
The School District of the City of Erie, Pennsylvania

Central Tech



Teacher Handbook

2014-2015

Table of Contents

What's new this year	4
Section 1: Strategic Plans and Mission Statements	5
District Mission Statement	6
District Vision Statement.....	6
District Goals	7
Central Career and Technical School Mission, Shared Values, and Vision.....	8
School History/Profile.....	9
Section 2: The Central Tech Team.....	10
District HS Organizational Chart	11
Central Tech Administration/Role Descriptions	12
Central Tech Faculty and Staff	13
Central Tech Coaching Staff	15
Assignments – Building and Bus Supervision/Morning duties	16
Assignments– Lunch duty/After school duty	16
Assignments – After school detention, Bell Schedule 2011-12	17
Section 3: The Classroom Teacher	18
The Central Tech Teacher: Absence, Announcements	19
Assemblies, Cell phones, CHAMPS, Child abuse reporting, Class periods	20
Class roster, Computers, Copy Machines, Department Chairs	21
Email, Emergency Number, Emergency Flip Chart, Extra Help Night	22
Forms, Go College, Grading, Guest Speakers.....	22
Hall Passes, Hall supervision, ID Badges, Infinite Campus, Keys, Laptop Cart Procedures.....	23
Leaving the Building, Lesson plans, Library	25
Lunch schedule, Mailbox, Maintenance, One Call	26
PEERS, PEPP Physical Plant, Posters.....	26
Professional Appearance, Professional Development (Flex Time)	28
Progress reports, Punctuality, Publicity, Resources, Salary reclassification	29
School security, Smoking, Student Activity Fund	30
Substitute folder, Supplies, Telephones	31
Testing schedule	31
Textbooks, Trio Programs, Tutorial Time.....	32
Visitors, Withdrawal cards	33
Classroom Management	34
Attendance reporting	34
Disruptive students, Dress code referrals, Other referrals, Students tardy to class	35
Section 4: 2012 Data	36
Keystone Results.....	37
Section 5: Emergency Procedures.....	38
Emergency Procedures Guidelines, Emergency/Severe Weather Drill Procedures	39
Designated Areas for Severe Weather Drills.....	40
Fire Drill Procedures.....	41

Fire Exit Instructions.....	42
Lock Down Procedures.....	47
 Appendix A: Forms.....	 48
Employee Absence Form.....	49
Post-Master’s Credit Approval.....	50
Record of Graduate Credits	51
Transfer of Mandated Reporting Obligation.....	52
Report of Suspected Child Abuse.....	53
General Instructions for Substitute Teachers	55
Map – Central Tech.....	56
2011-12 School Calendar	57
Textbook Sign Out Form	59
Change of Name, Address, Telephone Number.....	60
Leave of Absence/Request for Travel	61
Maintenance Request.....	62
Request for Transportation.....	63
Transfer of Sick Time.....	64
Application for Extension Use of Facilities.....	65
Employee’s Report of Occupational Injury	66
Instructional Materials Department/Library Services Request for Services, Supplies, Equipment.....	68
Request for Announcement.....	69
Central Tech Staff Emergency Data	70
Request to Raise Student Activity Funds	71
Hall Pass	72
Classroom Laptop Computer Inventory.....	73
Re-Test Form.....	75
 Appendix B: Master Schedule	 76
Master Schedule	77

Welcome returning and new staff!

What's new this year:

- Career and Tech Programs
- Common Core
Standards/SAS/Keystones/SLOs/PVAAS/AESOP/Educator
Effectiveness Model
- New Student Orientation/Open House
 - Wednesday August 20, 2014 6:00 to 7:30 PM

SECTION 1:
STRATEGIC PLANS
MISSION STATEMENTS

Erie School District - Mission Statement

(Approved March 2011)

The Erie School District will create in its schools, and in its relationship with the Erie community, a culture of high expectations, collaboration, respect, and accountability. We will actively engage our students in their learning through a high quality curriculum and excellent teaching. Our primary purpose as an organization is to prepare our students to establish and achieve their higher education and career goals.

Erie School District – Vision Statement

(Approved March 2011)

In an environment of high expectations, trust, collaboration and respect WE ALL CAN LEARN.

Erie School District – Goals

Goal #1: Continuous Improvement of Teaching and Learning

Cultivate a learning community which supports high levels of learning that will prepare students for higher education and career opportunities

Goal #2: Continuous Improvement of Culture and Climate

Provide a safe and healthy learning and work environment that promotes responsible citizenship, self-discipline, collaboration, and mutual respect.

Goal #3: Continuous Improvement of Organizational Effectiveness

Conduct all District operations in a manner that maximizes performance and minimizes costs.

Central Career and Technical School

Combining Careers and Academics for a Successful Future

Central Tech Mission Statement

Mission: The mission of Central Career and Technical School is to ensure academic, personal, and career and technical excellence for all students by using research based strategies and techniques, differentiated learning, and technology to optimize the delivery of instruction, and to challenge students to realize their potential.

Shared Values:

- All students can learn.
- Students can meet and exceed the Pennsylvania standards in math, reading, and writing.
- Students can meet and exceed the expectations for graduation requirements across the curriculum.
- Students can meet and exceed competencies required in individual Career and Technical programs.
- Students can meet and exceed expectations required through individual learning plans.
- Staff members will use differentiated learning to reach all students.
- Students will be provided the opportunity for tutoring with both staff members and peers.
- Identified students will be provided with lower level reading materials when necessary.
- Teachers will provide individualized instruction.
- Staff members are knowledgeable of the state standards and anchors.
- Staff members practice research based strategies and techniques.
- Class instruction provides meaningful and engaging activities.
- Teamwork and collaboration are cross-curricular.
- Staff members will remain current in best teaching practices.
- Departmental interaction will provide support and continued curriculum development.
- Administration observation and evaluations will provide support and guidance to staff.
- District curriculum specialists will observe, model, and mentor staff in math, reading, and writing skills.
- The Central Support Team, made up of district and school administration, curriculum specialists, and staff representatives, will provide guidance and direction.
- Cooperation and shared responsibilities among all stakeholders maximizes achievement.
- Education creates new opportunities for the entire community.
- The community as a whole is enriched by cultural diversity.

Vision: Educational excellence and academic achievement are top priorities at Central Career and Technical School. Highly qualified staff members, knowledgeable in curriculum, trained in classroom management, and using research based strategies and techniques create an enriched educational learning environment for all.

School History/Profile

Central Career and Technical School was founded in September 1866, and is located in the city of Erie, Pennsylvania. It has had a colorful and varied history. The current building, which is over 900, 00 square feet in size, was built in 1959. At that time, it was known as Technical Memorial High School. In 1992, Technical Memorial High School was merged with Academy High School and renamed as Central High School. Central High School was accredited by the Middle States Association in 1999. Central Tech as it is now known, is located within the city limits and currently serves about 1,100 Career and Tech students. It is a comprehensive high school with a rigorous academic and technology related curriculum. Students are drawn from all over the city.

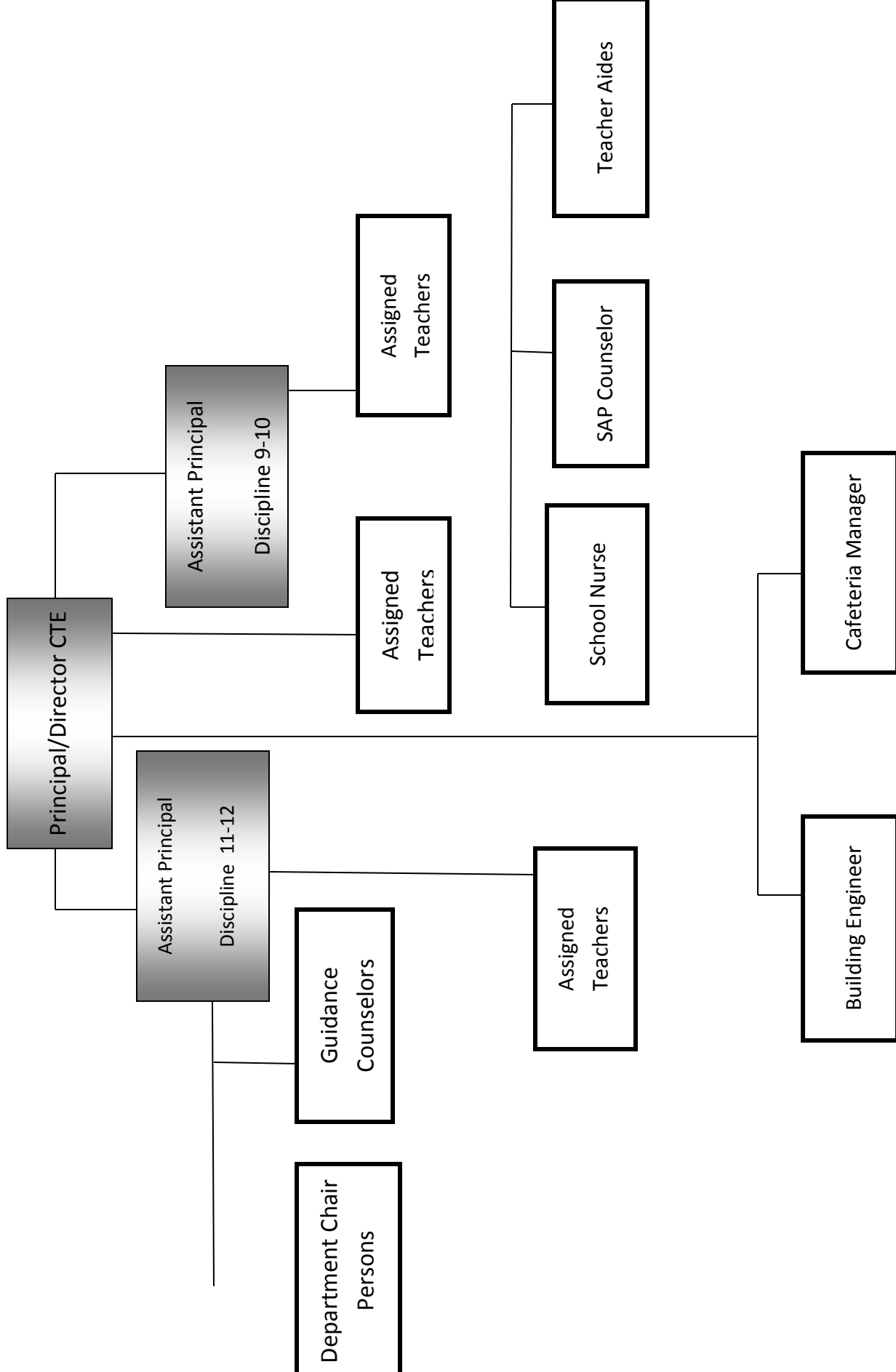
Planned programs include the following areas: Dual Enrollment, Honors Program, STEM program, Special Education (Gifted, Learning Support, Life Skills Support, Hearing and Visually Impaired, Autistic Support, and Emotional Support), and Vocational (seven clusters with 21 labs) including Technical Prep and Cooperative Education. Central Tech has articulation agreements with several colleges and universities in the area.

An Individualized Education Program (IEP) Team makes decisions about the student's special education needs and placement.

SECTION 2:

THE CENTRAL TECH TEAM

Central Career and Technical School Organizational Chart



Central Tech Administration

Director of Career and Tech:	Mathew E. Pundt
Principal:	Pamela A. Mackowski
Assistant Principal:	Jason A. Burgert
Assistant Principal:	Pamela J. Tonty

Role Descriptions

Director of Career and Technical Education

Responsible for all Career and Technical Programs in the Erie School District K-12. Responsible for Cyber services.

Principal

Primary decision maker. Establishes and reinforces school culture and climate. Responsible for all administrative, academic, student, fiscal, communication, and operational functions of the school.

Assistant Principal

Direct supervisor of student support services, including discipline for 11-12, school nurse, student assistance program, and safety and security. Monitor, evaluate, and support effective classroom management. Responsible for supervision, evaluation, and professional development of corresponding staff. Oversees school technology and TRTs, teacher duties.

Assistant Principal

Monitor, evaluate, and support effective classroom management. Responsible for supervision, evaluation, and professional development of corresponding staff. Direct supervision of instructional staff. Responsible for implementation and monitoring of curriculum, instruction, and assessment; coordination and monitoring of professional development efforts including discipline for 9-10. Oversees substitutes.

