1136
Abbey Morgans	Psych	1018	Testing Center	226	1226
Zach Moser	159	1159	Testing Center	224	1224
Trisha St.Germain	229	1229	LGI	124	1124
Windsor Price	105	1105	Transportation		5601
Kalon Riehle	117	1117			

## **DISTRICT PHONE NUMBERS AND ADMINISTRATION**

<b>DISTRICT OFFICES</b>	689-8500	8:00 A.M.-4:30 P.M.
James Froio, Superintendent	X-5001	
Bernadette Fall, Secretary	X-5002	
Donna Snyder, Administrative Assistant	X-5010	
Amy Lewis, Personnel	X-5102	
RJ Hartwell, Central Treasurer	X-5113	
Cathy Hardman, Accounts Payable	X-5115	
Janice Schue, Asst. Superintendent	X-5040	
Colleen Frawley, Director of Special Ed.	X-5042	
Dena Kantak, Secretary	X-5041	
<b>HIGH SCHOOL OFFICE</b>	689-8510	7:15 A.M.-3:45 P.M.
Mark Schermerhorn, Principal	X-1001	
Tamar Adolf, Main Office Secretary	X-1002	
Daniel Stadtmiller, AD	X-1007	
Serina Simmons, Athletics Secretary	X-1005	
<b>HIGH SCHOOL GUIDANCE OFFICE</b>	689-8510	7:30 A.M.-3:45 P.M.
Jamie Susino, Counselor	X-1015	
Laurie Spencer, Counselor	X-1014	
Kim MacDonald, Counselor	X-1016	
Sharyl Smith, Guidance Secretary	X-1012	
<b>MIDDLE SCHOOL OFFICE</b>	689-8520	7:30 A.M.-3:45 P.M.
David Shafer, Principal	X-2001	
Lori Eggleston, Secretary	X-2002	
Meghan Fedigan, Guidance Counselor	X-2012	
<b>ELBRIDGE ELEMENTARY</b>	689-8530	8:30 A.M.-4:00 P.M.
Brooke Bastian, Principal	X-4001	
Peggy Bennink, Secretary	X-4003	
Shelly Westcott, Secretary/Registrar	X-4002	
<b>DISTRICT CAFETERIA MANAGER</b>		
Mr. Bill Vita	X-5701	
<b>TRANSPORTATION DEPARTMENT</b>	689-8550	8:00 A.M.-4:30 P.M.
Diane Miano, Transportation Director	X-5601	
Wendy Burgess, Administrative Assist.	X-5602	

# **COVID -19 Policies and Procedures**

## **Capacity**

The cafeteria, library, dance studio, and large group instruction room will be used as classrooms. The auditorium will be reserved for study halls, chorus and band ensembles. The faculty room will be closed except for restroom use and to store and retrieve lunches.

Staff will use the faculty, main office and guidance office restrooms. An occupied/unoccupied sign will be posted on the outside of each door. These restrooms will be cleaned and disinfected on an hourly basis throughout the day.

## **PPE**

The district will provide staff with gloves and a variety of PPE including:

- N-95 respirators
- Face masks
- Face shields
- Gloves
- Paper gowns
- Goggles
- Hand Sanitizer
- Disinfecting wipes

Staff members may elect to wear their respirator or another acceptable face covering. The district defines an acceptable face covering as a cloth or surgical mask that covers both the mouth and nose.

All staff members will be asked to wear their acceptable face covering when entering the building, exiting the building, in a common area, and whenever they are within six feet of a student, other employee, or parent visitor.

Families will be asked to provide their child with an acceptable face covering and the district will have a supply of face masks on hand to distribute as needed. Students will be asked to wear their face covering prior to boarding the bus, while on the bus, while disembarking from the bus, when entering and exiting the building, when in common areas, and whenever they are within six feet of an adult or other student.

The district will provide information to students and staff on the proper use, removal, and care of their PPE. The district will train all staff and students on proper hand and respiratory hygiene and post said information on the website for parents and the greater school community to access.

