

ISD AND

# **Dayton High School Teacher Handbook**



**2023-2024**

# **The Mission of Dayton Middle & High School is to INSPIRE, ENGAGE, and GROW each of our Students.**

**We believe that....**

- **High expectations promote academic achievement.**
- **Encouraging positive behavior and providing support fosters perseverance and integrity.**
- **Education is a partnership among home, school, and community.**
- **All students will learn and achieve in a safe, disciplined environment in which they feel trusted, supported, and have a sense of belonging.**
- **Celebrating individual and school accomplishments encourages continuous improvement.**
- **Differentiated instruction promotes student mastery.**
- **Integrating technology into the classroom will optimize student learning.**
- **Education is lifelong learning and learning for life.**

**It is your duty to...**

- 1. Lead with our Mission Statement to Inspire, Engage and Grow every student.**
- 2. Keep record books neat and accurate.**
- 3. Keep Curriculum Timelines, Quarterly Organizers and Pacing Guides up to date and accurate.**
- 4. Seek help if needed.**
- 5. Give students the benefit, if there is doubt.**
- 6. Keep harmony on our staff.**
- 7. Model good character and digital citizenship for students.**
- 8. Keep the office informed.**
- 9. Keep a level head when talking to parents.**
- 10. Turn in reports on time, and make sure all records are up to date and accurate.**
- 11. Exercise effective classroom management skills.**
- 12. Accept that every student in the building is your responsibility.**
- 13. Be present before school starts and be at the door of your room.**
- 14. Be in the hallway, supervising students during class changes.**
- 15. Attend professional meetings and be a member of professional organizations.**
- 16. Be loyal to the faculty, to the students, to the school board, and to the community.**
- 17. Inform administration of safety issues such as: Weapons, Bomb Threats, Drugs, etc.**
- 18. Report abuse, neglect, or dependency – Anonymous 292-6733.**
- 19. Report Harassment**

## **NON-DISCRIMINATION**

The Dayton, Kentucky Board of Education does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX, of the educational amendments of 1972 (P.L. 92-318), not to discriminate in such a manner. Further, the board on education does not discriminate on the basis of handicap, in treatment, admission or access to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504, nor does the board of education discriminate on the basis of race, color, national origin, as required by Title VI, of the Civil Rights Act of 1964, nor does the board of education discriminate in the basis of age, religion, or marital status, in the educational programs or activities it operates.

1. Purpose. The purpose of this is to secure, at the lowest possible administrative level, prompt and equitable solutions to complaints alleging violations by the Dayton Independent School District of Title IX of the Education Amendments of 1972, (P.L. 92-318), does not discriminate on the basis of handicap, in treatment, admission or access to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504, nor does the board of education discriminate on the basis of race, color, national origin, as required by Title VI, of the Civil Rights Act of 1964, nor does the board of education discriminate on the he basis of age, religion, or marital status, in the educational programs or activities it operates.

2. Definitions.

- (a) "Complaint" shall mean a claim by a student, a parent of a student, or an employee that they have been unfairly or inequitably treated because of a violation of Title IX, Section 504, and Title VI as it applies to the Dayton Independent Schools.
- (b) "Student" shall mean any individual legally enrolled in the Dayton Independent Schools.
- (c) "Parent" means any natural parent or legal guardian of a student legally enrolled in the Dayton Independent Schools.
- (d) "Employee" means any person employed and on the payroll of the Dayton Independent Board of Education.
- (e) "Complainant" means any student, parent or a student, or an employee making a complaint in writing alleging discrimination as it related to Title IX, Section 504, and Title VI as it applies to Dayton Independent Schools.
- (f) "Coordinator" means the person designated to serve as coordinator of Title IX, Section 504, and Title VI for the Dayton Independent School District, as hearing officer for appeals made from decisions rendered by principals and immediate employee supervisors, and as chairman of the district-wide Hearing Committee.
- (g) "Hearing Committee" means the group of these persons designated to hear complaints that have not been satisfactorily resolved at a lower level.

3. Time. In computing any period of time provided for in this procedure, the day of the act or event after which the designated period of time begins to run is not to be included. The last day of the period so computed is to be included unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. Days referred to in the computation of time refer to school working days or school calendar days.

- 2. Notice and Service of Notice. Any notice provided for in this procedure shall be interpreted to mean written notice and the service of such notice may be either: (1) The delivery of the written notice personally to the interested parties; or (2) Sent by U.S. Certified or Registered Mail, return receipt requested.

## WORK DAY

- ❖ Teachers are expected to report to school no later than 7:45 a.m., unless you have an assigned morning duty. The cafeteria begins serving breakfast at 7:30 a.m. Teachers may not leave until 3:05 p.m.
- ❖ On early release Wednesdays, all staff are required to stay until 3:30 p.m. for meetings.
- ❖ Teachers must attend weekly PLC meetings by department.
- ❖ Teachers must attend SBDM meetings when their department is reporting. The schedule for department reporting is located on our school's SBDM page <http://www.dayton.kyschools.us/1/Content2/282>
- ❖ Teachers are required to attend any other mandatory staff meetings that may be called.
- ❖ Teachers will sign up to supervise a minimum of one athletic event in the fall and one in the winter.

## TEACHER/STAFF ABSENCES

No one can replace the regular classroom teacher. Teacher/staff attendance is as important as student attendance. Occasionally, however, it is necessary for teachers/staff members to be absent from school (sudden illness, death in family, etc.). If you need to take a sick day, you must make two phone calls or texts to Mr. Meyers and Ms. Williams. **If you call the morning of an absence, you must call by 6:30 a.m.** Also, if you call in sick on the morning of an absence, the likelihood is very low that we can get a sub for you and we often rely on coverage by another staff member or teachers on planning periods. The odds of getting a sub from our sub list are increased greatly if we know you will be absent by or before 6:30pm on the day before you call in sick. More advanced notice of an absence greatly increases our chances of getting a sub. When calling in sick...