Faculty and Staff 2014-15

Language Arts Department

Alexander, Sheran	Room 107
Applequist, Michelle	Room 105
Burkell, Neal	Room 113
Eaglen, Danielle	Room 115
Graham, Denise	Room 146
Landers, Richard	Room 116
Mennow, Julie	Room 114
Padalino, Vincent	Room 207
Chevalier-Nesbella, Ang	Room 103

Mathematics Department

Beck, Edward	Room 211
Hillhouse, Hugh	Room 216
Gleason, Jean	Room 212
Haffley, Elizabeth	Room 210
Kurczewski, Sheri	Room 210
Lipchik, David	Room 217
Nikolai, Kimberlee	Room 201
Pashupathi, Tammy	Room 218
Shunk, Scott	Room 214
Markewicz, Alexa	Room 215

Science Department

Bowen, John	Room 247
DeLaura, Jeannie	Room 393
Renick, Kyle	Room 245
Koval, Matthew	Room 249
Koval, Thomas	Room 146
Mullen, Mary	Room 251
Rodgers, Scott	Room 247
Woodel, Kenneth	Room 253

Social Studies Department

Chevalier-Nesbella, Ang	Room 103
Bucarelli, Pietro	Room 109
Holland, Gregory	Room 205
McCarthy, Jennifer	Room 108
Hart, Pat	Room 110
Musone, Stephen	Room 298
Swenson, Amy	Room 104

Wellness/Fitness Department

Bennett, Michelle	Gym
Gausman, William	Gym

CTE

Azzato, Steven	Room 272
----------------	----------

Bardo, Ralph	Room 273
--------------	----------

Beiter, Michael	Room 170
McCorkle, Mimi	Room 170
Bukowski, Daniel	Room 393
Herman, Daryl	Room 278
DeLaura, Robert	Room 175B
DeLuzio, Brian	Room 174

Dolak, Thomas	Room 173
Galich, Steven	Room 171
Groenendaal, Sonja	Room 252
Hicks, Mary	North Office
Kloss, Robin	Room 208
Kruger, Gary	Room 241
Stone, Marcy	Room 243
Mikolajczak, Mark	Room 181
Mosakowski, Jeannie	Room 250
Cahill, Kelly	Room 173
Province, Christopher	Room 147
Rutkowski, Mark	Room 149
Kruger, Gary	Room 241
Williams, Kathy	Room 243
Cahill, Abby	Room 297A
Allen, Noah	Room 180
Beck, Maureen	Room 170
Giacomelli, Julie	Room 141
Hazen-Bastian, Donna	Room 176
Hoffman, Josh	Room 296
King, Jessica	Room 248
Trippi, Michael	Room 160

Emotional Support

Fuhrman, Daniel	Room 118
-----------------	----------

Life Skills/Autistic Support

Feeney, Kristine	Room 106
Iaquinta, Ami	Room 274
Kinzig, Denise	Room 292
Kovacs, Andrew	Room 117
Lombardozi, Angela	Room 111
Quinn, Andrea	Room 213
Montigny, Bria	Room 209
Tonelli, Theresa	Room 110
Ulrich, Amanda	Room 276
Weber, Richard	Room 116

Bookkeeper

Mennow, Julie	Nikolai, Kimberlee
---------------	--------------------

Treasurer

Academic Sports League

Koval, Matt

Co-op

Askins, Kevin	Room 177
---------------	----------

Attendance

Julie Harris

Nurse

Brozell, Cheryl

Speech

Carrig, Faye

Nolin, Jill

Harden, Beverly

North Office

Counselors

Lewis, Craig

Room 294

Covel, Lorraina

Room 294

Parenting

Adams, Kathy

Cafeteria

Cyber

Volk, Mike

Lobby

Vogt, Thomas

Lobby

Wurst, Courtney

Lobby

Secretaries

Jordano, Trish

North Offi

Nash, Suzette

North Office

PEPP

Room 101

Go College

Room 291

IU5/Trio

Room 291

COACHING STAFF 2014-15

Central Tech Athletic Director

Greg Holland

Fall – Boys

Head Varsity Football	Rob Matz
Asst. Varsity Football	Richard Kolash
Asst. Varsity Football	Maurice Goodwine
Asst. Varsity Football	Dan Vitale
Head JV Football	Steve Bahny
Asst. JV Football	Vince Sinnita

Cross Country	Greg Swabb
---------------	------------

Head Soccer	Bob Plonski
Asst. Soccer	Dave Plonski

Golf	Greg Henderson
------	----------------

Fall Intramurals	Tom Koval
------------------	-----------

Academic Sports League:

Fall - Girls

Volleyball	Kristin Thompson
------------	------------------

Cross Country	Greg Swabb
---------------	------------

Head Soccer	John Sala
Asst. Soccer	Diane Olsewski

Tennis	Kim Nikolai
--------	-------------

Cheerleading	Bridget Carey
--------------	---------------

Fall Intramurals	Tom Koval
------------------	-----------

Head Coach: Matt Koval

Winter – Boys

Head Varsity Basketball	Tom Koval
Asst. Varsity Basketball	Craig Fomich
Head JV Basketball	Lou Strelecki

Head Wrestling	Carr, Jerry
Asst. Wrestling	Matt Wakefield

Swimming	Brian Page
----------	------------

Winter Intramurals	Tom Koval
--------------------	-----------

Winter - Girls

Head Varsity Basketball	Nick DeSantis
Asst. Varsity Basketball	Brian Lewis
Head JV Basketball	Bob Izbicki

Bowling	Greg Holland
---------	--------------

Swimming	William Gausman
----------	-----------------

Winter Intramurals	Tom Koval
--------------------	-----------

Spring – Boys

Head Baseball	Rich Kolash
Asst. Baseball	Dan Nielson

Head Track	Elaine Benson
Asst. Track	Dan Fuhrman

Spring Intramurals	Tom Koval
--------------------	-----------

Spring - Girls

Head Softball	Nick DeSantis
Asst. Softball	Brian Lewis

Head Track	Dan Fuhman
Asst. Track	Amanda Aurand

Spring Intramurals	Tom Koval
--------------------	-----------

Assignments

Building and Bus Supervision

Building and bus supervisors are expected to be on time and supervise your assigned area. Personally notify your administrator (**Mr. Burgert 874-6203 or ext. 1518**) ahead of time when you will not be able to fulfill your assignment. Building and bus supervision is not a stationary assignment. Teachers are expected to be very mobile and visible in the entire area they are assigned including restrooms, corridors, and outside of the building during the loading/unloading of buses.

*If you are working a duty and have an emergency situation occur, please contact the main office and/or an administrator immediately.

* Failure to adhere to the description of these duties may result in the loss of the assigned duty.

Morning duties

Breakfast- Cafeteria (1) 7:30-8:00 AM

(1) Front entrance to cafeteria:

- Stands at the main entrance to the cafeteria monitoring students entering and exiting.
- Students are not permitted to take food from the cafeteria. All food and beverages must be consumed in the cafeteria.
- Do not let any student leave the cafeteria until 8:05 AM, unless a student has a legitimate pass to enter the building.

Lunch duty

Cafeteria (2) assigned to each lunch ***Workers are not to congregate**

(1) Front entrance to cafeteria

- Report on time and remain the entire period.
- Stands at the main entrance to the cafeteria monitoring students entering and exiting.
- Documents any students entering the cafeteria 5 minutes after the start of that lunch; after duty will then place slip in the appropriate Education Specialist's mailbox.
- Students are not permitted to take food from the cafeteria. All food and beverages must be consumed in the cafeteria.
- Do not let any student leave the cafeteria (rec room only), unless a student has a legitimate pass.

(1) Food Line

- Report on time and remain the entire period.
- While students are in line for food, walks to and from the Pizza Line to the Deli Line.
- Once students have been seated and are eating, monitor students at tables.
- Use proximity technique if needed.
- Keep students from using rear exit to the 1st and 2nd Floor prior to end of lunch time.
- Students are not permitted to take food from the cafeteria. All food and beverages must be consumed in the cafeteria.
- Do not let any student leave the cafeteria (rec room only), unless a student has a legitimate pass.

Recreation Room (1) assigned to each lunch ***Workers are not to congregate**

(1) Rear North East exit

- Report on time and remain the entire period.
- Stands in front of the exit and monitors students.
- Do not let any student leave the rec room, unless a student has a legitimate pass.

Central Tech

Bell Schedule 2014/2015

On Time Every Time!

Bell Schedule	Starts	Ends
Cafeteria/Rec Room	7:45 a.m.	8:20 a.m.
Tutorial Time	8:05 a.m.	8:22 a.m.
First Period/HR	8:25 a.m.	9:15 a.m.
Second Period	9:18 a.m.	10:08 a.m.
Third Period	10:11 a.m.	11:03 a.m.
Fourth Period	11:06 a.m.	12:00 p.m.
Fifth Period - (Lunch Bells Below)	12:03 p.m.	1:28 p.m.
Sixth Period	1:31 p.m.	2:18 p.m.
Seventh Period	2:21 p.m.	3:11 p.m.
Extra Help (by appointment with Teacher)	3:11 p.m.	3:41 p.m.

Lunch Schedule	Starts	Ends
First Lunch (class time 12:27 – 1:25)	12:02 p.m.	12:32 p.m.
Second Lunch (class time 11:56 -12:24/12:58-1:25)	12:30 p.m.	1:00 p.m.
Third Lunch (class time 11:57 – 12:52)	12:58 p.m.	1:28 p.m.

SECTION 3:

THE CLASSROOM TEACHER

The Central Tech Classroom Teacher

All teachers are required to be familiar with the Faculty Handbook and the High School Student Handbook. The High School Student Handbook will be reviewed with the students during the first week of school. Students will sign an Acknowledgement saying they have received a copy of the Student Handbook and it has been reviewed with them. Any new student after the first week will see the appropriate guidance counselor for the Student Handbook Review and Acknowledgement. Teachers are to enforce all school rules, regulations, and policies throughout the school year.

At the beginning of the school year, each teacher has access to their class lists via Infinite Campus, and is assigned a room for conducting classes. Neither classes nor students are to be transferred to other areas without the approval of the Principal. If you are assigned to a class in a room at a particular period, you are expected to be there during that time. Each teacher is directly accountable for the supervision of every student on their class list. Students are not to be added/removed from your room until the change officially appears on Infinite Campus. **Do not change classes, students, rooms, or duty assignments without written approval from the appropriate administrator.**

Teachers are required to maintain current class lists, seating charts, and lesson plans in their classrooms at all times.

Teachers are required to keep the School District of the City of Erie's Emergency Procedures Guidelines Flipchart in the top right hand drawer of the teachers desk at all times.

Teachers are required to record daily attendance for all assigned students in Infinite Campus.

Students assigned to you should not be permitted to visit another classroom without prior written permission from both you and the receiving teacher. Students should not be permitted to visit with other students assigned to your classroom or to leave your classroom to visit with other students.

NEVER leave students alone in a room; you are liable and responsible for anything that may occur to the students.

Absence of teachers

When ill, please do not wait until the last minute to call to report your absence. You must report your absence using the on-line AESOP program through Kelly services before 7:00 a.m.

Follow these steps to do so:

1. You must go to www.kellyeducationalstaffing.com
2. Click AESOP login at the top of the screen
3. Enter your ID and PIN
4. Click Sign In
5. Scroll down to the Create Absence tab on the home page
6. Enter the absence information
7. Click Create Absence
8. You will then receive a confirmation number

You may also call by phone. The number is 1-866-KELLY98.

If you are reporting an absence after 7:00 a.m. please call the main office at 874-6200 and request to speak with Ms. Pam Tonty.

Announcements

Morning announcements will be broadcast via PA system at the end of classes. Any wishing to have an announcement broadcast must have the approval of the appropriate administrator, then place by the PA microphone in the main office.

Assemblies

Periodically, for a variety of reasons, the student body as a whole or in part are invited to participate in an assembly. Teachers should accompany their students to the assembly and sit in their assigned areas. Any teacher whose prep period falls during the assembly may leave to utilize their prep; any teacher who prep is over and does not have a class while the assembly is in progress is expected to report to the assembly.

Cell Phones

Staff should not have cell phones on during their teaching period. Cell phone use should be limited to lunch and prep periods.

CHAMPS

CHAMPS is an after school program designed to enhance academics, develop interpersonal skills, build relationships and provide a variety of recreational and educational opportunities for at-risk students. The program runs three hours per day, four days a week after school. Previously an elementary/middle school program, CHAMPS is now being implemented at the high school level.

Child Abuse Reporting

Every school district employee is a mandated reporter of child abuse. If you **suspect** a student is the victim of child abuse, immediately report your suspicions to any building administrator. You must complete a *Transfer of Mandatory Reporting Obligation* form which can be found in the District website (<http://www.eriesd.org>) under the *Employees* tab → District Document Sharing → Child and Student Abuse Reporting Policy and Procedure.

Class Periods

2011 CENTRAL TECH BELL SCHEDULE

Tutorial Time		08:05 AM – 08:22 AM
HR	1	08:25 AM – 09:15 AM
02	2	09:18 AM – 10:08 AM
03	3	10:11 AM – 11:03 AM
04	4	11:06 AM – 12:00 PM
05	5	12:03 PM – 01:28 PM
06	6	01:31 PM – 02:18 PM
07	7	02:21 PM – 03:11 PM

There is no homeroom period; however, Infinite Campus can't comprehend that and lists first period as "HR". Attendance will be taken at the beginning of every class. Teachers are expected to begin instruction at the start of the class period and end instruction at the end of the class period. Student should not be standing at the door waiting to exit. Lunches will take place during fifth (5th) period.

Class roster

Each teacher has access to their current class rosters via Infinite Campus. Please print a copy of each of your rosters for substitutes. Please update the hard copies of your rosters for substitutes as changes occur. Changes are made only through the appropriate counselor with permission from the appropriate administrator.

Common Core Standards

Thanks to the [GE Foundation Developing Futures™ in Education](#), the Erie School District has taken a lead adoption and implementation role in Pennsylvania for the Common Core State Standards. The Common Core initiative defines the knowledge and skills students should have within their K-12 education careers so that they will graduate high school able to succeed in entry-level, credit-bearing academic college courses and in workforce training programs. The standards:

- *Are aligned with college and work expectations;*
- *Are clear, understandable and consistent;*
- *Include rigorous content and application of knowledge through high-order skills;*
- *Build upon strengths and lessons of current state standards;*
- *Are informed by other top performing countries, so that all students are prepared to succeed in our global economy and society; and*
- *Are evidence-based*

Related Resources:

- [Key Points of the English Language Arts Standards](#)
- [Key Points of the Math Standards](#)
- [Frequently Asked Questions](#)
- [Myths vs. Facts](#)

Computers

Each teacher has a computer available for school district use. School district computers, including email, should be used school district business only. Networked printers are available on the first floor in the main office and on the second floor in Room 210.

Copy Machines

There is a copy machine in the faculty lounge (first floor A-wing) for 10 or less copies. A risograph machine is also available in the faculty lounge for more than 10-49 copies. Any printing order of 50 or more copies should be sent to the District Printing Department, with a print request approved by the appropriate administrator. The District Printing Department is located at Central Tech, Computer Center. PAPER CONSUMPTION WILL BE MONITORED THIS YEAR FOR BUDGETARY REASONS.

Department Chair Persons

They are available to help you with materials and resources.

Email Policy

As with School District computers, each teacher has access to an email account through the Erie School District website. Erie School District web mail accounts are to be used for school district business only and may be monitored. Please refrain from including inappropriate information in emails.

Emergency Number

If there is an emergency in your classroom or your immediate vicinity, dial 08. The direct dial number is 874-6265. This extension rings directly to the main office. Please state your room number and the reason for the emergency call as quickly and calmly as possible. The secretary will immediately notify administration for assistance.