## **Faculty Schedule**

The schedule for the core and special area teachers is comprised of the following elements:

- 40 minute prep
- 30 minute lunch with students
- If a staff member would like a duty free lunch, their planning period would turn into their lunch and their planning period would be at the end of the work day.
- Staff members teaching 7 mods will not have a duty period
- Staff members teaching 6 mods will have one duty period
- AM homeroom time during mod 1

## **Student Schedule**

The student schedule is comprised of the following elements:

- AM homeroom mod 1
- Breaks will consist of lunch and study hall
- Lunch
- 4 core classes
- Special area classes as scheduling permits

## **Social Distancing**

Social distancing markers inclusive of signs and tape will denote six feet spacing and arrows will indicate a one-way flow of traffic. In classrooms, the student seating will be desks, all facing in the same direction, with space for an instructional teaching station in the front. A staggered bell schedule will be used to separate cohorts during passing time.

## **Student Supplies**

Students are to provide their own basic school supplies. In lieu of a locker, students will be allowed to bring a backpack to carry their lunch (if applicable) and store their outerwear and personal belongings.

## **1:1 Deployment**

Homeroom teachers will receive a class set of Chromebooks to inventory and distribute to students. Teachers will continue to utilize Google Classroom as their primary instructional platform. In September, teachers will present students with lessons about the use of Google Classroom and other program and apps that students will be asked to navigate.

## **Health Office and Isolation Zone**

The school nurse will dispense all medications in the health office according to a staggered schedule. Room 110 will serve as the isolation zone and be supervised by Rebecca DeMario, the district's athletic trainer.

In the event that a student becomes symptomatic, staff are to follow the procedures below:

1. Send the student to the isolation zone.
2. Call the isolation zone and make personnel aware that the student is en route.
3. Call the health office and inform the nurse that a symptomatic student is en route to the isolation zone.
4. Call the main office and alert personnel to the situation.

Upon receiving such a call, the main office will dispatch a staff member to cover the health office and Rebecca will contact the symptomatic student's parents and facilitate pick-up arrangements.

The nurse will report to the classroom or area in which the student first reported being symptomatic. The nurse will proceed to re-screen all parties, send those who are cleared to Room 111 and send those who are not cleared to the isolation zone. The main office will arrange for an adult to report to Room 111 to supervise the cleared students.

Once the screening is complete, that classroom or area will be closed so that cleaning and disinfecting protocols can occur.

In the event that a staff member becomes symptomatic, he or she is to contact the main office and report to the isolation zone which will trigger the initiation of the process described above.

In order for a symptomatic student to return to school, his or her parents must provide the building administrator and nurse with documentation from a health care provider indicating:

1. An examination
2. A note clearing the student

Note: The same documentation requirements hold true for a symptomatic adult to gain clearance to return to work.

In order for a student who was positive for COVID-19 to return to school, his or her parents must provide the building administrator and nurse with documentation from a health care provider indicating:

1. A release from isolation
2. Symptom resolution

Note: The same documentation requirements hold true for an adult who was positive for COVID-19 to gain clearance to return to work.

## **Social and Emotional Learning (SEL)**

Start-of-the-day homeroom periods will allow staff to establish relationships, build class culture and provide socialization opportunities. School counselors will create a google form for students to use to set-up appointments, express concerns and seek support as needed. When the weather is inclement, the PE teachers will feature the Positivity Project lessons. The objective of these lessons is to promote a positive culture of relationship-building at the high school.

## **Vulnerable Populations**

The district will make provision for persons in the vulnerable populations in accordance with the accommodations detailed, in writing, by their health care provider.



## Digital Platforms and Tools

A district-wide license has been purchased as follows:

- *G-suite including Google Classroom, Google Calendar, and Jamboard*
- *Zoom*
- *Nearpod*
- *Remind*
- *Go Guardian*

A building-wide license has been purchased as follows:

- *Emath instruction (Algebra I; Algebra II; Geo)*
- *Castle Learning*
- *Exam Gen*

Teachers are asked to create free accounts as applicable to their instructional assignment:

- *Flipgrid*
- *Kami*
- *Flocabulary*
- *NewsELA*
- *Kahn Academy*

## Building Operations

### *Staff Arrival*

Staff will respond to an electronic questionnaire relative to symptoms and report to work accordingly. Staff will be asked to complete the questionnaire no later than 90 minutes before their arrival time so as to allow time for substitute arrangements to occur. Staff will arrive at 7:15 am and enter through the north events entrance where there will be a temperature screening kiosk.