1. **Call or text Jessica Williams at (513) 907-8179 (ABSOLUTELY NO EMAILS, you must call or text) AND**
2. **Call or text Mr. Meyers at (859) 486-0788 (ABSOLUTELY NO EMAILS, you must call or text)**
3. **Ensure that your sub has clear instructions. DO NOT send or email Ms. Williams, Mrs. Frederick or Mrs. Atkins directions to make copies for a sub. Each teacher is to complete an emergency sub folder with at least three lesson plans for each class prep on file in the office. The folder is due in the front office by Friday, August 25th, including any necessary copies in the folder.** We are a one-to-one school so please consider plans for your sub that don't require paper copies. If you have emergency sub plans on file but you still prefer to email instructions for more recent and relevant plans during your absence, please send them to a teacher adjacent to your classroom, who can give your instructions to your sub... but also cc your instructions for your sub to Ms. Williams, Ms. Frederick, Mrs. Brown, Dr. Wright and Mr. Meyers. It improves communication for the person or people who cover your classes during your absence.

Teachers/staff members are responsible for filling out the appropriate off-duty card in the office the day he/she returns to work. If teachers have to leave the building during the school day, they must see Mr. Meyers and Dr. Wright for approval. After approval by Mr. Meyers or Dr. Wright, the teacher must sign out in the main office log book. If Mr. Meyers is out of the building Dr. Wright will give the approval. **No teacher is to leave school grounds, during the school day, without prior approval by administration.**

## TEACHER/STAFF DRESS CODE

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. We, therefore, set in policy the following outline of "reasonable expectations" for all professional staff in the District. The following dress code will apply to all teachers, counselors, aides, secretaries, and administrators throughout the District. It is to be applied for the full length of the employee's contract including extended days. ***This does include opening day, as well as all professional development days.*** (Closing Day is excluded)

Appropriate Attire Required

"One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate." Harry K. Wong

**The following is considered an outline of acceptable dress.**

**Males**

- Pinpoint or button-down dress shirts with collars, denim or knit shirts with buttons and collars
- Dress slacks or khaki slacks/Dockers-type slacks
- Dress shoes, dress boots (no sandals)
- Neckties (optional)
- Men's business suit (optional)
- Men's sport coat or sweater (optional)
- Men's holiday sweatshirts/academic (school related and university apparel) sweatshirts

**Females**

- Dress (appropriate length)
- Business suit (optional)
- Business pant suit (optional)
- Skirt (appropriate length)
- Chambray or denim jumpers, dresses, skirts of appropriate length
- Dress slacks or khaki/Dockers-type slacks
- Dress shoes or sandals (no flip-flops)
- Blouse, knit shirt, denim shirt
- Sweaters (pull –over or cardigan)
- Holiday sweatshirts/academic (school related and University apparel) sweatshirts
- Knit dress pants with tunic length top.
- Dress “crop slacks” that are loose fitting and below the calf

Staff Dress Code

**The following attire is not to be worn.**

- Denim jeans of any kind or color
  - **Fridays are spirit days. All staff may wear jeans as long as spirit gear is worn with jeans (i.e. Dayton pride shirt, Dayton hoody, Dayton golf shirt).** There may be occasions when we have visitors from outside of the building and we will not have a Friday spirit day but administration will notify all staff in advance. There may be other occasions when teachers may wear jeans and those times will be communicated to staff.
- Regular shorts of any kind
- Culottes, exercise or bike shorts
- Backless, see-through, tight fitting, or low-cut blouses/tops/dresses
- T-shirts, lycra, spandex, midriff tops, tank tops, muscle shirts
- Flip-flops (plastic and/or rubber), beach shoes, crocs, industrial shoes, hiking boots, or over-the-knee boots,
- Athletic jerseys, thermal tops, halter tops, leotards
- Sweat pants/tops, windbreaker pants/tops
- No bandanas
- Covered Shoulders

There is to be no deviation from this dress code on any day with the exceptions of school related spirit days and/or Lincoln Days (hereafter referred to as “Dayton Days”) as designated by the school Principal and approved by the Superintendent or his/her designee.

Shorts are not to be worn by anyone at any time with the exceptions of P.E. teachers and staff members on field trips or school field days that have outdoor activities.

## PARKING

The west parking lot is on a first-come, first-serve basis. Others can park on the street. Please do not park in such a way as to block others or the entrances and observe all fire lanes.

## MEMBERSHIP IN ORGANIZATIONS

The Dayton Public School System has a teacher organization known as the Dayton Education Association. It is primarily an organization for the teachers. Its success is totally dependent upon the enthusiastic participation of each teacher. D.E.A. will meet on designated days after school.

- Membership in the D.E.A., K.E.A., and N.E.A. is entirely up to the teacher.
- Each teacher of a subject should consider joining the state or national organization of that subject.
- Arrangements can be made in the central office for payment of some organization dues over the course of the year.
  - *(Building Representative – Angela Buschle)*

## EMERGENCY, PERSONAL AND SICK DAYS

- **One emergency** day and **two personal** days exist, but these must be requested and approved by the Superintendent. When sending your request to the superintendent by email, please carbon copy Mr. Meyers.
- You are allotted **ten sick** days per year that can accumulate. It is suggested that you not abuse sick days, as your attendance is vital for the success of Dayton High School students. Accumulated sick days serve as a real cushion for long-term illness and are added into your Kentucky Teacher Retirement.
- If you have questions about emergency, personal or sick days, contact Glenda Smith at our board of education (491-6565).

## ASSEMBLIES AND SPECIAL DAYS

Teachers must attend and help with the general supervision of the students during assemblies and special events (i.e. Veteran's Day, Wall of Distinction Ceremony, KSA Grill-out, etc). All teachers will use our assembly seating assignment for assemblies in the gym, as well as sit among students to supervise your section in the bleachers.

Note: Technical school and Gateway students – Students who attend college courses/Gateway and request to attend a special event at school that requires them to miss college class(es) must complete and submit a "Field Trip or School Event Permission Form for Gateway Students" at least three days prior to the assembly/event. Technical school students who request to miss technical school to attend an assembly may only do so if they have at least a C at technical school, as well as 93% minimum attendance (not counting excused tardies/absences) and notify Mrs. Frederick and Mr. Meyers at least two days prior to the assembly that they believe they meet the criteria and would like to remain at school.