Emergency Flip Chart

Each teacher should have and be familiar with the Erie School District Emergency Procedures Flip Chart. The flip chart should be kept in the top right hand drawer of the teacher's desk at all times.

Evaluations

The Educator Effectiveness Model is the tool used by the Erie School District. Each teacher shall be evaluated by a designated administrator. New teachers and teachers new to Central Tech shall be evaluated once each semester under Focused Supervision. Tenured teachers shall be evaluated once per year under Standard Supervision. As part of their evaluation, each teacher will receive a score for each of the domains outlined in the model. Each teacher will also need to create an SLO to be approved by their evaluator which will be included in their overall score. Teachers who teach the Keystone courses will also have teacher specific data as part of the evaluation. For more detailed information on the state mandated Educator Effectiveness Evaluation process, please go to the PDE website or the Erie School District website.

Extra Help Night

Extra help night (3:11-3:41 pm) is designed to enhance and support teaching and student learning. Teachers may choose the night they want to remain after school. Once selected, please submit to Mr. Burgert. A Special Help schedule will be posted throughout the school. Using a composition book, please have every student sign in with the date and time they arrived and departed for extra help and parent phone calls. This is critical for parent follow up, building a positive rapport from school to home, and student accountability.

Forms

The district requires a variety of forms/paperwork to be completed. The following forms can be found on the District website (<http://www.eriesd.org>) under the *Employees* tab → District Document Sharing → District Forms: Conference Report to the Superintendent, Leave of Absence, Mileage Reimbursement, Sick Day Donation. Other forms are also available on the district website or in the main office. Some are available in Appendix A of this document.

Go College

The Erie School District received a \$24 million investment by a government (Council for Opportunity in Education) and business (GE) partnership to assist high school students in entering and succeeding in college. Two college coaches are located in Room 291 and will be meeting with students at all grade levels.

Grading

All grading is done on Infinite Campus. The Erie School District Grading Scale is as follows:

90-100%	A
80-89%	B
70-79%	C
65-69%	D
< 64%	F

Comments may be added to grades in Infinite Campus. Some suggestions include:

- Demonstrates initiative
- Is commended for effort
- Demonstrates good work/study habits
- Lack of interest/effort
- Poor class participation
- Excessive absenteeism or tardiness
- Poor class/lab work
- Does not fulfill notebook requirements
- Does not report for extra help
- Does not fulfill homework assignments
- Parent/Teacher conference requested
- Obligation due

Guest Speakers

All guest speakers/presenters must have prior approval of the appropriate administrator before their arrival date. Requests should be submitted at least one (1) week prior to the scheduled date. A visitor's pass must be obtained in the main office and worn while in the building. Teachers must remain with guests at all times.

Hall Passes

Teachers will be supplied with a clip board for students to use as a hall pass. **No student is to be permitted to use the hall pass during the first 10 minutes or last 10 minutes of any class period.** Teachers are encouraged to limit student use of hall passes. Student should not be excused from class unless it is an emergency or a DOCUMENTED health problem exists. When an emergency or an illness arises, the teacher should call the nurse or appropriate administrator or delegate before sending the student from the room.

Hall passes must be completed before leaving the classroom, including student name, destination, time leaving and signed by the teacher. Upon return, the student should enter the time returned and the hall pass should be checked by the teacher. Any student who is gone from your class for an unreasonable amount of time should be reported to the appropriate administrator.

Students in the halls without a completed clipboard or other hall pass will face immediate disciplinary action. Check clipboards of students for accuracy and legality. Confiscate any that look suspicious and report it to the appropriate administrator or delegate.

Hall Supervision

Teachers are expected to monitor the hallways during the change of classes. Teachers are expected to be at their doors before and after each class period to assist students in moving quickly and quietly to the next destination. Students have three (3) minutes between classes.

Identification Badges

All staff members are to display an official School District ID badge when in the building or on official duty in any other school district program or building. Any ID badge that is lost or damaged should be reported to Ms. Harden in the main office.

Infinite Campus

All teachers have access to their assigned classes through the district's student information system, Infinite Campus. Teachers are to use Infinite Campus for all student attendance and grades. Grades should be kept as current as possible as students and parents/guardians have access to grades through the Student or Parent Portals of Infinite Campus.

Keys

All teachers receive a key to their respective room at the beginning of the school year. This key should be left in your mailbox at the end of each day in case of unforeseen absences. All keys should be registered with the main office as being in your possession. Do not permit students to use your keys. Keys are not to be duplicated. If your keys are lost or stolen, report it immediately to the main office.

Laptop Cart Procedures

At the beginning of the year, please see **Mr. Burgert** to confirm laptop cart/sign off for school year.

- Assign laptop computers to individual students. Complete the Inventory Sheet (Appendix A) for each class period. Students must sign for each computer and initial upon return. Please maintain a binder or folder with all inventories for the year.
- Please collect the laptops at the end of each class period and make sure each is plugged in to recharge at its designated number in the cart and that all cords are plugged into the laptop cart. The two vertical strip cords should be plugged into the main strip on the back of the cart. Please check to ensure the laptop cart's power cord is plugged in to the manila wall outlet.
- Please do not swap or borrow laptop computers from any other cart.
- Report any non-working computers to the TRT (Technology Resource Teacher) or Mr. Burgert.
- Report any missing laptops immediately to Mr. Burgert or any available administrator. After reporting, please see the secretary or the teacher handbook (forms) for a THEFT REPORT. Complete the entire report, including the serial number and model number of the laptop, and submit to Mr. Burgert.

End of year: Please plug in all laptops to the appropriate power cords in the cart and place them in the appropriate numbered slot. Meet with **Mr. Burgert** to check in the cart.

Leaving the Building

Teachers are expected to sign in/out when leaving/entering the building at a time other than the beginning or end of the school day. Teachers are permitted to leave the building on their lunch. Teachers must have administrative approval to leave the building at any other time, including their prep period.

Lesson Plans

Proper planning is part of the Danielson model (see below) and is essential for achieving desired outcomes. Research indicates that teachers with well-planned lessons have higher student achievement, fewer discipline problems, and enjoy their jobs more. In addition, if a substitute teacher is needed, a well organized lesson plan is necessary to ensure continuity of learning.

Lesson plans are to be emailed to the appropriate administrator by 8:05 am on Monday (or the first day of the work week). A copy of your current lesson plan should be readily available in your classroom at all times. Lesson plans will be reviewed by the administrator and will be part of your evaluation.

Library

The library is open from 8:00 AM until 2:30 PM unless otherwise noted. Classes scheduled in the library take priority over space. Individual students may use the library on a space-available basis, with a pass signed by the sending teacher and a valid assignment. Substitute teachers may NOT send students to the library. The librarian will sign the pass and return students to class before the end of the period. There is no food or drink allowed in the library.

Books, other than reference or reserved books, may be borrowed for up to two (2) weeks at a time and be renewed if there are no requests for the book. Overdue books are subject to a fine of \$0.10 per day. Students with overdue books may not borrow any additional books until the fine is paid. Unpaid library fines constitute a student obligation and may result in holds on grades and transcripts.

The library is used for reading and research work. Student conduct should reflect self-discipline and consideration for others.

The computer room in the library is available for class use. The classroom teacher must reserve the computer room with the librarian.

The back room of the library has been reorganized as the Library Conference Room to provide for meeting space for teachers/groups. Please contact the librarian to schedule meetings in this area.

Lunch Schedule

First Lunch (12:02-12:32)	Second Lunch (12:30-1:00)	Third Lunch (12:58-1:28)
Applequist	Allen	Alexander
Bardo	Azzato	Burkell
Beck, E	Bucarelli	Cahill, K
Beiter	Bukowski	Chevalier
Delaura, J	Cahill, A	Dolak
Eaglen	Delaura, R	Gleason
King	Diluzio	Hart
Lipchik	Galich	Koval, T
McCarthy	Giacomelli	Kurczewski
McCorkle	Groenendaal	Nikolai
Mosakowski	Hazen-Bastian	Padalino
Mullen	Herman	Pashupathi
Province	Hoffman	Renick
Rodgers	Kloss	Sajewski
Rutkowski	Landers	Swenson
Trippi	Mikolajczak	
	Stone	
322	305	315

Mailbox

Each teacher is provided with a mailbox in the main office or in the reception area outside Nurse's office.

Maintenance

Maintenance request forms are available in the main office and should be submitted to the building principal for approval before submitting to maintenance.

One Call

The Erie School District now uses the One Call system to notify staff and students of snow days or other emergencies. Central Tech also uses the One Call system to notify various groups of staff and students of events, school closures, announcements, etc. You may be notified by home phone, cell phone, or both. Please be sure to update any changes in your telephone number(s) to Ms. Mackowski for update in One Call.

PEPP

The Pennsylvania State Educational Partnership Program was established in 1991 as a public-private partnership of the Erie School District and Penn State Behrend. PEPP is an after school academic and social enrichment/enhancement in three (3) inner city schools: Wayne, Wilson, and Central Tech. The PEPP program is conducted in the library from 3:30-5:00 on Tuesdays and Thursdays. In a structured setting, with teachers, tutors, and community mentors, PEPP provides an opportunity for students improve academically, develop leadership abilities, and receive college and career guidance. Barb Hido and Kathy Deutsch can be found in the PEPP office in room 101.

Physical Plant

Teachers are responsible for care to the physical facilities and equipment. Examples include (but are not limited to): classrooms, desks, chairs, bulletin boards, white boards, audiovisual equipment, computers, textbooks, reference books, etc. Each teacher, each class period, should be certain the classroom is left in a clean, well organized manner. Teachers will reprimand and report students they observe defacing and damaging school equipment or materials.

Posters

Any posters advertising events, sales, contests, etc, must have the approval of the building principal prior to being hung on school property.

Professional Appearance

Teachers should project a professional appearance at all times. It is recommended that teachers wear attire compatible with the profession. The School District expects teachers to wear appropriate attire including, but not limited to, suits, sport jackets, pant suits, slacks, blouses, dresses, skirts, and shirts. Ties are optional. Teachers should not wear jeans, t-shirts or sweatshirts unless appropriate to the activity. Vocational teachers and physical education teachers are to wear attire appropriate for the teaching/learning environment and for matters related to safety.

Professional Development

Professional development opportunities are conducted at the school and district level, as well as in the community. The District Technology Department has professional development opportunities listed on the District website (<http://www.eriesd.org>) under the *Employees* tab → Technology Offerings. Many local colleges and universities also offer course work that can be used for Act 48 hours and salary reclassifications. Teachers are expected to complete 180 hours of professional development over each five (5) year period as per the Pennsylvania Department of Education.

Flex Time: The Erie School District has implemented a 1 year pilot for professional development to offer a flex day program for the contractual in service days. Opportunities for professional development will be offered outside the regular contractual year on a one for one exchange. Teachers will be asked to sign up ahead of time, with selection on a first come first serve basis with seniority determining order.

Progress Reports

Teachers may send a progress report to parents at any time during the school year. Teachers are encouraged to contact parents/guardians by telephone to report a student's progress. Any parent teacher meetings requested by either party should be arranged through the appropriate guidance counselor.

Punctuality

Teachers are expected to be in their rooms by 8:05 AM. If a teacher is delayed, he or she should telephone the office (874-6200) so that coverage may be assigned until the teacher's arrival.

Publicity/News Releases

Many times we want to show off what our students can and have done. Any calls to radio and TV stations or newspapers must have prior approval of the Principal. The Communications officer for the district is Matthew Cummings.

Resources

Many teacher resources can be found on the Erie School District website (<http://www.eriesd.org>) under the *Employee* tab. Often, the best resource is a colleague! Department Chairs and administrators can also be a wealth of information. If you are looking for something, don't hesitate to ask!

Re-Test Policy

Board Policy for Retesting for Grades 6-12

April 29, 2013

This policy has been developed to promote proficiency/mastery in all curricular areas for students in grades 6-12. Students shall have the opportunity to retake any test (not a quiz), with the exception of a mid-term or final exam. A test is defined as summative, cumulative, an end of chapter or unit and weighted more heavily than a quiz. A test is posted in the teacher's gradebook as such and communicated to the students as a test.

Students may request to retake a test, but must attend a minimum of one study session during the special help night prior to retaking the test. The student must also complete the attached Re-Test Prescription Form and return the completed form to the teacher. Additional information, such as a study log and a self-reflection checklist may be requested by the teacher prior to the retest.

The format of the retest will be at the discretion of the teacher. The retest must be completed within two weeks of the initial test, unless the school is on a block schedule, which will allow a three week window. Students, found to be in violation of Section XII of the Student Code of Conduct, specifically cheating/plagiarism, will not be afforded the opportunity to retest.

Teachers will use 20% of the lowest grade + 80% of the highest grade = final grade. This retest grade will be reflected in the teacher's gradebook in Infinite Campus.

Parents will be able to view the original grade and the retest grade in the comment section of the Parent Portal of Infinite Campus.

Salary Reclassification

Teachers may apply for salary reclassification after completing six (6) credits of Post Master's degree course work. Forms can be found on the District website (<http://www.eriesd.org>) under the *Employees* tab → District Document Sharing → Teacher Reclassification. You must also complete a Post Master's Approval form *prior* to the beginning of the course in order for it to be applied to your salary reclassification.

School Security

Central Tech has surveillance cameras in strategic areas building-wide. To ensure staff and student safety, outside doors should be closed and locked at all times. Maintenance staff will lock entrance doors at 8:15 AM. Any teacher who observes an unsecured outside door should secure the door and report its location to the appropriate administrator. NO Exterior doors should ever be propped open. Disciplinary action will be taken.

Smoking

There is no smoking on any Erie School District property.

Department/Student Activity Fund

The management of student activities funds must be done within the framework of state laws and regulations, board policy, and administrative rules and regulations. It is fundamental that management of student activities should be organized to best serve the interest of the students.

So as to clarify any questions or misconceptions regarding school funds, please read and follow the principles and procedures below:

Principles:

1. Student Activities Funds should be used to finance a program of activities not part of the regular curriculum. They should not be used to circumvent management or purchasing decisions which were made by the school district.
2. Student Activities Funds should be used for student activity purposes and for those students currently in school, particularly when those students have contributed to the accumulation of the funds.
3. Student Activities Funds should be collected and dispersed under the general direction of the building principal; however, the Principal should involve in the decision making process those student groups and faculty members who are responsible for generating revenue for pre-approved projects.
4. Student Activities Funds should be managed in accordance with sound business practice.