### *Student Arrival*

School resource officers will supervise students arriving at the south entrances:

- 9th grade arrives 7:15 am                      Enters through the south door between the greenhouses
- 10th grade arrives at 7:15 am                Enters through the south door in the technology wing
- 11th grade arrives at 7:18 am                Enters through the south door between the greenhouses
- 12th grade arrives at 7:18 am                Enters through the south door in the technology wing

Students are to report directly to their Mod 1 homeroom.

Students who self-transport will park in the field house parking lot, arrive at 7:21 am and enter through the south door in the technology wing.

Students who are dropped off by their parents will enter through the rear gymnasium doors at 7:21 am where there will be a temperature screening. If a student registers a temperature of 100.0°F or higher they will sent home.

Note: Late arrivals will be screened at the high school main office entrance.

### *Breakfast*

Participating students will pick up a grab-n-go bag when arriving at their assigned location and then report directly to their homerooms.

### *Attendance/Lunch Count*

Teachers will enter student absences in SchoolTool. The lunch menu will be limited to three choices per day. Teachers will conduct a lunch count and place a menu sheet outside their rooms. A staff member from Chartwells will collect said menu sheets. Faculty will complete both of these housekeeping duties by the end of the homeroom period.

### *Student Lunch*

Assigned staff members will distribute pre-plated trays to students who selected the school lunch and deliver them directly to classrooms. Students that have a Mod 5 class on the first floor, will have lunch first. Student that have a Mod 5 class on the second floor will have lunch second. Lunch periods are 30 minutes in length.

### *Staff Lunch*

Faculty members are asked to eat lunch in their rooms with students. In the event that a staff member wants a duty free lunch, he or she is to eat during his or her planning period and use the end of the day time as his or her planning period.

### *Student Dismissal*

Each grade will be dismissed following the staggered bell schedule.

- Mod 8 will end at 1:35 pm.
- 9<sup>th</sup> grade will be dismissed at 1:32 pm.
- 10<sup>th</sup> grade will be dismissed at 1:34 pm.
- 11<sup>th</sup> grade will be dismissed at 1:36 pm.
- 12<sup>th</sup> grade will be dismissed at 1:38 pm.

Students are to go directly to their bus, vehicle or parent pick-up area.

### *Student Restroom Use*

Hall monitors will supervise students as they use the restrooms throughout the school day. The student restrooms will be cleaned and disinfected on an hourly basis. Access to the bathrooms will be limited to two students at one time in order to maintain appropriate social distancing. There will be signs outside the bathrooms indicating if restrooms are at full occupancy.

### *Copies*

Faculty will have access to the library copier room and the 2<sup>nd</sup> floor copier room. Access to the copier rooms will be limited to two staff members at one time in order to maintain appropriate social distancing.

### *Mail/Messages*

All phone messages will be sent directly to your voicemail. Your hard copy mail will be delivered to your classroom at the end of the day.

### *Visitors*

Visitors will be limited to parents and guardians. Parents and guardians will need to be cleared through the screening process before gaining entry to the main office.

## **GENERAL POLICIES**

### **Equal Opportunity Employment**

The district is an equal opportunity employer and operates all of its educational programs without discrimination on the basis of race, national origin, religion, gender, age, or disability. The district shall not fail or refuse to hire or discharge, nor shall it otherwise discriminate against any individual with respect to compensation, terms, conditions, privileges or employment based on an individual's race, color, religion, sex, national origin, disability or age. Further, the district shall not, on the basis of race, color, religion, sex, national origin, disability or age limit, segregate or classify its employees or applicants for employment in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the individual's status as an employee. (See BOE Policy #6120.)

### **Religious Expression in Public Schools**

Nurturing the development of knowledge and respect for the rights of all cultural and religious groups is a continuing goal of the school district. Students, faculty and administration are reminded of the pluralism of religious beliefs and are urged to respect the sensitivity of others. (See BOE Policy #8360.)

### **Drug Free Workplace**

The district is a tobacco, drug and alcohol-free work environment. (See BOE Policies #5640; 6150; 6151.)

### **Anti-Harassment**

The board of education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Harassment is a violation of law and stands in direct opposition to district policy. Therefore, the Board prohibits and condemns all forms of harassment on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (gender identity) or sex, by employees, school volunteers, students, and non-employees such as contractors and vendors, as well as, any third parties who are participating in, observing, or otherwise engaging activities subject to the supervision and control of the district. (See BOE Policy #3413.)