## EXTRA-CURRICULAR ACTIVITIES

Most athletic events have been scheduled prior to the beginning of school. However, it will be necessary during the course of the school year to seek additional help from teachers to sponsor or chaperone various activities. Each teacher will sign up to supervise a minimum of one athletic event in the fall and one athletic event in the winter. Signing up for additional games is greatly appreciated. These will be distributed, as much as possible, throughout the staff to alleviate the burdening of any one teacher or teachers. The teachers' cooperation in these endeavors is expected. Attending after school athletic events and dances makes a strong positive impact on students.

## **PLANNING PERIOD**

Each teacher is scheduled with a planning period. This time is to be used as class preparation time or conference time. You are asked not to abuse this time for personal business or to leave the building, etc. If there is an emergency, please contact the high school Principal. Those on the staff whose jobs require them to leave the building must sign out, their destination, and sign back in upon return, with the secretary.



## STUDENTS OR TEACHERS LEAVING CLASSROOMS

- **Please do not leave classes unattended.** If it is necessary for you to leave your room, contact the office. This is for your legal protection, as well as the students' protection.
- **10 AND 10 RULE.** Do not allow students to leave your class during the first ten or last ten minutes of class.
- **Students should not be placed in the hallway unsupervised.**
- Please **do not** send students to the lounge to get soft drinks and snacks for themselves or you.

## PARTIES

Parties are not allowed during instructional time.

### POLICY STATEMENT

Dayton High School recognizes the value of non-print instructional materials, such as videos, as supplements to the curriculum. Faculty and staff are expected to use sound professional judgment in selecting videos and other media resources in the classroom. In order to comply with the "Fair Use" provision and Chapter 1, Section 110 of the Copyright Law, a teacher must follow certain guidelines when using videos. A summary of those guidelines follows:

Videos shown in school should:

- Be used with students in "face to face" instruction with the teacher
- Be directly related to the curriculum and the current instruction
- Be correlated to instructional objectives
- Be shown in the normal instructional setting, not in such large group setting as the cafeteria or gymnasium.
- Not be used for extra-curricular, reward, or recreational use
- Not be used for fundraising. No admission should be charged for a film showing.
- Be "lawfully made." That means that the teacher has not duplicated a copy in violation of Fair Use, without the knowledge of the copyright holder or that the teacher has not knowingly purchased an illegal copy. It is reasonable to assume that videos acquired from rental stores and libraries are lawfully made copies.

The school will make every attempt each year to purchase a license that gives us public performance rights so that we can show videos for rewards and at extra-curricular events.

In order to show a video to enhance the curriculum, teachers must adhere to the following guidelines:

1. Document the use of the video in the Unit of Study and indicate what bullet of the Program of Studies, Core Content, or Vocational Skills Standard that it supports.
2. Get prior approval from a principal to use the video.
3. Use video clips, rather than entire videos, whenever possible.
4. Use R-rated movies in grades 9 – 12, only with parental permission. (Parental permission must be obtained each time an R-rated movie is shown.) If parental permission is refused, an alternative assignment must be offered.
5. Use PG-13 movies in the 7<sup>th</sup> and 8<sup>th</sup> grade only with parental permission. Middle school students will be given a form letter to take home to get permission to view PG-13 videos throughout the school year. This permission slip will be kept on file in the team leaders' room. If a student does not have parental permission to view PG-13 videos, he/she must be given an alternative assignment. No R-rated videos can be shown at the middle school level.
6. If a substitute is in a classroom, no R-rated movies can be shown. If a substitute is in a 7<sup>th</sup> or 8<sup>th</sup> grade classroom, no PG-13 videos can be shown.

## USE OF VIDEOS

<http://www.dayton.kyschools.us/userfiles/139/SBDM%20Policies/06.02%20-%20Use%20of%20Instructional%20Videos%20Policy.pdf>



## EMAIL

Email is a vital teacher communication tool. We often use it to communicate instructions, share reminders, deliver agendas, send calendar invitations and much more.

### **Expected teacher email etiquette:**

1. Teachers should check email every day... in the morning, during your planning period or at the end of the school day. Reply to requests or questions the same day or at a minimum within 24 hours. Use of an auto-responder is encouraged if you will not have access to your email (e.g. away at a conference).
2. Email should only be used for purposes directly related to work and school.
3. Use great caution when sending or replying to emails. It is difficult to convey tone in email.
4. Avoid using "reply to all". Instead, reply to the original sender in an individual email and allow them to reply to all to address your concern or answer your question.
5. Whenever possible, keep emails brief.

## SCHOOL ACTIVITY FUND MANAGEMENT

The Dayton Independent Board of Education hereby authorizes the establishment and maintenance of a School Activity Account at each of the schools of the district. The Principal of the school shall be responsible for the proper administration of the financial activities of each School Activity Account in accord with the provisions of state law and appropriate accounting practices and procedures. All monies collected shall be deposited in the School Activity Account at a local bank. All payments made from the School Activity Account shall have the approval of the Principal responsible for the School Activity Account. The annual school district audit shall include an audit of high school student organization funds and the elementary school activity fund. Payment for the audit shall be made from district funds. Reserves shall be limited to amounts estimated as necessary for the beginning of the following year's operation. Monies raised by student organizations must be expended for the benefit of the students. This means any money collected in connection with any school-related activity or function by any staff member must be turned into the Principal's office to be processed through the Activity Account on a daily basis.

## FUNDRAISING

ALL fundraisers must be approved by the principal in advance. Fundraising request forms can be found in the front office.