Procedures:

1. All fund raising projects must be submitted to the Principal for approval. Examples of fund raising projects: in-school sales of food, dances, entertainment, out-of-school sales of advertisements, gift items, candy, fruit, raffles, magazines, programs, car washes, etc. Caution is required that in-school sales do not conflict with cafeteria sales and follow current guidelines.
2. Once a project is approved, all monies must be handled through the School Treasurer. All money collected must be submitted to the School Treasurer. **ALL MONEY COLLECTED SHOULD BE DEPOSITED DAILY.**
3. Department based accounts. All monies received must be processed through a department account. CTE utilizes Trish Jordano.

The above principles and procedures are part of Pennsylvania State Regulations. If this policy is not adhered to, there will be a School District investigation and everyone involved may face civil/criminal charges.

Substitute Folder

Each teacher should have a substitute folder readily available and up to date in case of absence. The substitute folder should include: bell schedule, seating charts, class rosters, teaching schedule, lunch period, planning period, location of faculty restrooms and lounge, location of emergency procedures and telephone number, classroom routines/procedures including hall pass/restroom use, lesson plans, and a map of the building. A general list of instructions for substitute teachers may be found in Appendix A of this document.

Supplies

A requisition form (Appendix A) must be completed and submitted to the Attendance office no later than 8:30 AM Thursday mornings. Your supplies will be available by Friday afternoon.

Available supplies:

Blackboard erasers	Desk blotters	Chalk (yellow and white)	Compasses, pencil
Composition books	Dry erasers and markers	Erasers (for personal use)	File folders
Index cards	Magic markers	Paper (lined and copy)	Paper clips
Paper fasteners	Pencils (regular, red, blue)	Pens	Pointers
Protractors	Rubber bands	Rulers	Staples
Tape (scotch and masking)		Yard sticks	

Telephones

Telephones are provided in each classroom. Telephones are to be used for School District business. Personal calls should be limited to the teacher's lunch and prep periods.

Testing Schedule

Keystone Exams Testing Windows 2014-2015

Winter:

Wave 1: December 3-17, 2014 Algebra I, Biology, Literature

Wave 2: January 7-21, 2015 Algebra I, Biology, Literature

Spring:

May 13-27, 2015 Algebra I, Biology, Literature

Summer:

July 27-31, 2015 Algebra I, Biology, Literature

Keystone Exams Testing Windows 2015-2016

Winter:

Wave 1: December 2-16, 2015 Algebra I, Biology, Literature

Wave 2: January 6-20, 2016 Algebra I, Biology, Literature

Spring:

May 16-27, 2016 Algebra I, Biology, Literature

Summer:

August 1-5, 2016 Algebra I, Biology, Literature

Textbooks

Books are issued to students by classroom teachers. THE STUDENTS ARE RESPONSIBLE FOR THEM.

Procedure: (forms can be found in Appendix A of this document)

1. Teacher issues textbook which has the year, condition, and book number written inside the front cover of the textbook.
2. Student signs the textbook form, which also has the student's name, book number, and date issued.
3. When the book is returned, the teacher indicates the date and condition on the form.
4. The teacher sends a copy of this form to the appropriate administrator.
5. If no book or the wrong book is returned, the teacher completes an obligation form and turns it in at the end of the year.

Any student who does not return a textbook, returns a textbook not issued to him/her, or returns the textbook in a mutilated condition must pay for the textbook.

- When a student fails to bring the textbook to class for a period of one (1) week, it is considered lost.
- Parents are notified in writing and are held responsible for the textbook.
- Parents must pay for the lost textbook before the student is issued a replacement.
 - Replacement Costs:
 - New (within 1 yr) = 100% of the cost
 - Good – cover like new, pages intact, more than 1 yr old = 75% of cost of new
 - Fair – binding fair, pages intact, worn cover = 65% of cost of new
 - Poor – damaged, missing pages/cover, broken binding = 50% of cost of new
- Replacement book number is noted on Book Sign Out form.

TRIO Programs

The Federal TRIO Programs (TRIO) are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs. TRIO programs at Central Tech include: IU5/GE College Bound, GECAC Talent Search, GECAC Upward Bound, IU5 Migrant Education, IU5 Talent Search, IU5 Upward Bound Math and Science, and PEPP. More information on these programs may be obtained from Mr. Burgert, Assistant Principal, Student Services.

Tutorial Time

Tutorial time (8:05-8:20AM) is a great opportunity for teachers and students to take advantage of 15 minutes and may be used for detentions, special help, test make ups, department meetings, and collaboration.

If you have students coming to your room, please use a composition book and have every student sign in with the date and time of arrival/departure. Also, log all parent communications. Turn in log books at the end of the school year. This is critical for parent follow up, building a positive rapport from school to home, and student accountability.

Visitors

Parents

Parent conferences should be scheduled through the appropriate guidance counselor. A minimum of 24 hours notice must be given the teacher in order to prepare for the conference.

Sales People

So as not to interfere with the ongoing instructional program, salesmen and agents are not permitted to visit professional employees during class periods unless permission for such visits has been obtained in advance from the building principal or district administration.

Others

All visitors must report through the Cherry Street doors and directly to the main office. If their visit is deemed to be appropriate, they will be issued a Visitor's Pass to the appropriate destination. Staff members are not permitted to bring children or relatives to school on any regular contracted day unless the student is a registered Central Tech and student and expected to be at school that day.

Withdrawal Cards

In the unfortunate incident that a student is withdrawn from Central Tech, the teacher must sign a withdrawal card for the student. The teacher must complete the current grade percentage, any obligations due (text books, locks) and initial the withdrawal card. Once the withdrawal card is processed, the student will be removed from the teacher's Infinite Campus roster. The teacher should reprint or make note on the class roster in his/her substitute folder.

Classroom Management

Teachers are responsible for using appropriate strategies to engage students and focus on student learning. Students should not be permitted to sit and do nothing. Teacher detention should be assigned as needed. Seriously disruptive student's parents should be contacted as soon as possible. Seriously disruptive behaviors should be documented and referred to the appropriate administrator or delegate as soon as possible. A conference should be held with the parent/guardian and appropriate administrator.

Teachers are encouraged to collaborate with colleagues, Department Chair persons, and Administrators for ideas on PLN strategies, best practices, and classroom management techniques to help you improve student achievement in your classroom.

Attendance Reporting

All attendance is recording in Infinite Campus. Any student entering the building after 8:10 AM must report to the Attendance Office. The student will receive a green slip to be admitted to your class, as well as the appropriate discipline for tardiness. The student's attendance will be corrected by the Attendance Officer to reflect the tardiness. If a student is not physically present in your room, they should be marked absent. Students marked absent for first period that do not report to the Attendance Office will be marked illegally absent for the day.

Any student who brings a legitimate note from a parent to be excused during the school day must have the excuse signed by the appropriate administrator or delegate, then report to the Attendance Office before 8:10 AM to receive a yellow excusal slip. The student must present the excusal slip to you before leaving your classroom. Upon return to school, the student must present verification from the appointment to the attendance office.

Any student who is absent has three (3) school days to present a legitimate excuse for the absence. The student will present the excuse to the first period teacher, who will submit those excuses to the attendance office for rectification.

PLEASE FAMILIARIZE YOURSELF WITH THE ERIE SCHOOL DISTRICT ATTENDANCE POLICY AS SET FORTH IN THE HIGH SCHOOL STUDENT HANDBOOK.

Accurate seating charts and class rosters should be kept on hand in case of substitute coverage. Any questions regarding student attendance should be directed to the appropriate administrator or delegate. Suspected class cuts should be emailed to the appropriate administrator or delegate.

First and second notices, as well as 10 day letters and attendance contracts, will be the responsibility of the Assistant Principal of Student Services/Attendance Office. Please alert the Attendance Office to any student in your class that has accumulated two (2) illegal days of absence.

School sponsored trips and activities will be entered into Infinite Campus by the Attendance Officer. Chaperones of such trips should submit a roster to the Attendance office prior to the scheduled date. The attendance office must be notified of any last minute additions/deletions. Students will not be penalized for an absence for any school related activity.

Disruptive Students

All teachers have the responsibility to appropriately correct any student when they are wrong in their words and/or actions. This responsibility is not restricted to the classroom, but rather, extends beyond that to all facets of the school environment. Let students know that you are a teacher and that you have a concern for their proper behavior. We will have a much better school environment if you exercise your authority in a rational manner. Students should not be “hanging around” in the halls. Help them get to their classrooms.

General guidelines for handling a disruptive student:

1. Initial action is very critical but usually calls for a private conference between the teacher and the student. In this counseling process, teachers should keep in mind the vast differences in levels of maturity and the vast differences in value systems among students. The same statement can be made for teachers although not to the same degree; different teachers will handle a similar problem in different ways.
2. The teacher should search for ways to relieve the problem before making a discipline referral, i.e. conference with the student, assigning teacher detention, time owed, time out, reduction of points for off-task behavior, student generated behavior plan, restriction from privileges, contacting parents and/or SAP referral if appropriate,.
3. When it is apparent that a satisfactory solution cannot be obtained, a referral to an administrator or delegate should be made. **DO NOT SEND A STUDENT OUT OF YOUR ROOM BEFORE NOTIFYING THE OFFICE/ADMINISTRATOR THAT YOU ARE SENDING THE STUDENT.** Please consult the current Student Handbook for information/guidance.
4. Teachers should be very familiar with the High School Student Handbook.

Dress Code Referrals

Any dress code violation that is highly inappropriate (i.e.-drugs, weapons, nudity, or inappropriate language), needs immediate attention. Please contact the Assistant Principal by phone.

Please note: No blue jeans. Hats or hoodies are not permitted on heads; Hats must be left in lockers.

Other Referrals

Referrals are to be made by email to the appropriate administrator or delegate. Timely referral is of the essence. Referrals should include details of the behavior, as well as previously tried interventions. Be aware that some students have Positive Behavior Plans in place. Be sure to communicate with the Teacher of Record for any students with these plans.

If a student presents a danger to the health, safety, or welfare of the other students and staff in the building, dial 08 or dial 1551 for the office emergency line or dial the outside emergency line at 874-6265. Immediate assistance will be provided.

Students Tardy to Class

Late students are to be admitted to class, with the exception of 1st period, who report directly to the attendance office for a green slip. **DO NOT SEND LATE STUDENTS TO THEIR PREVIOUS TEACHER OR THE ATTENDANCE OFFICE.** Note the number of minutes tardy in the Present column of your class attendance. Student should be assigned a teacher detention. Chronically tardy students should be referred to the appropriate administrator or delegate. The referral should include what measures have been taken by the classroom teacher to correct the behavior. Extremely late students (15 + minutes) should be referred immediately by email to the appropriate administrator or delegate.

PLEASE KEEP YOUR STUDENTS IN YOUR ROOM!

SECTION 4:

2014 DATA

Attached are the Spring 2014 keystone results. Here is a brief overview:

Algebra 1: All testers $73/477 = 15\%$ pro/adv; 1st time test takers: $27/136 = 20\%$ pro/adv

Bio: all testers: $53/475 = 11\%$ pro/adv; 1st time test takers: $35/186 = 19\%$ pro/adv

Lit: all testers: $130/361 = 36\%$ pro/adv; 1st time test takers: $105/245 = 43\%$ pro/adv

Compare that to the Spring 2013 results:

Algebra 1 all testers: $106/643 = 16.5\%$ pro/adv; 1st time testers: $37/236 = 16\%$ pro/adv

Bio all testers: $34/395 = 9\%$ pro/adv; 1st time testers: $29/315 = 9\%$ pro/adv

Lit all testers: $116/401 = 30\%$ pro/adv; 1st time testers: $100/268 = 37\%$ pro/adv

SECTION 5:
EMERGENCY
PROCEDURES

Emergency Procedures Guidelines

All teachers should have a copy of The School District of the City of Erie's Emergency Procedures Guidelines flipchart. This flipchart should be kept in the top right hand drawer of the teacher's desk for quick reference. All teachers are expected to be familiar with these procedures.

Emergency/Severe Weather Drill Procedures

Listed below are the procedures to follow and the areas to which you will guide your classes in case of an emergency. Please discuss these instructions with your students to minimize confusion. If you have any questions concerning these directions, please check with the appropriate administrator.

- A. Type of signal
 - a. An announcement will be made over the speaker phone system. In the event the telephones are not operating, a manual horn/siren will sound.
 - b. "All clear" will be announced over the speaker phone system or by manual horn.
- B. Student behavior
 - a. Teachers should guide their classes to the designated areas.
 - b. Noise should be kept to a minimum in order to reduce confusion and hear directions.
 - c. Avoid standing near windows or doors
 - d. Teachers and students will remain in the designated areas until the "all clear" announcement is made.
- C. To maintain maximum protection for all staff and students:
 - a. All refuge areas will be away from the line of flying glass.
 - b. The top floor of the building will be evacuated to the first or basement floors.
 - c. Each teacher is to familiarize himself/herself with the refuge area for his/her classroom and explain the procedure to the students.
 - d. Students should take the following position: ON THE KNEES, LEANING FORWARD, FACING THE WALL, CROSSING THE ARMS AND BURYING THE FACE.
 - e. Avoid large, open areas, such as the auditorium, cafeteria, and gymnasium.
 - f. **TEACHERS ARE REQUIRED TO TAKE THEIR SEATING CHART AND/OR CLASS ROSTER WITH THEM IN CASE OF EVACUATION OF THE ROOM.**
- D. The following areas are designated for Weather Preparedness drills:

First floor A-Wing: Rooms 101, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 121, 122, 123

All students should be in the hall outside of the classrooms taking the weather preparedness position.

First floor B-wing: Rooms 141, 145, 146, 149, 160

All students are to be in the east portion of the hall near the District Printing/Carpentry area taking the weather preparedness position.