### **Sexual Harassment Policy (Employees)**

Employees shall not engage in conduct constituting sexual harassment. An employee, who believes he or she has been or are being subjected to any form of sexual harassment, is to bring the matter to the attention of his/her immediate supervisor in accordance with the district's sexual harassment complaint procedure. (See BOE Policy #6121.)

## **Sexual Harassment Policy (Students)**

The board of education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all district students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to district policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school sponsored events, programs and activities including those that take place at locations off school premises. (See BOE Policy #7551.)

## **Reporting Responsibilities Related to Child Abuse/Neglect (Domestic Setting)**

The board of education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused, maltreated or neglected children and refer them for treatment and protection. The board further recognizes the specific dictates of law which require school officials to report suspected instances of child abuse or maltreatment (which includes neglect) in a domestic setting. (See BOE Policy #7533.)

## **Reporting Responsibilities Related to Child Abuse/Neglect (Educational Setting)**

If a staff member, in his or her capacity as an employee of a school, becomes aware of an abused or neglected child, he or she must make a report to the hotline immediately and notify his/her immediate supervisor. (See BOE Policy #7532.)

### Note:

- The adult to whom the child made the disclosure is now required to make the contact personally.

## **Technology and Computers**

All district users are required to abide by the terms and conditions of the district's acceptable use policy.

(See BOE Policy #6475.)

## **Confidentiality of Electronic Information and Public Access to Records**

It shall be a violation of the district's policy to release confidential electronic information to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of such information shall be subject to disciplinary action. (See BOE Policy #3321)

## **Information Security Breach and Notification**

The school district values the protection of private information in accordance with applicable law and regulations. Further, the district is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individuals private information in compliance with the Information Security Breach and Notification Act. (See BOE Policy #5672.)

## **Field Trips**

A field trip is defined as any journey, under the supervision of a teacher or administrator, undertaken by a group of students away from the school premises for the purpose of affording a first-hand educational experience not available in the classroom. When arranging for such trips, teachers are asked to notify the principal and complete the field trip request form at least 6 weeks in advance of the date of the event.

(See BOE Policy #8460.)

### Notes:

- A parent permission form must be obtained for every student participating in the field trip.
- If there is a cost a purchase order must be completed at least 6 weeks prior to trip and a complete list of students attending field trip must be emailed to all staff members at least 2 weeks prior to the event.

## **Grant Writing**

The Jordan-Elbridge Central School District recognizes that grants can provide important support for district goals, policies and benchmarks. Staff, parents, and/or community based organizations who wish to apply for grants for the purpose of supporting a specific school program are encouraged to do so, as long as the grant is consistent with district goals and benchmarks. (See BOE Policy #5260.)

## **Bullying, Peer Abuse in Schools**

The state's Dignity for All Students Act (DASA) requires each school district to provide a safe, supportive, educational environment that is free from discrimination, intimidation, taunting, harassment, and bullying. School employees who witness or receive a report of harassment, bullying or discrimination must notify the principal or DASA coordinator within one school day after witnessing the incident or receiving the report. Additionally, the school employee must file a bullying complaint report within two school days thereafter. The DASA coordinators for the high school are Daniel Stadtmiller and Laurie Spencer. (See BOE Policy #7552)

## **Supervision of Students**

The school district is responsible for the safety of every child from the time he/she either boards the bus or if a walker at the time he/she enters the school until the time he/she leaves. Thus:

1. No student is ever to be left in charge of a class/area. If a teacher has to leave the classroom/area, he/she must first arrange for another qualified school employee to supervise the students.
2. No student is ever to be left unsupervised in a class, hallway or other area.

## **Student Management**

The teacher is the primary person in charge of classroom management, and as such each teacher is to articulate and post his/her expectations and consequences prior to the end of the first week of school.

## **Student Behavior**

### *Summary of the Code of Conduct*

The Jordan-Elbridge Central School District Board of Education has adopted a code of conduct for students and all those who are present on school district property. This code of conduct is intended to promote behavior that is safe, orderly, respectful, trustworthy and civil. This code also describes the range of permissible school responses to violations.