## FIELD TRIPS

Requests for field trips will be considered only if the field trips are related directly to classroom objectives, CSIP or as part of a quarterly intervention/RTI/CCR incentive program or quarterly middle school incentive program. It is important to plan well in advance. Always begin by requesting permission from Mr. Meyers and transportation from Mr. Kinmon. Field trips may not be scheduled after May 1<sup>st</sup> and field trips in April are discouraged. Use this field trip check list:

- ☐ **Get permission at least a month out:** Teachers wishing to take students out of the building for special occasions/field trips must clear this through the principal's office at least one month prior by completing a field trip request form. This includes local walking field trips.
- ☐ **Verify availability of transportation:** Contact Mr. Kinmon when you request permission to verify availability of transportation and verify transportation cost.
- ☐ **Notify all teachers:** Notify all teachers impacted, our secretaries and our guidance counselor in advance to ensure that your field trip will not conflict with major school events or testing. Provide a preliminary list of students participating for all teachers, Mrs. Brown and Ms. Frederick a month before your field trip.
- ☐ **The day before your field trip:** An accurate and final list of students going on the outing, as well as money collected, MUST be given to the secretary on the day prior to the outing.
- ☐ **Prepare for the bus driver:** Create a list of students on each bus, their phone number, address and parent/guardian's name. Give this to the bus driver(s).
- ☐ **Attendance:** Take attendance before leaving and turn it into the office.
- ☐ **Accounting:** If you are collecting money for a field trip, speak with Mrs. Brown. Ensure that you are following Red Book rules. Also, students cannot be denied access due to ability to pay if the field trip is connected to classroom learning objectives.
- ☐ **Parent permission:** Get signed parent permission slips completed for every student.
- ☐ **Background Checks:** Ensure that all of your chaperones have an approved background check
- ☐ **Plan for your sub and students at school:** If any of your students will remain at school during your trip, make plans for those students and communicate those plans to teachers and our front office secretaries (i.e. instructional plans, where they will report each period and who will supervise them). Ensure that you have communicated with our sub caller (Jessica Williams) if you need a sub.
- ☐ **Inform the cafeteria:** Inform the cafeteria of all field trips at least a week ahead. Your field trip will impact how much food they cook during lunch on the day of your trip. Let them know if you'll need packed lunches for your students.
- ☐ **CCATC Technical Students and Gateway Students:** Review your list of students carefully to identify those who attend technical school at the CCATC, as well as students who attend college classes (e.g. Dual Credit/Gateway). If you want to take students on your field trip who attend college classes, those students must meet the criteria on the "Field Trip Permission Form for Gateway Students" and the completed permission form must be submitted to Mr. Meyers and Mrs. Frederick at least three school days prior to the field trip. If you want to take students on your field trip who attend technical school at the CCATC, you must have permission from Mr. Franzen – CCATC Principal.

**Field Trip or School Event Permission Form for Gateway Students**  
**Dayton High School**

The student below is requesting permission to attend a field trip or special event at Dayton High School on a day and time when they have a college course. Students may only attend such a field trip or event (such as an assembly) if they meet the following two criteria:

- The student must have a minimum of a C average in the college course they will miss due to a field trip or event. To verify this, the student must have permission from their college professor (see signature line below).
- The student must have at least 93% attendance (excluding excused absences, see signature line below)

Questions? Please contact Principal Scott Meyers at [scott.meyers@dayton.kyschools.us](mailto:scott.meyers@dayton.kyschools.us) or (859) 292- 7486.

Student name: \_\_\_\_\_

Date of field trip or special school event: \_\_\_\_\_

DHS teacher leading field trip: \_\_\_\_\_

College course student will miss due to field trip: \_\_\_\_\_

**Required Signatures**

Signature of approval from Ms. Frederick verifying 93% minimum attendance: \_\_\_\_\_

Signature of approval from college professor  
verifying both permission and minimum C average: \_\_\_\_\_

Signature of approval from DHS teacher leading field trip: \_\_\_\_\_

**\*Submit a completed copy with all required signatures to Ms. Frederick and Mr. Meyers at least 3 days prior to the field trip.**

**Field Trip Permission Form for CCATC/Technical School Students**  
**Dayton High School**

The student below is requesting permission to attend a field trip at Dayton High School on a day and time when they are expected to attend the CCATC/Technical School. Students may only attend such a field trip if they meet the following two criteria:

- The student must be in good academic standing at technical school and have permission from the principal of the CCATC. (see signature line below).
- The student must have at least 93% attendance (excluding excused absences, see signature line below)

Questions? Please contact Principal Scott Meyers at [scott.meyers@dayton.kyschools.us](mailto:scott.meyers@dayton.kyschools.us) or (859) 292- 7486.

Student name: \_\_\_\_\_

Date of field trip: \_\_\_\_\_

DHS teacher leading field trip: \_\_\_\_\_

**Required Signatures**

Signature of approval from Ms. Frederick verifying 93% minimum attendance: \_\_\_\_\_

Signature of approval from the principal of the CCATC: \_\_\_\_\_

Signature of approval from DHS teacher leading field trip: \_\_\_\_\_

**\*Submit a completed copy with all required signatures to Mrs. Frederick and Mr. Meyers at least 3 days prior to the field trip.**

## EARLY RELEASE DAYS

The following Wednesdays will be early release days during the 2023-2024 school year. On early release days, students will be released at 2:00 and teachers will collaborate in school based or district wide teams.

NOTE: The schedule below is our tentative early release schedule. Early release dates and purposes are sometimes adjusted throughout the school year. If a date or purpose is adjusted, teachers will be notified.

\*Each teacher will be asked to share your expertise during one early release day during the school year.

Consider sharing a strategy for engagement, questioning, assessment, behavior modification, blended learning or another strategy you've used successfully. Lastly, when you attend conferences or workshops throughout the school year, you will have an opportunity to share a couple big ideas you learned with teachers during the school based early release day following your conference or workshop!

Wednesday	TBD
8/23/22	TBD
8/30/22	TBD
9/6/22	TBD
9/13/22	TBD
9/20/22	TBD
9/27/22	TBD
10/4/22	TBD
10/11/22	TBD
10/18/22	TBD
10/25/22	TBD
11/1/22	TBD
11/8/22	TBD
11/15/22	TBD
11/29/22	TBD
12/6/22	TBD
12/13/22	TBD
12/20/22	TBD
1/3/24	TBD
1/10/24	TBD
1/17/24	TBD
1/24/24	TBD
1/31/24	TBD
2/7/24	TBD
2/14/24	TBD
2/21/24	TBD
2/28/24	TBD
3/6/24	TBD
3/13/24	TBD
3/20/24	TBD
3/27/24	TBD

\*Early release purposes (school based or district based) are subject to change.