First floor C-wing: Rooms 170, 171, 173, 174, 175, 176, 177, 178, 179, 180, 181, 183, 185, 193
South Side: Rooms 390, 393, 394 and Library

All students should be in the hall outside of their classrooms in the weather preparedness position.

First floor South Side: Rooms 302, 304, 306, 308, 310, 312, 314, 318, 320, 322, 324, 328, 350, 352, 354, 356, 358, 360, 362, 366, 370, 372

All students should be in the hall outside of their classrooms in the weather preparedness position.

Gymnasium

Physical Education classes should move to the first floor ramp in between the gym and the lobby of the building (along the auditorium) and take the weather preparedness position.

Second floor A-wing: Rooms 201, 202, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 291

Move class to the lobby outside of the recreation room in the basement in the weather preparedness position.

Second floor B-wing: Rooms 246, 247, 248, 249, 250, 251, 252, 253

Move class to C-wing first floor east end taking the weather preparedness position.

Second floor B-wing: Rooms 241, 243, 245

Move class to crossover between B and C wings first floor and take the weather preparedness position.

Second floor C-wing: Rooms 270, 272, 274, 276, 278

Move class to the lobby outside of the recreation room in the basement in the weather preparedness position.

Second floor South Side: Rooms 292, 294, 295, 296, 297, 298

Move to the first floor ramp in between the gym and the lobby of the building (along the auditorium) and take the weather preparedness position.

Fire Drill Procedures

A. Purpose and Objectives

- a. The safety of students is paramount in all drills.
- b. The fundamental purpose of fire drills is the training of students and staff to evacuate the building safely, quickly, and quietly in the event of an emergency.
- c. An orderly, quiet, and purposeful exit of the building is the primary objective of the drill. Speed of exit, while desirable, is of secondary importance.

B. Instructions for Teachers

- a. Fire drills are classroom procedures. The teacher is responsible for instructing students in fire drill procedures.
- b. Room evacuation instructions must be displayed prominently near the exit door.
- c. Have **all taking cease** at the sound of the fire alarm.
- d. When the signal is given by the teacher, all students are to walk, single file, to the assigned exit. If the assigned exit is blocked, the safest exit will be determined by the teacher. Absolute silence must be maintained. **TEACHERS ARE REQUIRED TO TAKE THEIR SEATING CHART AND/OR CLASS ROSTER WITH THEM IN CASE OF EVACUATION OF THE ROOM.**
- e. **All shades must be up, lights on, windows and doors closed and unlocked.**
- f. The teacher will assist any disabled student with the help of the student's aide or other assigned adult (Note: all physically challenged students on the second floor of the building will have an evacuation plan in case of emergency. All teachers with these students should have a copy of the evacuation plan).
- g. Students are to move from the building to the location on the evacuation chart. **Keep all driveways and fire lanes clear. Keep a safe distance from the building. All students in the front of the building should be on the sidewalk near Cherry street.**
- h. Once the class has arrived at the designated area, the teacher must take attendance. If there are any students missing, their names should be immediately forwarded to the appropriate administrator.
- i. Teachers are responsible for their students during the entire drill or emergency procedure.
- j. Once the "all clear" signal has been given, students and teachers may reenter the building.

Central Tech Fire Exit Instructions

Room	Primary Exit Route
101	To front hall – out front doors
102	To front hall – out front doors
103	To front hall – out front doors
104	To front hall – out front doors
105	To front hall – out front doors
106	To front hall – out front doors
107	To front hall – out front doors
108	To front hall – out front doors
109	To rear side exit – out to parking lot
110	To rear side exit – out to parking lot
111	To rear side exit – out to parking lot
112	To rear side exit – out to parking lot
113	To rear side exit – out to parking lot
114	To rear side exit – out to parking lot
115	To rear side exit – out to parking lot
116	To rear side exit – out to parking lot
117	To rear side exit – out to parking lot
118	To rear side exit – out to parking lot
120	Out ramp to parking lot
121	Out ramp to parking lot
122	Out ramp to parking lot
123	Out ramp to parking lot
125	Out ramp to parking lot
141	To front hall – out front doors
145	To front hall – out front doors
146	To front hall – out front doors
147	To side of room – to rear parking lot
149	Out rear of shop to ramp – to parking lot

160	To front hall – out North exit doors
170	To front hall – out North exit doors
171	To front hall – out North exit doors
173	To side hall – out to alley – to front walk

Central Tech Fire Exit Instructions

Room	Primary Exit Route
174	To side hall – out to alley – to front walk
175	To side hall – out to alley – to front walk
176	To rear exit – out to parking lot
177	To side hall – out to alley – to front walk
179	To rear exit – out to parking lot
180	To rear exit – out to parking lot
181	To rear exit – out to parking lot
183	To rear exit – out to parking lot
185	To rear exit – out to parking lot
191	To front hall – out front doors
192	To hall – out to tennis court
193	To hall – out to tennis court
194	To hall – out to tennis court
195	Out gym doors to rear parking lot
196	Out gym doors to rear parking lot
197	Out pool doors to rear parking lot
201	To front stairs – to front hall – out front doors
202	To front stairs – to front hall – out front doors
205	To front stairs – to front hall – out front doors
206	To front stairs – to front hall – out front doors
207	To center stairs – to front hall – out front doors
208	To center stairs – to front hall – out front doors
209	To center stairs – to rear exit – out to parking lot
210	To center stairs – to rear exit – out to parking lot
211	To center stairs – to rear exit – out to parking lot
212	To center stairs – to rear exit – out to parking lot
213	To rear stairs – to rear exit – out to parking lot
214	To rear stairs – to rear exit – out to parking lot

215	To rear stairs – to rear exit – out to parking lot
216	To rear stairs – to rear exit – out to parking lot
217	To rear stairs – to rear exit – out to parking lot
218	To rear stairs – to rear exit – out to parking lot

Central Tech Fire Exit Instructions

Room	Primary Exit Route
241	To front stairs – to front hall – out front doors
243	To front stairs – to front hall – out front doors
245	To center stairs – to front hall – out front doors
246	To rear stairs – to rear exit – out to parking lot
247	To rear stairs – to rear exit – out to parking lot
248	To rear stairs – to rear exit – out to parking lot
249	To rear stairs – to rear exit – out to parking lot
250	To rear stairs – to rear exit – out to parking lot
251	To rear stairs – to rear exit – out to parking lot
252	To rear stairs – to rear exit – out to parking lot
253	To rear stairs – to rear exit – out to parking lot
270	To front stairs – to front hall – out north exit doors
272	To front stairs – to front hall – out north exit doors
274	To center stairs – to side hall – out to alley – to front walk
276	To rear stairs – out rear exit – to parking lot
278	To rear stairs – out rear exit – to parking lot
291	To front stairs – out front doors
292	To rear stairs – to side exit – out to tennis court
294	To rear stairs – to side exit – out to tennis court
296	To rear stairs – to side exit – out to tennis court
297	To rear stairs – to side exit – out to tennis court
298	To rear stairs – to side exit – out to tennis court

Central Tech Fire Exit Instructions

Room	Primary Exit Route
302	To Lobby – out front doors
304	To hall – to side exit – out to tennis court
306	To hall – to side exit – out to tennis court
308	To hall – to side exit – out to tennis court
310	To hall – to side exit – out to tennis court
312	To hall – to side exit – out to tennis court
314	To hall – out south doors
316	To hall – out south doors
318	To hall – out south doors
320	To hall – out south doors
322	To hall – out south doors
324	To hall – out south doors
328	To hall – out south doors
350	To hall – out south doors
352	To hall – out south doors
354	To hall – out south doors
356	To hall – out south doors
358	To hall – out south doors
360	To hall – out south doors
362	To hall – out south doors
366	To hall – out south doors
370	To hall – out south doors
372	To hall – out south doors
390	To hall – to Lobby – out front doors
392	To hall – out to tennis court
394	To hall – out to tennis court
395	Out gym doors – to rear parking lot
396	Out gym doors – to rear parking lot

Central Tech Fire Exit Instructions

Room	Primary Exit Route
400	To side stairs – to side exit – out to tennis court
402	To side stairs – to side exit – out to tennis court
404	To side stairs – to side exit – out to tennis court
406	To side stairs – to side exit – out to tennis court
408	To side stairs – to side exit – out to tennis court
410	To side stairs – to side exit – out to tennis court
412	To side stairs – to side exit – out to tennis court
414	To south stairs – to front hall – out south doors
416	To south stairs – to front hall – out south doors
418	To south stairs – to front hall – out south doors
420	To south stairs – to front hall – out south doors
422	To south stairs – to front hall – out south doors
424	To south stairs – to front hall – out south doors
428	To south stairs – to front hall – out south doors
450	To south stairs – to front hall – out south doors
452	To south stairs – to front hall – out south doors
454	To side stairs – to side exit – out to tennis courts
458	To side stairs – to side exit – out to tennis courts
462	To side stairs – to side exit – out to tennis courts
464	To side stairs – to side exit – out to tennis courts
466	To side stairs – to side exit – out to tennis courts
468	To rear stairs – to rear exit – out to parking lot
470	To rear stairs – to rear exit – out to parking lot
472	To rear stairs – to rear exit – out to parking lot

Central Tech Fire Exit Instructions

Room	Primary Exit Route
Cafeteria	Up side stairs – out doors to tennis courts
Rec room	Up rear stairs to first floor hall – out to tennis courts
Boys lockers	Out pool side exit to pool – out pool doors to parking lot
Girls lockers	Out east exit to small gym – out to tennis court
Office	Out to front hall or lobby – out front doors

Lock Down Procedures

Lock down procedures are used in situations involving dangerous intruders or other incidents that may result in harm to person(s) in school.

1. A lock down announcement will be made via telephone system or other warning device.
2. All students and staff are to immediately report to a classroom and attendance should be taken.
3. Lock the classroom door.
4. Move all persons away from windows and doors, staying as low as possible.
5. Do not allow anyone to leave the room for any reason.
6. Do not answer or open the classroom door for anyone except authorized personnel who will display an official POLICE sign bearing Erie School District and Erie Police Department insignias in the window or slide it under the door.
7. An “all clear” signal will be announced.

APPENDIX A:

FORMS

The School District of the City of Erie, PA

TO: Payroll Department

FROM: _____
(SUPERVISOR)

SUBJECT: _____
(EMPLOYEE) **LAST NAME** **FIRST NAME**

LOCATION/SCHOOL: _____
(Must be filled in)

EMPLOYEE NUMBER: _____
(Must be filled in)

	DATE(S) OF ABSENCE	TOTAL NUMBER OF DAYS ABSENT
VACATION:	_____	_____
SICK :	_____	_____
PERSONAL:	_____	_____
UNPAID:	_____	_____
OTHER PAID ABSENCES:	_____	_____

**If funeral, please indicate the relationship _____*

*****Please indicate A.M. or P.M. if a half day is taken.**

CODES: (Scan Sheet Use)
1 Workman's compensation
2 Funeral
3 Jury duty
4 Unpaid leave
5 Professional development
6 Leave of absence/Emergency
7 School related
8 In-school sub
9 Suspension
10 Admin day

DATE

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

POST MASTER'S CREDIT APPROVAL

For Salary Reclassification – Contract Article IV-B

Send this application to Personnel Office prior to the beginning of the course

Name _____ Date _____

Address _____ Zip Code _____ Phone _____

Present Position _____ Subject Area _____ School _____

Present Salary Classification (300, 306, 312, etc.) _____

College/University Master's Degree earned _____

Date Awarded _____

Presently certified in _____

Course Information

<u>Number</u>	<u>Name of Course</u>	<u>Credits</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

College/University _____

Course Schedule (✓) Summer__ 20__; Fall__ 20__; Winter__ 20__; Spring__ 20__

Course Description (from catalog) _____

The course(s) will be applied toward:

A. A certification in _____

B. A Degree in _____

C. Other (be specific) _____

If (3) please explain how this course will specifically help you maintain or improve your skills in your present position. (Use back sheet if necessary) _____

Approved:

RECORD OF GRADUATE CREDITS EARNED

All teachers earning graduate credits or vocational credits for salary reclassification (either toward a Master's Degree or Post-Master Pay Group) must submit this form to the Personnel Department within the first five (5) school days of each school semester.

Name _____ Date _____

Teaching at (School) _____

College/University where credits were earned _____

Requesting reclassification from _____ to _____ (i.e. 200 to 206, 206 to 212, or 300 to 306, 306 to 312, etc)

<u>Course taken for reclassification</u>	<u>Credits Earned</u>	<u>Date Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If the work for any degree was completed and a degree was awarded, give the following information:

Degree _____ Date Awarded _____

Subject Area _____

Please Note

Official transcripts verifying the above information must be submitted to the Personnel Department within 120 calendar days form the first day of the semester in which the request was made.

School District of the City of Erie

TRANSFER OF MANDATORY REPORTING OBLIGATION

I, _____ (name), am an employee of the School District of the City of Erie. On _____ (date), I had reasonable cause to suspect that a child by the name of _____ (name of child) is a victim of child abuse.

I immediately notified my Building Administrator or his/her designee, _____
_____ (name of Bldg. Admin./Designee) of why I had reasonable cause to suspect child abuse has occurred. My Building Administrator or his/her designee has assumed the responsibility and has the legal obligation to report the suspected child abuse as required by the Pennsylvania Child Protective Services Law. 23 Pa. C.S.A. §6311(c).