Additionally, the district's code of conduct addresses the requirements of the Dignity for All Students Act which prohibits discrimination, intimidation, taunting and harassment of students on school property, on a school bus, or at school functions, with respect to their actual or perceived race, gender, sexual orientation, color, weight, national origin, sex, ethnic group, religion, religious practice, and disability. Copies of the full text of the code of conduct are given to all students in September and can be accessed at <http://www.jecsd.org/highschool>.

### *Prohibited Behavior*

The behavior prohibited by the student code of conduct includes: disorderly and disruptive conduct; insubordination; truancy; violent or threatening behavior; possession or use of alcohol or illegal drugs; possession or use of a weapon; destruction of property; harassment of any kind, including that prohibited by the Dignity for All Students Act; misconduct on school busses; and academic misconduct.

### *Reporting Violations*

All members of the school community have a duty to report activity that represents a safety threat or is in direct conflict with the principles of the Dignity for All Students Act. Any violation should be reported to an administrator as soon as possible.

## **Guidelines for Writing Discipline Referrals**

When a referral is necessary, please follow the guidelines below:

- List only the facts of the event.
- Complete a separate referral for each student involved in a given event.
- Submit referrals by the end of the day of the event.

Note: You will be notified of the disposition in an email.

## **Announcements**

All announcements, with the exception of athletic scores, must be turned in via email to [tadolf@jecsd.org](mailto:tadolf@jecsd.org) no later than 2:30 P.M. the day previous to the announcement being made.

## **Lost Books**

At the end of the year, teachers are to complete and submit the damaged or lost textbook sheet to the main office as applicable.

## **Custodial Reminders**

1. Have students pick up after themselves.
2. No student work is to be taped, nailed or stapled to hallway or classroom walls.
3. Close windows at the end of the day; teachers who have classes on the first floor are asked to lock the windows as well.
4. Do not hang objects on any part of the classroom door. *(fire code)*
5. Do not hang objects on the rescue window. Do not place objects in front of the rescue window. *(fire code)*
6. Do not block fire extinguishers. *(fire code)*
7. Do not hang objects over electrical panels or outlets. *(fire code)*
8. Do not hang objects or displays from the ceiling. *(fire code)*

## **BOCES Copying Procedure**

The BOCES copying service can be accessed as follows:

1. Log into <http://webcrd.caybores.org/>.

2. Follow the on-screen direction and upload your file(s) for printing.

Note: BOCES will deliver the copies to the main office when the job has been completed.

## **Copyright Law**

Guidelines for print materials are available in the library should you have a specific question. A showing of a videotape is legal only if the material is signed out from the library or from the BOCES collection. It is illegal to show personally owned or rented videotapes.

## **School Dude**

School Dude is the site to place a help ticket with the technology department. School Dude can be accessed on the district's website. Passwords for this site are obtained from the main office secretary.

## **Student/Staff Accident/Injury**

Any type of accident or injury involving a student or staff member should be immediately reported to the school nurse who will administer emergency first aid measures as appropriate.

## **Substitute Caller**

*Before 6:30 a.m.*

To report an absence and seek a substitute, log onto: <https://talyssystem.com/JECSDsubs>

*After 7:30 a.m.*

To report an absence and seek a substitute, contact the sub caller at 689-8500 x5333 and contact Tamar Adolf in the main office at 315-689-8510 ext. 1002.

## **Personal Day Requests**

Send an email with the subject *personal day request* to the principal and carbon copy the main office secretary, 5 days prior to the date requested. Once a request has been approved, the secretary will enter the information into the sub-manager system and the faculty member will receive a notice indicating that approval.

Note:

- Requests for a personal day on a date that is adjacent to a school vacation must also be approved by the superintendent.

# **INSTRUCTIONAL PROGRAM PROCEDURES**

## **Syllabus**

Each faculty member is required to share a course syllabus with students and parents prior to the end of the first week of school. The course syllabus should be comprised of the following information:

- Course description
- Classroom rules and consequences
- Texts, materials, and supplies
- Nature, format and deadline of major assignments and projects
- Grading methodology inclusive of homework policy and late work

Please submit a copy of course syllabi for all courses you teach to the building principal in September.

## Plan Books

It is expected that all teachers will have their plan books in evidence for each day that school is in session. Plan books may be collected for review at the discretion of administration.