# ACADEMIC WORK PLANS & LEARNING TARGETS

**Curriculum Timelines**

Teachers will complete a yearly curriculum timeline for each class taught. This timeline will serve as the "big picture" for the school year and will include the topics that will be covered and the dates the topics will be covered. *The most current updated Curriculum Timelines should be uploaded to your shared OneDrive. See our Director of Teaching and Learning, Rick Wolf, for more information.*

## Unit/Quarterly Organizers

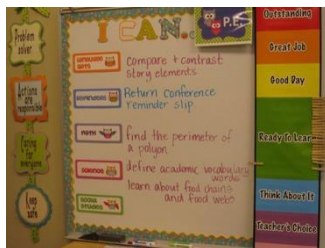
Teachers will complete Unit/Quarterly Organizers to identify the standards that will be taught. On these Unit/Quarterly Organizers, teachers will identify the "Big Idea" of each unit, essential questions, key vocabulary, along with the standards that will be taught for each unit. These organizers will be completed and turned in prior to the first day of each quarter. The first quarter Unit/Quarterly Organizers will be completed and turned in prior to the start of the second quarter. *The most current updated Unit/Quarterly Organizers should be uploaded to your shared OneDrive.*

*See our Director of Teaching and Learning, Rick Wolf, for more information.*

## Pacing Guides

Teachers will complete monthly pacing guides. On the first Wednesday of each month a "draft" pacing guide for that month will be submitted electronically to the principals and Director of Teaching and Learning. On the first Wednesday of each month teachers will also submit a "revised" pacing guide from the previous month (e.g. Answering the questions on assessments, reflecting on instructional practice, and identifying changes on the pacing guide). Teachers will keep pacing guides in the bin on their classroom wall. The pacing guide will include formative assessments used, the results of those formative assessments, and how the results impacted instruction. Teachers will also include the number of days for the lesson, lesson topic, standards, student friendly learning targets, activities and critical vocabulary. *The most current updated Pacing Guides should be uploaded to your shared OneDrive. See our Director of Teaching and Learning, Rick Wolf, for more*

*information.*



## Learning Targets

Daily learning targets should be posted in a very visible location in your classroom for all of your classes throughout the day (e.g. poster, white board, chalkboard, etc.). A learning target is the skill or knowledge you expect your students to demonstrate before they leave class each day. Begin your learning targets with "I can.." or "I will...". Review, discuss, break down and assess learning targets with your students.

## ISD AND SUBSTITUTE TEACHERS FOLDERS

Each teacher must complete an In-School Detention (ISD) folder with at least two lessons for each class period. Also, each teacher is to complete a substitute teacher folder with at least three lesson plans for each class preparation on file in the office to be used in case of emergency. These should be useful, relevant, time-consuming, and intended to be included in the grade book after completion. Digital lessons are preferred but if paper copies are needed, have copies ready in your sub plan folder. If you are absent, please do not send instructions to Missy or Tammy to make copies for a substitute teacher. Both folders are due in the front office by August 25<sup>th</sup> each school year.

## PLC's

PLC's for each department are expected to meet weekly using the PLC Protocol form provided by Mr. Meyers. Completed PLC protocols should be uploaded to OneDrive every week by one teacher in the PLC, including shortened weeks, unless Mr. Meyers notifies PLC's of any altered PLC schedule or PLC expectations. PLC's will meet on Wednesday during early release time.

## DEPARTMENT HEADS

<b><u>Business Dept. Head</u></b>	<b><u>English Dept Head</u></b>	<b><u>Math Dept Head</u></b>	<b><u>Science Dept Head</u></b>	<b><u>Social Studies Dept Head</u></b>	<b><u>Spec. Ed. Dept Head</u></b>
Lori Miller	Kyle Fitzgerald	Matthew Bird	Phillip Arant	Jon Taylor	Angela Buschle

\*Department heads should see Mr. Meyers regarding expectations and duties.



## **EOP**

(Eligibility Of Privileges)

- **EXTRA CURRICULAR ACTIVITIES PARTICIPATION**

- Eligibility of Privileges Policy addresses Athletics student attendance, behavior, and grades. Based on this SBDM policy, students may lose the rights to participate in or attend extracurricular activities and events. EOP will be run school wide and be applied to ALL students during weeks of Middle School Dance, Fall/Winter Homecoming, and Prom. Administration reserves right to apply EOP on individual basis dependent upon student's actions in/outside school.

## **P.A. AND MARQUEE ANNOUNCEMENTS**

All announcements should be written/typed and sent to Mr. Fitzgerald. Please indicate a start/end time so Mr. Fitzgerald is aware of how long the announcement should be read. Each morning our Media Arts Class and Mr. Fitzgerald will do video announcements when first bell rings at 8:00 a.m. The deadline to submit your announcement for Mr. Fitzgerald is 7:45 a.m.

## **SCHEDULING LIBRARY**

- Please contact Ms. Chambers to schedule time in the library.
- Teach your students the common area expectations in the library: ask before printing, push in chairs, close computer lids, and use a quiet voice.
- There is no food allowed in the library.
- Any audio-visual aids or teaching equipment should be returned to the media center daily unless cleared through the media specialist. Equipment should be safely secured in your room.

## **COMMITTEES**

SBDM Committees: All departments are standing SBDM committees and report on a scheduled rotating basis to SBDM. The schedule can be found on our school website at this link: <https://dhs.dayton.kyschools.us/sbdm/sbdm-council>

Culture and Climate Committee

PLC Committee

Attendance Committee

PBIS Committee

Positive Parent Partnerships Committee

## CLASS & CLUB SPONSORS

If you intend to use school facilities after 4:00 p.m., you are responsible for letting your group into the building to go to a designated area, for their conduct while they are in the building, and for overseeing that they leave the building after the activity. The students are to be supervised at **all times**. Please clear all activities with the principal or assistant principal prior to their occurrence. Students are not to roam the building or interfere with other groups or activities. Use of the gymnasium and related facilities must be cleared with the athletic director or principal prior to the occurrence. Use of the cafeteria and related facilities must be cleared with the Principal prior to the occurrence. We have limited facilities so cooperation in their use is absolutely necessary. Planned programs can usually be accommodated but instantaneous requests often result in disappointment.