SIGNED: _____
Name of Employee

DATE: _____

SIGNED: _____
Name of Bldg. Admin. or Designee

DATE: _____

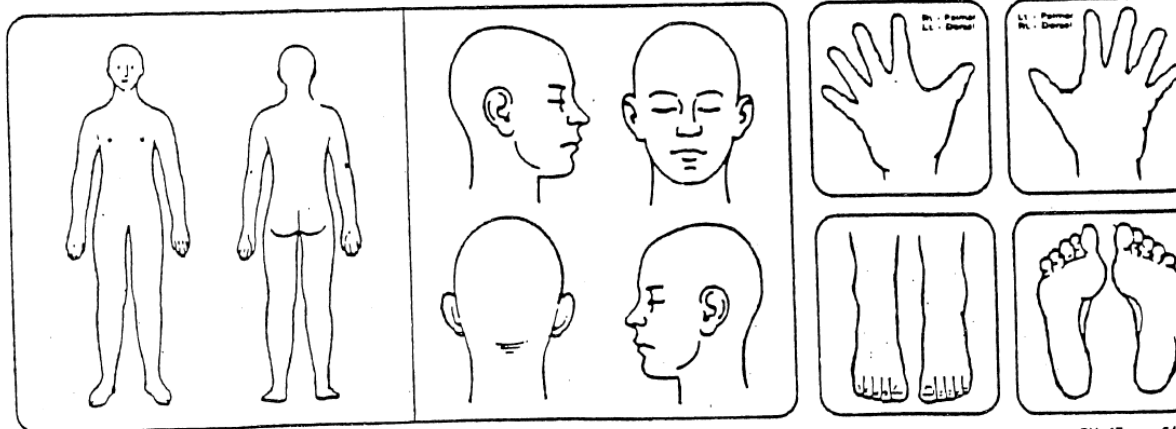
This completed form shall be attached to the CY 47 form.

REPORT OF SUSPECTED CHILD ABUSE

(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD
ADDRESS (Street, City, State & Zip Code)		COUNTY		SEX <input type="checkbox"/> M <input type="checkbox"/> F
5. ALLEGED PERPETRATOR (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD
ADDRESS (Street, City, State & Zip Code)		COUNTY		SEX <input type="checkbox"/> M <input type="checkbox"/> F
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	
NAME (Last, First, Initial)		RELATIONSHIP TO CHILD		
A.		D.		
B.		E.		
C.		F.		
DESCRIBE INJURIES/CONDITION AND WHY YOU SUSPECT ABUSE/NEGLECT. INCLUDE EVIDENCE OF PRIOR ABUSE TO THIS CHILD, SIBLING OR PERPETRATOR. (PLEASE REFER TO OPPOSITE SIDE FOR ADDITIONAL INFORMATION). PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.			COUNTY WHERE ABUSE OCCURRED	
			DATE OF INCIDENT	



7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY REPORTER, COUNTY AGENCY, LAW ENFORCEMENT, SCHOOL OFFICIAL, OR OTHERS.			
<input type="checkbox"/> NOTIFICATION OF CORONER	<input type="checkbox"/> X-RAYS	<input type="checkbox"/> PHOTO-GRAPHS	<input type="checkbox"/> HOSPITAL-IZATION
<input type="checkbox"/> POLICE NOTIFIED	<input type="checkbox"/> MEDICAL EXAMINATION	<input type="checkbox"/> EMERGENCY CUSTODY TAKEN	<input type="checkbox"/> OTHER (Specify) _____
8. RISK FACTORS, CHILD:			
A. DESCRIBE ANY PHYSICAL, MENTAL OR BEHAVIORAL FACTORS THAT MAY PLACE THE CHILD AT RISK:			<input type="checkbox"/> UNKNOWN
B. DOES THE CHILD APPEAR TO NEED IMMEDIATE MEDICAL ATTENTION?			IF YES, PLEASE EXPLAIN:
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
C. LEVEL OF PAIN CHILD EXHIBITS		<input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> SEVERE	PLEASE DESCRIBE:
D. DOES THE CHILD APPEAR TO BE FEARFUL, SUICIDAL OR WITHDRAWN? IF YES, PLEASE EXPLAIN:			
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
9. RISK FACTORS, FAMILY:			
A. DESCRIBE ANY CARETAKER/PERPETRATOR CHARACTERISTICS THAT PLACE THE CHILD AT RISK:			<input type="checkbox"/> UNKNOWN
B. DESCRIBE THE EXTENT OF PERPETRATOR(S) ACCESS TO CHILD:			<input type="checkbox"/> UNKNOWN
C. IS THERE ANY SUBSTANCE ABUSE IN THE HOUSEHOLD?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
D. DOES THE CARETAKER/PERPETRATOR HAVE A HISTORY OF VIOLENCE OR SEVERE EMOTIONAL PROBLEMS? IF YES, PLEASE EXPLAIN:		<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES	
E. WHAT IS THE ENVIRONMENTAL (HEALTH AND SAFETY) CONDITION OF THE HOME?			<input type="checkbox"/> UNKNOWN
F. WILL CHILD BE AT RISK DUE TO COUNTY AGENCY INVOLVEMENT?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
G. ARE THERE WEAPONS IN THE HOME?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			

INSTRUCTIONS TO MANDATED PERSONS: Any persons who, in the course of their employment, occupation, or practice of their profession come into contact with children shall report or cause a report to be made to ChildLine (800-932-0313) when they have reasonable cause to suspect, on the basis of their medical, professional or other training and experience, that a child coming before them in their professional or official capacity is a victim of child abuse. Within 48 hours after making the oral report, send one copy of this report to the county children and youth agency.

NOTE: If the child has been taken into custody, you must also immediately contact the county children and youth agency where the abuse occurred. Except for confidential communications made to an ordained member of the clergy, the privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report suspected abuse.

REPORTING SOURCE			
SIGNATURE		TITLE OR RELATIONSHIP TO CHILD	FACILITY OR ORGANIZATION
ADDRESS		TELEPHONE NUMBER	DATE OF REPORT

GENERAL INSTRUCTIONS FOR SUBSTITUTE TEACHERS

The following general instructions should acquaint you with Central Tech:

1. Under the present policy, substitute teachers are called for service by the Human Resources Department or the school Assistant Principal. When you report to your assignment, check in at the school office.
2. Hours of work – if you report to your school by 8:00 AM, you will be on time for whatever teaching assignment you have. Teachers must report by 8:05 AM. School is dismissed at 3:11 PM.
3. Substitute Teacher's folder – Familiarize yourself with the contents of the teacher's substitute folder. It should be readily available on the teacher's desk or in a top right hand drawer.
4. Student attendance must be recorded at the beginning of each period and sent to the attendance office. Current class rosters should be included in the teacher's substitute folder. Attendance may be taken on the roster and the roster sent to the Attendance Office.
5. Lesson plans – the teacher should have left lesson plans for you to follow. At the end of the day, leave a note **IN THE TEACHER'S MAILBOX IN THE MAIN OFFICE** about what was accomplished and any problems encountered. If you are substituting for more than one (1) day, you will be required to plan your work.
6. Discipline – one of the primary tasks for the substitute teacher is to maintain order in the classroom. The requisites to accomplish this self-confidence and a firm, clear voice. Generally, a teacher has the right to exercise the same authority over students as parents or guardians (State Code, Sec. 1317). If there is an emergency and you need assistance, press the top right hand button on the telephone, or dial 1551.
7. Faculty meetings – substitute teachers on long term assignments are expected to attend.
8. Personal emergencies – if it is necessary to be absent from your assignment, notify the appropriate administrator or the Human Resources Department (874-6080) by 6:30 AM.

THE SCHOOL DISTRICT OF THE CITY OF ERIE, PA

TEACHER / STUDENT CALENDAR - 2014 / 2015

August	18-19	New Teacher Induction
August	19	First Day for Counselors
August	20	First Day for Teachers/Teacher Assistants
August	21	Teacher In-Service Day /Act 80 Day
August	22	Teacher In-Service Day /Act 80 Day (Flex Day)
August	25	First Day for Students
August	29	Non Attendance Day for Teachers / Teacher Assistants / Students
Total Days in August	Teacher Days 7	Student Days 4
September	1	Labor Day - District Holiday
September	12	Early Dismissal: Elementary/Middle/High School - 1:00 P.M.
September	15	Teacher In-Service Day /Act 80 Day/ Non Attendance Day for Students (Flex Day)
September	26	First Quarter Progress Reports Available (Parent Portal)
Total Days in September	Teacher Days 21	Student Days 20
October	2	Early Dismissal: Elementary/Middle/High School - 1:00 P.M. - SOAR Day
October	13	Non Attendance Day for Teachers/Teacher Assistants/Students
October	29	End of First Marking Period
Total Days in October	Teacher Days 22	Student Days 22
November	4	Teacher In-Service Day /Act 80 Day/ Non Attendance Day for Students
November	7	Report Cards Distributed
November	24	Early Dismissal: Elementary/Middle/High School - 1:00 P.M. - SOAR Day
November	25	Act 80 Day-Parent Conference

November	26		Day #1 /Non Attendance Day for Students/Pre-K in Session Act 80 Day-Parent Conference Day #2 /Non Attendance Day for Students/Pre-K in Session
November	27-28		Thanksgiving - District Holiday
Total Days in November	Teacher Days	18	Student Days
December	1		District Holiday
December	16		Second Quarter Progress Reports Available (Parent Portal)
December	24, 25, 31		District Holiday
December	26, 29, 30		District Shut Down
Total Days in December	Teacher Days	16	Student Days
January	1		New Years' Day - District Holiday
January	2		Non Attendance Day for Teachers/ Teacher Assistants/ Students Snow Make up Day # 1
January	15		End of Second Marking Period
January	16		End of First Semester/Recording Day for Teachers/ Non Attendance Day for Students
January	19		Martin Luther King, Jr. Day - District Holiday
January	20		Beginning of Second Semester
January	27		Report Cards Distributed
Total Days in January	Teacher Days	19	Student Days
February	16		Teacher In-Service Day/Act 80 Day/Non Attendance Day for Students /Pre-K in Session
February	20		Third Quarter Progress Reports Available (Parent Portal)
Total Days in February	Teacher Days	20	Student Days
March	6		Winter Break/ Non Attendance Day for Teachers/Teacher Assistants /Students Snow Make up Day # 2
March	23		Early Dismissal: Elementary/Middle/High School - 1:00 P.M. - SOAR Day

March	23		End of Third Marking Period
March	30, 31		Spring Break/ Non Attendance
			Day for Teachers/ Teacher
			Assistants/ Students
Total Days in March	Teacher Days	19	Student Days 19
April	1, 2		Spring Break/Non Attendance
			Day for Teachers/Teacher
			Assistants/Students
April	3		District Holiday
April	6		District Holiday
April	7		Report Cards Distributed
Total Days in April	Teacher Days	18	Student Days 18
May	5		Fourth Quarter Progress
			Reports Available (Parent
			Portal)
May	11		Early Dismissal:
			Elementary/Middle/High
			School - 1:00 P.M. - SOAR Day
May	5		Fourth Quarter Progress
			Reports Available
			(Parent Portal)
May	11		Early Dismissal:
			Elementary/Middle/Hig
			h School - 1:00 P.M. -
			SOAR Day
May	19		Election Day - Non
			Attendance Day for
			Teachers/Teacher
			Assistant/Students
May	25		District Holiday
Total Days in May	Teacher Days 19	Student Days 19	
June	3		East High School
			Graduation
June	4		Collegiate Academy High
			School Graduation
June	5		Strong Vincent High
			School Graduation
June	6		Central High School
			Graduation
June	9		Last Day for Students
June	10		Last Day for
			Teachers/Teacher
			Assistants/Recording

			Day/ Snow Make-Up Day #3
June	11		Last Day for Counselors / Snow Make-Up Day #4
June	17		Report Cards Available (Mailed)
Total Days in June	Teacher Days	8	Student Days 7

Central Tech Book Sign Out Sheet



Instructor: _____

Course: _____

Book Title: _____

[illegible]

CHANGE OF NAME, ADDRESS, TELEPHONE NUMBER

****RETURN TO PERSONNEL DEPARTMENT****

DATE: _____

CHANGE OF NAME:

FROM: _____

TO: _____

CHANGE OF ADDRESS:

FROM: _____

TO: _____

CHANGE OF TELEPHONE NUMBER:

FROM: _____

TO: _____

PRINT NAME

SOCIAL SECURITY NUMBER

TOWN CODES

Please check the MUNICIPALITY in which you live:

_____ Albion	01	_____ Lawrence Park	14
_____ Cambridge Springs	48	_____ McKean	CR
_____ Corry	05	_____ Meadville	18
_____ Cranesville	89	_____ Mill Village	19
_____ East Springfield	71	_____ Millcreek	15
_____ Edinboro	06	_____ North East	21
_____ Elgin	BM	_____ Summit	25
_____ Erie	ER	_____ Union City	27
_____ Fairview	07	_____ Waterford	34
_____ Girard	09	_____ Wattsburg	30
_____ Harborcreek	11	_____ Wesleyville	31
_____ Lake City	55	_____ West Springfield	71

FOR PERSONNEL USE ONLY

_____ PAYROLL _____ BOARD SECRETARY _____ INSURANCE
_____ COMPUTER CENTER _____ SCHOOL/DEPT _____ RETIREMENT

The School District of the City of Erie, PA

Leave of Absence
Request for Travel

Date: _____

NAME: _____

POSITION: _____ DEPT./SCHOOL _____

REQUESTING TO ATTEND: (list conference/meeting) _____

LOCATION: _____

ANY OTHER EMPLOYEE(S) ATTENDING? (list all names, titles): _____

PURPOSE OF CONFERENCE/MEETING: _____

DATES: (list the exact dates of the conference/meeting plus any additional dates for which you require reimbursement.)

Conference/Meeting: FROM: _____ TO: _____

Additional Dates : _____

TRAVEL BY: (please circle) AIR CAR BUS OTHER

PLEASE ATTACH DESCRIPTIVE LITERATURE COVERING CONFERENCE/MEETING – ALSO ESTIMATED
EXPENSES FOR LODGING, MEALS, AIR FARE, ETC.

PLEASE CHECK ONE OF THE FOLLOWING:

_____ WITH SALARY AND EXPENSES

_____ WITH SALARY ONLY

_____ WITH EXPENSES ONLY

EXPENSES WILL BE PAID FROM: _____

Program or Department Name

Account Number

Approved by: Principal _____

Coordinator/Director _____

Assistant Superintendent _____

Superintendent _____

**AFTER PROPER SIGNATURES HAVE BEEN OBTAINED, PLEASE SUBMIT REQUEST TO THE OFFICE OF THE
SUPERINTENDENT OF SCHOOLS AT LEAST TWO WEEKS PRIOR TO THE NEXT REGULARLY SCHEDULED BOARD MEETING**

MAINTENANCE REQUEST

Teacher: _____

Date: _____

Room #: _____

Description of problem:

E.S.D. REQUEST FOR TRANSPORTATION

ORIGINAL AND COPY TO:

RON MATTHIS, SUPERVISOR
SERVICE CENTER - 1157 West 16th St.