## Grade Books

Teachers are to record student grades in SchoolTool.

## Parent Portal

Students and parents will access to the portal so that they may view the status of assignments and grades. Teachers are asked to keep the information in the portal current.

## Report Cards

Class attendance will be reported by marking period. All report cards will be mailed home to parents.

MARKING PERIOD	END OF MARKING PERIOD	MAILED HOME
1	10/16/20	10/22/20
2	12/4/20	12/10/20
3	1/22/21	1/28/21
4	3/12/21	3/18/21
5	4/30/21	5/6/21
6	6/25/21	7/01/21

Report cards will be processed using the deadlines indicated above. Any grade below a 50 should be recorded as an "F."

## Instructional Support Team

The Instructional Support Team (IST) meets as needed to address a specific student's academic and/or behavioral needs. Standing IST members include:

- High School Principal
- Director of Health, PE and Athletics
- Guidance Counselor
- School Social Worker
- School Psychologist (Chair)
- School Nurse
- Referring Teacher



## Continuing Teacher/Leader Education CTLE

SED requires that all professional certificate holders maintain a record of their continuing teacher and leader development hours. It is the responsibility of each professional to maintain his/her certification.

## SAFETY PROCEDURES

### Building Emergency Response Team

#### *Crisis Team Roles*

Team Leader:	Mark Schermerhorn
Team Manager:	Mark Schermerhorn; Daniel Stadtmiller; Tim Siddall
Internal Communications:	Mark Schermerhorn; Daniel Stadtmiller; Tamar Adolf, Tim Siddall
External Communications:	James Froio; Janice Schue; Mark Schermerhorn; Tim Siddall
Student Support:	Jamie Susino; Laurie Spencer; Kim MacDonald; Abbey Morgans; Jason Kufs; Theresa Bondgren; Tommy Honors/Leslie Ahern
Staff Support:	Ben Alexander; William Schlegel; Jamie Susino
Parent Support:	Mark Schermerhorn; Heather Clark; Jamie Susino; Laurie Spencer; Kim MacDonald; Tim Siddall
Security:	Tim Siddall; Jason Loomis; Vinny Smith
District Crisis Team Building Rep:	Jamie Susino

### SAFETY PLANS

#### *Generic, Non-Specific Bomb Threat including Fire Drills*

- An announcement will be made over the PA system: *SHELTER IN PLACE*.
- Keep all students in the classroom.
- Look out into the hallway and gather any students/staff into classroom.
- Close all windows, turn off lights, and shut door as you and the students leave the building.
- Exit the building and once outside move students to a location at least 50 yards from the facility.
- Take attendance and display the corresponding green or red sign.
- Return to the building once the all clear signal has been given over the PA system.

#### *Lockdown*

- An announcement will be made over the PA system: *LOCKDOWN*.
- Keep all students in the classroom.
- Look out into the hallway and gather any students/staff into classroom.
- Shut and lock the classroom door(s); be prepared to barricade the door(s).
- Direct students to take a seated position on the floor next to the wall out of view of the door(s) window(s).

- Take attendance and record any missing students as well as their last known location.
- Do not allow talking except as absolutely necessary.
- Join the students and await further direction.
- Lockdown will end only when you are personally released from your classroom by an emergency responder or person of authority.

#### *Lockout*

- An announcement will be made over the PA system: *LOCKOUT*.
- Lock all exterior doors and windows.
- Classes continue as normal except for outside activities which do not occur.
- Once the all clear signal has been given over the PA system you may resume normal practices.

#### *Non-Reported Visitor/Unauthorized Individual*

- Confirm the presence and location of an intruder.
- Call and alert the main office, extension 1001 or 1002.
- Keep students in the classroom; do not let anyone leave without authorization from the main office.

#### *Chemical/Hazardous Material Spill*

- Remove students from area.
- Call and alert the main office, extension 1001 or 1002.
- Remain in new location until given further direction from the main office.

#### *Tornado/High Winds/Weather-Related Incident*

- Move students to interior walls; direct students to assume duck and cover position under desks/furniture or to lie flat on the floor.
- Await further direction from the main office.

The District Wide Safety Plan is available at:

<http://www.jecsd.org/tfiles/folder1506/District-Wide%20Safety%20Plan%20Jordan-Elbridge%20District.pdf>