9 <sup>th</sup> Grade Sponsor	Logan Little
10 <sup>th</sup> Grade Sponsor	Amy Ryan
11 <sup>th</sup> Grade Sponsor	Jessica Williams
12 <sup>th</sup> Grade Sponsor	Jesse Herbst
Yearbook	Kyle Fitzgerald
Project Prom	Logan Little
Project Prom	Jon Taylor
MS/HS Student Council Leader	Jon Taylor
Robotics Club	Matt Sumpter
FBLA	Asher Khan/Lori Miller
Educators Rising	Angela Buschle
Drama Club/School Play	Kyle Fitzgerald
National Junior Honor Society	OPEN
Art Club	Katherine Lincoln
Jr. High Science Club	Emmi Lucas
National Honors Society	Angela Buschle

## DEPARTMENT GROUPS

Each department will meet to seek ways to improve student success and report to Site Based Decision Making Council twice during the school year. See the DHS school website for a calendar of meeting and department reporting dates. PLC groups will also meet weekly during common planning times.

### MATH

Ryan - 220  
Sumpter - 219  
Bird - 218  
Roberts - 110

### SCIENCE

Lucas - 115/116  
Case - 206  
Arant - 207

### SPECIAL EDUCATION

Kohrs - 214  
Buschle - 119  
Lukens - 112  
Nolan - 114  
Ratterman - 210

### LANGUAGE ARTS

Behrendt - 109  
Ledonne - 118  
McDonald - 211  
Little - 209  
Fitzgerald - 108 (Media Arts – Room 203)  
Brown - 212  
Chambers - Library

### SOCIAL STUDIES

Taylor - 113  
Hatfield - 216  
Weaver - 217

### ARTS/HUMANITIES/HEALTH/PE

Simon - 100  
Lincoln - 123  
Workman - Gym/106

**BUSINESS**

Khan - 202  
Miller – 204

**Greendevil Success Academy**

Ratterman/Herbst - 122  
CHNK - 102

**Student Services**

Georgia Harris - 120

**OTHER**

Scott Meyers - Principal  
Christopher Wright – Assistant Principal  
Beth Fields – School Counselor  
Jesse Herbst - Dean of Students  
Karen Fuchs – Student Support Interventionist  
Jessica Williams – Athletic Director  
Gina Sorrell Byrd – DHS Student Advocate  
Georgia Harris - YSC  
John Mueller – Mental Health and Family  
Engagement Coordinator  
Julia Kilburn – Mental Health Therapist  
Ariana Warner – Mental Health Therapist  
Todd Brendel - SRO  
Darian Witherspoon - ISD  
Open – Inst. Asst.

## SCHOOL DELAYS

When weather emergencies, etc., arise, school may be delayed one hour. Delaying does not mean you can be an hour late. All staff should try to arrive at school at the regular time. You will receive a notification procedure for everyone to follow.

## SMOKING OR TOBACCO USE

Teachers are not permitted to smoke or use tobacco in the building or on school grounds.

## SPECIAL MEETINGS AND SCHOOL FUNCTIONS

During the course of the year, there are several meetings, which will be called by various organizations within our system. It is very beneficial to the school system for its personnel to take an active part in as many school activities as possible. Your attendance at various athletic contests, concerts, dances, awards programs, and graduation exercises is very meaningful to the student body. These are times when faculty members are able to observe behavior and attitudes of the students in something other than the classroom situation. The intrinsic value realized far outweighs the problem of arranging for your attendance. All staff are expected to attend:

- Parent teacher conference night
- Spring Fling
- Senior awards night
- Graduation night
- Supervise at least one athletic event in the fall and one athletic event in the winter (sign up for a date with our Athletic Director)

## STUDENT MONEY COLLECTIONS

Whenever money is collected from a student for any reason, teachers must fill out a multiple receipt form. This form must be filled out and signed by the student as to the amount they gave the teacher or coach. This form and the money are then turned into the bookkeeper. A new form is to be filled out with each deposit turned into the bookkeeper. This money should be turned in **daily**. A fund-raiser worksheet must be filled out at the end of the sale and turned into the bookkeeper for state auditing purposes. If additional receipts are needed, you can obtain these from the main office. Whenever students owe money (after reasonable time for paying has lapsed), their names should be turned into the office with any pertinent information. **NEVER LEAVE MONEY OR VALUABLES IN YOUR ROOM UNATTENDED. Teachers will be held responsible for monies stolen out of their classroom.**

## CELL PHONES & TELEPHONE MESSAGES

Teachers will not be given phone calls or receive other messages during their scheduled responsibilities except in emergency situations. Phone calls or messages will be put through to your voice mail. Teachers should not use cell phones during class time or during class changes. Teachers may use cell phones in the teacher's lounge, during lunch or in their classroom during their planning period.

## GUIDELINES FOR AFTER-SCHOOL DETENTION

1. 7<sup>th</sup> and 8<sup>th</sup> grade teams will hold administrative assigned detentions for the 7<sup>th</sup> and 8<sup>th</sup> graders in their rooms on Tuesday and Thursdays, which will be monitored by rotating staff.
2. 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders will attend detention in the assigned teacher's classroom on Tuesdays and Thursdays, which will be monitored by rotating staff.
3. It will not be less than forty-five (45) minutes in length.
4. Students will go to their lockers before going to detention and then leave the building immediately after detention.
5. Students will be seated in an orderly manner.
6. There will be no talking, gum chewing, listening to music, use of phone, or other inappropriate behavior by the students.
7. Students will be dismissed in an orderly manner.
8. Students who miss detention without proper authority, will be subject to further disciplinary actions.
9. The detention monitor must keep accurate record of those in detention and send student names to Ms. Frederick and Mr. Herbst of those who did not attend.
10. Teachers may assign an individual student a teacher detention for up to **30** minutes. Teachers must contact a parent or guardian prior to a teacher detention to ensure that they know where their child is and why they are serving detention.