DATE OF APPLICATION: _____

SPECIFY IF LIFT BUS IS REQUIRED FOR WHEELCHAIR(S)

SCHOOL: _____ ADDRESS: _____

DESTINATION: _____ ADDRESS: _____

Time of Departure: _____ TIME to be returned: _____ No. Passengers: _____

BUSES ARE AVAILABLE FROM 9:30 A.M. to 1:30 P.M.

DATE FIRST CHOICE: _____ DATE SECOND CHOICE: _____

TEACHER REQUESTING TRANSPORTATION: _____

PRINCIPAL'S / DIRECTOR'S APPROVAL: _____

**A ROSTER OF ALL STUDENTS INCLUDING EMERGENCY CONTACT NUMBERS MUST BE
IN THE POSSESSION OF THE TEACHER OR COACH.**

BELOW: TO BE COMPLETED BY SUPERVISOR OF TRANSPORTATION.

BUS NO. _____ DRIVER: _____ NUMBER OF PASSENGERS CARRIED: _____

MILEAGE _____ / _____

APPROVED: _____

Supervisor of Transportation

REASON DECLINED:

- ☐ ESD BUSES NOT AVAILABLE ON THIS DATE
- ☐ ESD BUSES AVAILABLE FROM 9:30 AM TO 1:30 PM ONLY
- ☐ OVERTIME TRIP, REQUIRES APPROVAL

**IF BUSES ARE TO BE CONTRACTED, PLEASE RESUBMIT AND PROVIDE ACCOUNT
NUMBER TO BE CHARGED OR "BILL TO".**

DIRECTORS

JOHN C. HARKINS
PRESIDENT
JAMES R. HERDZIK
VICE-PRESIDENT
EDWARD M. BRZEZINSKI
ROBERT S. CASILLO
GARY N. HORTON
JEANINE M. McCREARY
MARY FRANCES SCHENLEY
RICHARD T. SZYCHOWSKI
EVA TUCKER, JR.

THE SCHOOL DISTRICT OF THE CITY OF ERIE, PA.

THE DR. JAMES E. BARKER LEADERSHIP CENTER

148 WEST 21st STREET • ERIE, PENNSYLVANIA 16502

PHONE: 814 / 874-6000

FAX: 814 / 874-6049

www.eriesd.org

JAY D. BADAMS
SUPERINTENDENT OF SCHOOLS

ROBIN J. SMITH
SECRETARY

DATE: _____

Mr. Jay D. Badams
Superintendent of Schools
148 West 21st Street
Erie, PA 16502

Dear Mr. Badams,

In accordance with Item 4.0 approved by the Board of Directors, December 8, 1999,
"Be it resolved that the Board of School Directors authorize the option to Erie School
District employees to donate their personal sick time to other District employees
without personal or sick time for health related concerns."

I, _____, would like to transfer _____ day(s)
(print name)

of my sick leave to _____
(print name)

Thank you for your consideration in this matter.

Sincerely,

(signature)

Transfer of sick days/bt

An Equal Opportunity Employer

The Mission of the School District of the City of Erie, the flagship of educational opportunity that charts the course to individual excellence, is to ensure academic, personal, and vocational success

THE SCHOOL DISTRICT OF THE CITY OF ERIE, PA.
148 West 21st Street Erie, Pennsylvania 16502 Phone 814/874-6040

Application for Extension Use of School Facilities

Date _____ 2 _____

The undersigned hereby makes application on behalf of the _____

(Telephone) _____

for permission to use the _____ of _____

school on _____, the _____ of _____, 2 _____, between the hours of

(day of week)

_____ o'clock and _____ P.M. for _____

(state purpose fully)

the meeting to be in charge of _____ (telephone) _____

(name, address and zip code)

Admission fee for adults \$ _____ per night for children \$ _____ per night

Proceeds to be devoted to _____

What articles, if any, are to be sold? _____

Proceeds of sale to be devoted to _____

Bill To:

Name _____

(Signed) _____

Address _____

(Address) _____ (zip) _____

City & State _____ (zip) _____

(Telephone) _____

Permit, if granted, may be revoked if above needed for school purposes. All cancellations must be made through the Business Office.

Approved: _____

Principal

Approved: _____

Chief Engineer

Approved: _____

Physician Educ. Coord.

Will not incur Personnel Expense _____

Will incur Personnel Expense, as follows:

ST _____ OT _____ Engineer—\$ _____ /hr.

ST _____ OT _____ Fireman—\$ _____ /hr.

ST _____ OT _____ Custodian—\$ _____ /hr.

Utilities \$ _____ per hr.

Date Permit Issued: _____

Open to Public

YES

NO

Insurance Required

Security Required

Applicant To Be Billed

Stage Hands Required

Special Equipment Req'd

Anticipated Attendance:

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

Director of Business Affairs

White copy to be forwarded to Business Office

Please retain yellow copy and note markings on reverse side.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY
BUREAU OF WORKERS' COMPENSATION
1171 S. CAMERON STREET ROOM 103
HARRISBURG, PA. 17104
TELEPHONE 783-5421
LONG DISTANCE (TOLL FREE) 800-482-2383

EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR DISEASE

INJURED'S SOCIAL SECURITY NUMBER

EMPLOYER'S REPORTING NUMBER

INSURANCE POLICY NUMBER

DATES	1. DATE OF REPORT		2. DATE OF INJURY AND TIME		3. NORMAL STARTING TIME		4. IF EMPLOYEE BACK TO WORK GIVE DATE:		5. AT SAME WAGE? YES <input type="checkbox"/> NO <input type="checkbox"/>		DO NOT WRITE IN THIS COLUMN	
	6. IF FATAL INJURY, GIVE DATE OF DEATH:		7. DATE EMPLOYER KNEW OF INJURY		8. DATE DISABILITY BEGAN		9. LAST FULL DAY PAID - DATE				DATE	
EMPLOYER	10. EMPLOYER						11. PERSON MAKING OUT THIS REPORT				HOURS WORKED	
	12. ADDRESS - INCLUDE COUNTRY AND ZIP CODE						13. EMPLOYER TELEPHONE NUMBER (INCLUDE AREA CODE)				REPORT LAG	
	14. MAILING ADDRESS - IF DIFFERENT THAN ABOVE				15. NATURE OF BUSINESS - TYPE OF MFG., TRADE, CONSTRUCTION, SERVICE, ETC.						DISABILITY	
EMPLOYEE	16. EMPLOYEE: FIRST MIDDLE LAST				17. MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		18. EMPLOYEE TELEPHONE NUMBER (INCLUDING AREA CODE)				INDUSTRY	
	19. ADDRESS - INCLUDE COUNTRY AND ZIP CODE						20. MARRIED YES <input type="checkbox"/> NO <input type="checkbox"/>		21. NUMBER OF CHILDREN UNDER 18		SEX	
	22. DATE OF BIRTH		23. AGE		24. IF UNDER 18, CERTIFICATE NUMBER		25. OCCUPATION FOR WHICH ISSUED					
	26. OCCUPATION				27. DEPARTMENT OR DIVISION REGULARLY EMPLOYED				28. HOW LONG EMPLOYED		AGE	
	29. PLACE OF INJURY: EMPLOYER'S PREMISES YES <input type="checkbox"/> NO <input type="checkbox"/>				30. IF NO - EXACT LOCATION - STREET, CITY, COUNTY, AND STATE						OCCUPATION	
OCCURRENCE	31. WHAT WAS EMPLOYEE DOING WHEN INJURED? (BE SPECIFIC, IF USING TOOLS OR EQUIPMENT OR HANDLING MATERIAL - NAME THEM AND TELL WHAT HE WAS DOING WITH THEM)											COUNTY
	32. HOW DID INJURY OCCUR? (DESCRIBE FULLY THE EVENTS WHICH RESULTED IN INJURY OR DISEASE. TELL WHAT HAPPENED AND HOW IT HAPPENED, NAME ANY OBJECTS OR SUBSTANCES INVOLVED AND TELL HOW THEY WERE INVOLVED. GIVE FULL DETAILS ON ALL FACTORS WHICH LED OR CONTRIBUTED TO INJURY OR DISEASE.)											ACCIDENT TYPE
												OCCUPATIONAL DISEASE
												UNSAFE ACT
												MECHANICAL DEFECT
												NATURE
INJURY OR DISEASE	DID INJURY OR DISEASE OCCUR BECAUSE OF		33. MECHANICAL DEFECT NO <input type="checkbox"/> YES <input type="checkbox"/> (DESCRIBE ABOVE)			34. UNSAFE ACT NO <input type="checkbox"/> YES <input type="checkbox"/> (DESCRIBE ABOVE)			35. CHECK IF AMPUTATION <input type="checkbox"/>		LOCATION	
	36. NATURE AND LOCATION OF INJURY OR DISEASE (DESCRIBE FULLY, INCLUDING PARTS OF BODY AFFECTED)											INSURANCE
	37. ATTENDING PHYSICIAN AND ADDRESS (IF HOSPITAL INVOLVED - INDICATE)											PAYMENT LAG
											COMPENSATION RATE	

☐ Employee Working

☐ Employee Is Not Working

EMPLOYEE SIGNATURE

Return to: Christine Longo
Administration Building
Insurance Office

FAX 874-6095

AUTHORIZED SIGNATURE
(PRINCIPAL/ENGINEER/SUPERVISOR)

FAX WITHIN 24 HRS TO CHRISTINE LONGO

ACCIDENT INVESTIGATION REPORT

SCHOOL: _____ DEPARTMENT: _____

1. Name of Injured: _____ S.S. #: _____
2. Address _____ Phone #: _____
3. Sex ☐ M ☐ F Date of Birth: _____ Date of accident: _____
4. Time of accident: _____ A.M. _____ P.M. Date reported: _____
5. Employee's job title: _____
6. Length of experience on job: _____ (years) _____ (months)
7. Address of location where the accident occurred: _____
8. Nature of injury, Injury type, and Part of the body affected: _____
Please circle body part injured on back of form.
9. Describe the accident and how it occurred: _____

Cause of the accident: _____

10. Was personal protective equipment required? ☐ yes ☐ no Was it provided? ☐ yes ☐ no
Was it being used? ☐ yes ☐ no If "no," explain: _____

11. Witness(es): _____

12. Safety training provided to the injured? ☐ yes ☐ no If "no," explain: _____

13. Interim corrective actions taken to prevent recurrence: _____

14. Permanent corrective actions taken to prevent recurrence: _____

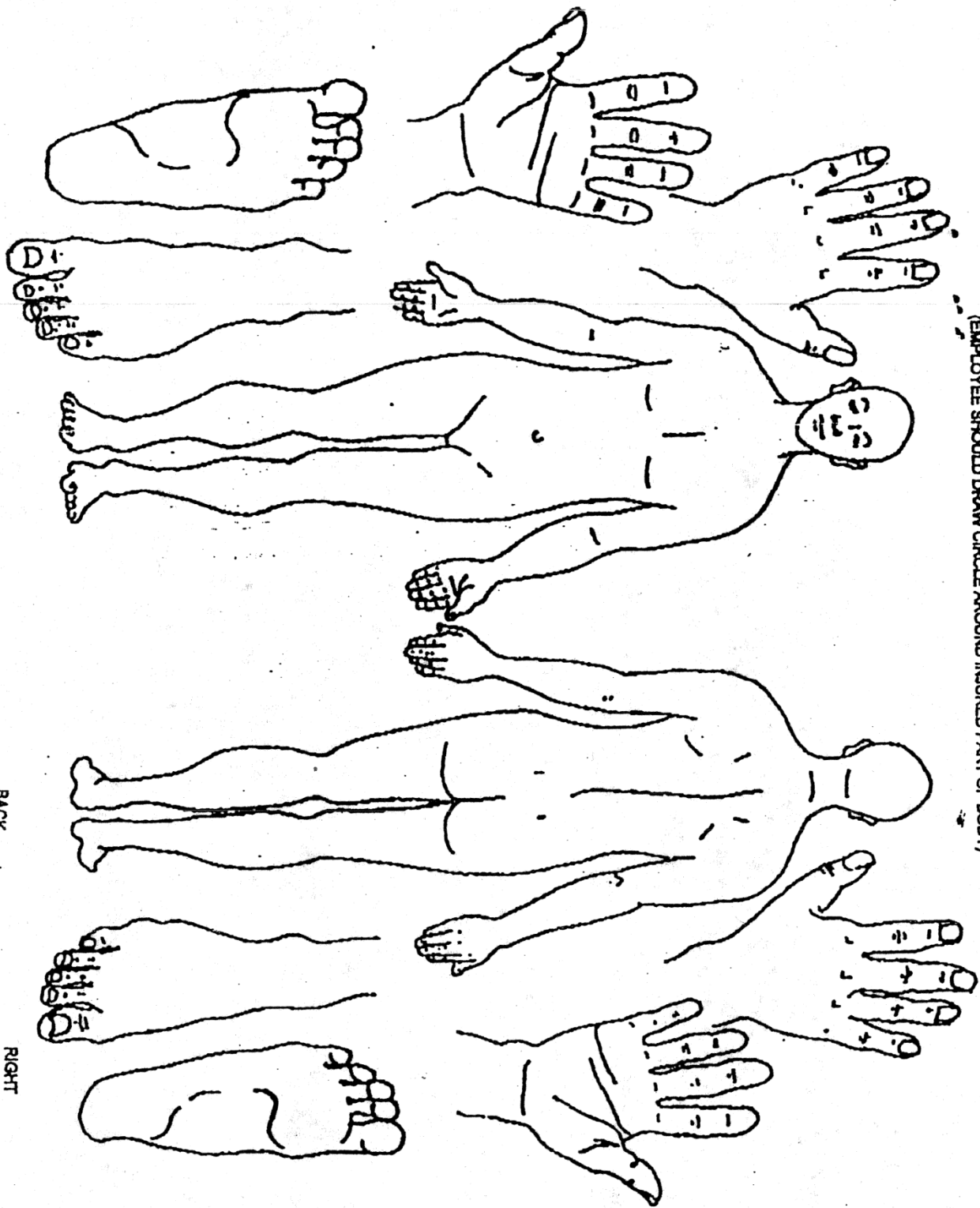
15. Date of report: _____
Prepared by: _____

SUPERVISOR (Signature): _____ Date: _____

16. Status and follow-up action taken by safety committee: _____

Safety Committee Chair (Signature): _____ Date: _____

(EMPLOYEE SHOULD DRAW CIRCLE AROUND INJURED PART OF BODY)



LEFT

FRONT

BACK

RIGHT



The School District of the City of Erie, Pennsylvania
INSTRUCTIONAL MATERIALS DEPARTMENT/LIBRARY SERVICES

1157 West 16th Street • Erie, Pennsylvania 16502

874-6900

FAX 874-6908

Hours: 8:00 a.m. until 4:00 p.m.