## **PHILOSOPHY OF DISCIPLINE & PBIS**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

### **SCHOOL-WIDE EXPECTATIONS**

**C - Courage**

**A -Attitude**

**R – Respect & Responsibility**

**E – Effort**

#### **Common Area Expectations**

##### **Hallway**

Keep moving  
Right side  
Be kind  
Keep it clean

##### **Bathroom**

Flush  
Wash  
Leave

##### **Classroom**

C  
A  
R  
E

##### **Cafeteria**

Be kind  
Be healthy  
Stay seated  
Clean up

##### **Outside**

Be courteous  
Clean up  
Follow directions

##### **Fire Drill**

Be calm  
Be quiet  
Line up

##### **Bus**

Stay seated  
Stay in  
Be kind

##### **Gym/Assembly**

Be considerate  
Be safe  
Clean up

##### **Library**

Ask before printing  
Push in chairs  
Close comp. lids  
Quiet voice

## Classroom vs. Office Managed Behaviors

PBIS	
Classroom Managed	Office Managed
Attitude/tone	Three or more occurrences of the same classroom managed behavior documented in PLP or teacher doc with 3 different interventions.
Disruption	
Dress code violation	
Inappropriate language/Put-downs	Tardy to class (mark in IC) in tandem with SWEEP team
Non-approved food and drink	Absent or leaving without permission
Refusing to follow directions/Non-compliance	Abusive inappropriate language/Profanity
Touching/Horse playing	Bomb threat, Weapon, Arson, Drugs
Public display of affection	Failure to attend detention
Preparedness	Harassment or bullying
Throwing objects	Property damage/Vandalism
Technology violation	Forgery/Theft/Cheating
Cell phone	Fight/Physical aggression

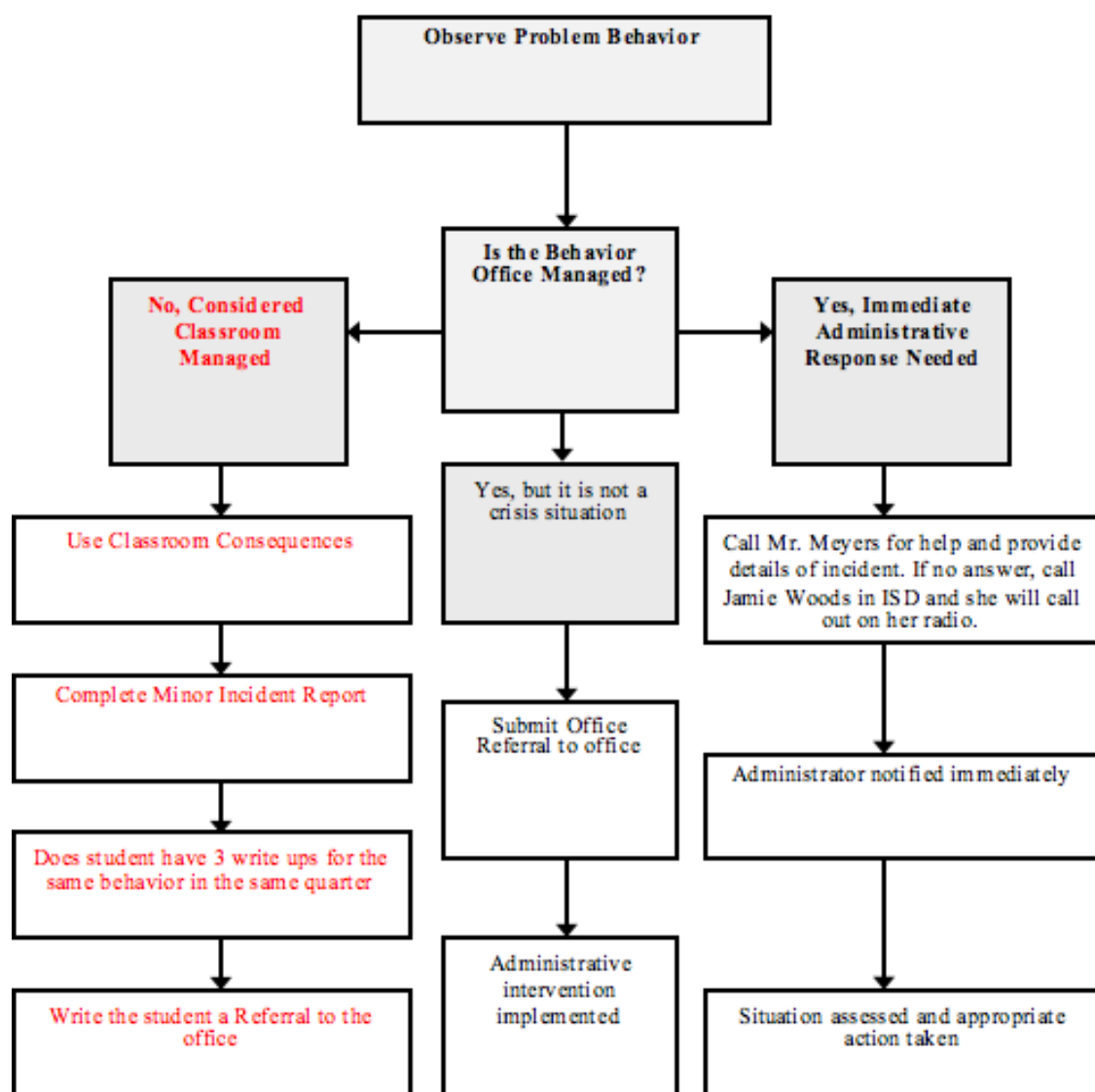
Teachers are expected to handle their own discipline problems as much as possible. Sending students to the office should be done only when the behavior disrupts the class, it is an office managed behavior and all options have been used. See the problem behavior flow chart below. Use the rule of 3's, documenting at least 3 different classroom managed interventions prior to referring a student to the office for a classroom managed behavior. Examples of classroom managed interventions can be found at <http://www.pbisworld.com/> Classroom managed interventions should be documented in PLP or in a teacher's personal log (examples include such things as a teacher detention, parent contact, student/teacher conference, changing a seating assignment, auditory/visual cues and behavior contract). Classroom interventions should never be submitted as behavior referrals in Infinite Campus. Please do not submit classroom managed interventions Documentation. Instead, document classroom managed interventions in PLP.

1. Teachers are **not** to send students to ISD. That decision will be made by administration.
2. Office managed referrals should always be submitted as behavior referrals in Infinite Campus. Type the detailed referral into Infinite Campus and e-mail the administrators the student's name. Be objective in your referral, stick to the facts and include quotes regarding dialogue between you and students.