REQUEST FOR SERVICES, SUPPLIES AND EQUIPMENT

Date: _____

Building: _____

Name: _____

Principal's Signature: _____

What do you need? Please be specific. Include quantities, exact descriptions, full explanation, etc.

When do you need it? Advance notice is necessary.

Date: _____ From: _____

To: _____

Time: _____ From: _____

To: _____

Where do you need it? Please be specific, i.e. building, room, etc.

- Note:
1. Please use "Shop Order" form for equipment repair.
 2. You are welcome to call or visit the Instructional Materials Department at any time to discuss your needs.

Also, tune in to Erie Cable Channel 8 for related announcements.

REQUEST FOR ANNOUNCEMENT

No announcements will be made via PA system unless it is submitted on this form. One form is to be used for each announcement. The announcement must be brief and clear due to the limited time we have to make announcements. Unless an emergency occurs, this must be submitted to Pam Mackowski on the day before the announcement is to be made.

Date announcement is to be made: _____

Duration: _____

Teacher signature: _____ Date: _____

Administrator Approval: _____

CENTRAL TECH STAFF EMERGENCY DATA 2014-15

Employee ID #: _____ Date: _____

Name of Employee: _____
Last First M.I.

Date of Birth: _____

Home Address: _____
Zip code

Home Telephone Number: _____

Social Security Number: _____

Name of Spouse: _____

Home Address: _____

Telephone Number: _____

Place of Employment: _____

Telephone Number at Work: _____
Dept/Ext.#

In case of serious accident, illness, or operation, to which hospital do you wish to be sent?

Hospital: _____ Phone Number: _____

In case of serious accident, illness, or operation, which physician do you wish to call?

Physician: _____ Phone Number: _____

In case your spouse cannot be reached, which neighbor, friend, or relative do you wish called?

Name: _____ Phone Number: _____

Please return to the main office by Monday, August 25, 2014, first day of attendance for students.

Employee Signature: _____ Date: _____

Central Tech

REQUEST TO RAISE STUDENT ACTIVITY FUNDS

2014-2015

A. ADVISOR/S _____

CLUB _____

PURPOSE _____

DATE/S OF ACTIVITY _____

Any request for permission to raise funds MUST be submitted to Mr. Pundt, Principal, within two weeks prior to the fundraising activity. Fundraising may begin only after permission has been received.

ITEM/S TO BE SOLD _____

DESCRIPTION OF ACTIVITY _____

LENGTH OF TIME OF SALE _____

SIGNATURE OF ADVISOR/S _____

B. REQUEST IS:

APPROVED FOR THE FOLLOWING _____

NOT APPROVED _____

C. NEW PROCEDURE MANDATED BY THE AUDITORS:

Effective during the 2010-2011 school year, a three-ring binder must be maintained for Student Activity Funds by all advisors at Central Tech. Advisors must look over the manual and forms enclosed in the binder so that they will become familiar with the new procedure mandated by the auditors. Each and every club that raises funds must maintain one of these binders for its records. This is mandatory!

If a teacher assumes responsibility for a fund raising activity, it is that teacher's duty to contact each student and parent/guardian to make sure all of the money is collected for the activity.

CC: Advisor

Mr. Jason Burgert, Assistant Principal

Mrs. Kimberlee Nikolai, School Treasurer

Central Career & Technical School

Teacher: _____

[illegible]

Hall Pass for Room_____

THIS PASS IS FOR THE NORTH SIDE ONLY, FIVE MINUTE LIMIT PLEASE

"Your success is our goal"

PLEASE REMEMBER TO WASH YOUR HANDS WHEN RETURNING FROM THE LAVATORY

Classroom Laptop Computer Inventory

Room # _____ Computer Cart # _____

Number of Laptop Computers _____

Period# _____

[illegible]

Laptop #	Student Assigned	Student Signature

Teacher Signature: _____

Date: _____

RE-TEST PRESCRIPTION FORM

Course: Date:

Teacher: Period:

Student: _____

Title of Test

ALL _____ MC _____ OE _____

REQUIRED TEST PREPARATION

☐ Test Corrections

☐ Attend Special Help sessions

(1) _____ Date/Time (2) _____ Date/Time (3) _____ Date/Time

☐ Areas of study review

☐ Review assignment:

☐ Other:

Test _____

Date Score (points)

Re-Test _____

Date Score

20/80 Score

Parent's Comments:

APPENDIX B:

MASTER SCHEDULE

Teacher (Lang. Arts)	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Alexander (107)	Eng 10	Eng 12 H	PREP	Eng 10	Eng 10	Eng 10	Eng 10
Applequist (105)	Eng 11	Eng 11	Eng 11 H	Eng 11 H	Eng 9	PREP	Eng 11 H
Burkell (113)	Eng 12 H	PREP	ELL	Eng 12	ELL	Eng 9 H	Eng 12
Landers (116)	Eng 12	Eng 12	Eng 12	Eng 9	Eng 9	PREP	Eng 9
Mennow (114)	Yearbook	Yearbook Yearbook	Eng 12	AP Eng	PREP	Eng 9	Eng 12
Padalino (207)	Eng 10	Eng 11	Eng 11	Eng 10	Eng 10 H	Eng 10 H	PREP
English teacher (112)	Eng 9	Eng 11	Eng 11	PREP	Eng 9	Eng 9	Eng 11

Teacher (Math)	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Gleason (212)	Alg 2 Trig	Alg 2 Trig	PREP	Alg 2 Trig	Geom H	Geom	Geom H
Hillhouse (216)	Alg 2	Alg 2	Alg 2 Trig	Alg 2	PREP	Alg 1	Alg 1
Kurczewski (210)	Alg 1	PREP	Keystone Prep	Alg 1	Alg 1	Alg 1	Alg 1
Lipchik (217)	Alg 2	Alg 2	Alg 2	PREP	Geom	Geom	Alg 2
Nikolai (201)	Alg 2 H	Alg 2 H	Keystone Prep	Alg 1 H	Alg 1 H	PREP	Alg 1
Pashupathi (218)	Geom	AP Calc	Col Alg Trig	Geom	Geom	PREP	Geom
Shunk (214)	Alg 2	Cons Math	Alg 2	Cons Math	PREP	Geom	Cons Math

Teacher (Science)	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Koval, M. (249)	Bio	Keystone Prep	<u>Human Sys</u> Keystone Prep	Bio	PREP	Bio	Bio H
Koval, T. (146)	Anat & Phys	<u>Forensics</u> PREP	<u>PREP</u> Forensics	Bio	Bio	Bio	Bio
Mullen (251)	PREP	Conc Phys Sci	Conc Phys Sci	Chem	Bio	Keystone Prep	Bio
Renick (245)	Earth	PREP	Math Keystone Prep	Earth	Earth	Earth	Earth
Rodgers (247)	PREP	Physics	Physics	Physics H	Earth	Physics	Physics H
Woodel (253)	Chem H	Chem	Chem	Chem	PREP	Chem	Chem

Teacher (Social Studies)	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Bucarelli (109)	Am Hist	PREP	Wld Geog Gov	World Cult	World Cult	World Cult	World Cult
Chevalier- Nesbella (103)	World Cult	Gov Gov	PREP	Gov Gov	World Cult	World Cult	Am Hist
Hart (110)	Econ H Econ H	Mod Am Hist	Mod Am Hist	Mod Am Hist	Am Hist	PREP	Am Hist
Holland (205)	Mod Am Hist H	Mod Am Hist H	Mod Am Hist H	Am Hist	PREP	Am Hist	Athletic Dir
McCarthy (108)	Mod Am Hist	Mod Am Hist	Mod Am Hist	PREP	Am Hist H	Am Hist H	Mod Am Hist
Swenson (104)	Citiz Const Citiz Const	Gov Gov	Citiz Const Citiz Const	World Cult	World Cult H	PREP	World Cult

Teacher Wellness/Fitness	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Bennett (gym)	PE	PE	PE	PE	PREP	PE	PE

Teacher Cyber	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Vogt							
Volk							
Wurst							

Teacher LS/ LSS/AS	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Beck, E (211)	Math LS 3	Math LS 3	Math LS 4	PREP	Math LS 2	Math LS 2	Math LS 1
Beck, J (174)	Beg Landscaping (LSS/AS)			Beginning Landscaping (LSS/AS)			PREP
Bowen (push in) (247)	MWF 245 T 249 R 253/146	MW 247 TR 253 F 146 (1st sem)	MW 253 TR 251 F 247	MW 253 TR 146 F 245	PREP	MWF 249 TR 253	MW 146 TR 245 F 253
DeLaura, J (393)	PREP	M-F 251	LS Physical	LS Life Science	MWR 251 TR 245	MWF 245 TR 247	LS Bio
Eaglen (115)	Eng LS 3	Eng LS 3	PREP	Eng LS 4	Eng LS 1	Eng LS 2	Push in MWF 105 TR 113
Feeney-AS (106)	AS Eng	AS Math	AS Science	PREP	AS SS	AS Life Skills	Special
Fuhrman-ES (118)	ES	ES	ES	ES	PREP	ES	ES
Graeb-AS (213)	AS Math	PREP	AS SS	AS Eng	AS Sci	AS Life Skills	Special
Haffley (push in) (217)	MWF 216 T 218 R 212	MW 210 TR 217 F 212	PREP	MW 214 TR 216 F 212/218	MWF 217 TR 210	MWF 216 TR 217	MWF 216 TR 217/218
Teacher Special Ed/ LSS/AS	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Iaquinta-LSS (274)	PREP	LSS Job Skills	Job Skills	Job Skills	Job Skills	Job Skills	Special
Kinzig-LSS (292)	LSS Science	LSS Science	PREP	LSS Science	LSS Science	LSS Science	Special

Kovacs -LSS (117)	LSS Reading	LSS Reading	LSS Reading	LSS Reading	PREP	LSS Reading	Special
Lombardozzi- AS (111)	AS Soc St	AS Eng	PREP	AS Math	AS Science	AS Life Skills	Special
Markiewicz (215)	Math LS 3	MWF 112 TR 214	Math LS 4	MW 104 T 110 R 205 F 103	PREP	MWF 114 TR 103	MWF 214 TR 104
Montigny-LSS (209)	LSS Math	LSS Math	LSS Math	LSS Math	LSS Math	PREP	Special
Musone (298)	LS Life Science	LS Gov	LS Physical Science	Am Hist LS	PREP	World Cult LS	Mod Am Hist LS
Tonelli (110)	MW 109 TRF 108/103	MWF 110 TR 103	MWF 110 TR 109/205	Mod Am Hist LS	MW 103 TR 110 F 104	PREP	MWF 103 TR 108

Teacher Special Ed/ LSS/AS	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Ulrich-LSS (276)	LSS Soc St	LSS Soc St	LSS Soc St	PREP	LSS Soc St	LSS Soc St	Special
Weber push - in (116)	MWF 107 TR 116	MWF 207 TR 112	MWF 207 TR 116	MWF 107 TR 116	MWF 116 TR 107	PREP	MWF 107 TR 116

Teacher (CTE)	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Allen (180)	Beg Auto Mechanics			PREP	Adv Auto Mechanics		
Azzato (272)	PREP	Beg Electricity			Adv Electricity		
Bardo (270)	Beg Mechatronics			Adv Mechatronic			PREP
Beiter (170)	Beg Advanced Manufacturing			PREP	Adv Advanced Manufacturing		
Bukowski (393)	Beg Food Service			Adv Food Service			PREP
Cahill, A (297A)	PREP	Digital Media I & II			Digital Media III & IV		
Cahill (173)	Beg Protective Services			Adv Protective Service			PREP
DeLaura (170)	Beg Engineering/ Blue Reading			PREP	Adv Mech Draft		
DiLuzio (174)	PREP	Beg Landscaping			Adv Landscaping		

Teacher (CTE)	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
Dolak (173)	Beg Protective Services			Adv Protective Service			PREP
Galich (171)	Beg Auto Body			Adv Auto Body			PREP
Giaccomelli (141)	PREP	Beg Marketing			Adv Business		
Groenendaal (252)	Nursing Asst			Nursing Assistant			PREP
Hazen- (176)	Beg Welding			Adv Welding			PREP
Herman (278)	Beg Construction Trades			PREP	Adv Construction Trades		
Hoffman (296)	Beg Sports Medicine			PREP	Adv Sports Medicine		
King (248)	PREP	Beg Medical Asst			Adv Medical Asst		
Kloss (208)	Beg Cosmetology			Adv Cosmetology			PREP
Teacher (CTE)	1st period (HR) 8:25-9:15	2nd period 9:18-10:08	3rd period 10:11-11:03	4th period 11:06-12:00	5th period 12:03-1:28	6th period 1:31-2:18	7th period 2:21-3:11
McCorkle (170)	Beg Engineering			PREP	Adv Engineering		
Mikolajczak (178)	Beg Machine Trades			PREP	Adv Machine Trades		

Mosakowski (250)	PREP	Beg Dental Asst	Adv Dental Asst
Province (147)	PREP	Computer Programming I & II	Computer Programming III & IV
Rutkowski (149)	Beg Carpentry	PREP	Adv Carpentry
Stone (243)	Nursing Asst	Nursing Assistant	PREP
Trippi (160)	PREP	Beg Marketing	Adv Marketing
Askins (CTE Office)	Co-op coordinator		