If you say something, mean it. If you don't mean it, don't say it. Three important items to consider are: be **FIRM**, be **FLEXIBLE**, and be **FAIR**.



## Dayton Independent MS/HS Discipline Flowchart



### Classroom Managed Behaviors:

Attitude/tone  
 Disruption  
 Dress code violation  
 Inappropriate language/Put-downs  
 Non-approved food and drink  
 Refusing to follow directions/Non-compliance  
 Touching/Horse playing/Public display of affection  
 Preparedness  
 Throwing objects  
 Technology violation  
 Cell phone

### Office Managed Behaviors:

Three or more occurrences of a classroom managed behaviors documented in PLP with an intervention.  
 Tardy to class (mark in IC) in tandem with SWEEP team  
 Absent or leaving without permission  
 Abusive inappropriate language/Profanity  
 Bomb threat, Weapon, Arson, Drugs  
 Failure to attend detention  
 Harassment or bullying  
 Property damage/Vandalism  
 Forgery/Theft/Cheating  
 Fight/Physical aggression

# GRADING AND REPORTING

The year is divided into four grading periods composed of nine weeks each. Progress reports will be sent home with students about four to five weeks after each grading period begins.

**Teachers should contact parents at the first sign of discipline or academic problems. Keep a record of date, time, and subject of conversation (USE PLP TAB IN INFINITE CAMPUS).**

All grades are to be reported by using numerals. The grades are used in determining class ranking, the honor roll, and whether a student receives an honor pin at the end of the senior year. The honor roll students must have an 80% or better in all subjects. The super honor roll includes all grades 90% or better.

**Letter equivalents to the numerical values are as follows:**

A = 90-100

B = 80-89

WP - Withdrew Passing

WF - Withdrew Failing

C = 70-79

D = 60-69

F = 0-59

Grading at Dayton Middle/High School will be points based in all subject areas. Below are suggested point values:

- Test – 100 Points
- Projects/Labs – 100/125 Points
- Quizzes – 50 Points
- OA's/Bell Ringers/Exit Slips – 10 Points
- 10/10's (ten questions over ten minutes; timed testing) – 10 Points
- All Extra Credit Shall be Academic Based

If students pass three quarters of the year, they should probably pass for the year, except when, at the discretion of the teacher, with the principal's approval, their numerical average indicates failure for the year. Consequently, if pupils fail for three quarters, they most probably will fail for the year. In an attempt to try to better our attendance record, teachers are asked to cooperate in this matter.

**Formative grades should be posted on Infinite Campus every week. All teachers should have 15-18 assessments for each class in their gradebook during each 9 week quarter, including at least three summative assessments and six 10 in 10's each quarter. In summary, students should be assessed and informed of their progress in every class every week. Always go over tests with students after grading them.**

Midterm and final exams shall be given in each course EXCEPT resource and rotation courses. Midterm and final exams must be cumulative, either for the semester's instruction or the entire year's instruction. Midterm and final exams shall be worth 20% of the students' semester grade. Midterm and final exams may take the form of a traditional multiple-choice and constructed response assessment; however, midterms and finals may also take the form of projects, presentations, or other forms of assessment that adequately assess student learning of standards, skills, and content from the semester or the entire year's instruction. Quarterly/semester courses may choose to have a cumulative midterm/final for that quarter/semester of information.

Mid-term and final exams may NOT be retaken.

As an additional incentive for students to reach post-secondary ready, any student deemed "academic ready" or "career ready" (per state accountability guidelines) and having an "A" average for the semester will NOT be required to take midterm or final exams (regardless of whether exams are cumulative or not—ideally, all midterm and final exams would be cumulative).

It is important that grades are posted in Infinite Campus before each teacher leaves on the last day of exams. Lastly, it is good practice to print hard copies of grades for backup in the event of technology problems.

## AM, PM, HALLWAY & STAIRWELL ASSIGNMENTS

7:30	Cafeteria	<b>Herbst/Fuchs</b>
7:30	Outside	<b>Meyers, Wright and SRO</b>
7:53	Hallway entrance by front office	<b>Simon</b>
7:55	All Hallways	<b>All teachers</b> by their doors
7:55	Stairwell 2 <sup>nd</sup> floor	<b>Little</b> on West and <b>Williams</b> on East
7:55	Stairwell 1 <sup>st</sup> floor	<b>Lincoln</b> on West and <b>Taylor</b> on East
PM Dismissal	All Hallways	<b>All teachers</b> by their doors
PM Dismissal	Stairwell 2 <sup>nd</sup> floor	<b>Little</b> on West and <b>Williams</b> on East
PM Dismissal	Stairwell 1 <sup>st</sup> floor	<b>Lincoln</b> on West and <b>Taylor</b> on East
PM Dismissal	Main entrance hall	<b>Simon</b>
PM Dismissal	Clay Street	<b>Herbst/Workman</b>
PM Dismissal	Greendevil Lane	<b>Meyers and Wright</b>
PM Dismissal	Floodwall	<b>Fuchs</b>

## HALLWAY/STAIRWELL SUPERVISION DURING LUNCH

All teachers will escort their class to/from lunch and are responsible for monitoring behavior in the hallway.

**Cafeteria Coverage (Morning Duty from 7:30 – 7:55)**

**Jesse Herbst/Karen Fuchs**

<b>Class Schedules 2023 - 2024</b>					
<b>Period</b>	<b>FLEX</b>	<b>Non-Flex</b>	<b>Early Release</b>	<b>Assembly Schedule</b>	<b>1-Hour Delay</b>
<b>1<sup>st</sup></b>	<b>8:00 – 8:54</b>	<b>8:00 – 9:01</b>	<b>8:00 – 8:52</b>	<b>8:00 – 8:55</b>	
<b>2<sup>nd</sup></b>	<b>8:58 – 9:52</b>	<b>9:05 – 10:06</b>	<b>8:56 – 9:48</b>	<b>8:59 – 9:54</b>	<b>9:00 – 10:06</b>
<b>3<sup>rd</sup></b>	<b>9:56 – 10:50</b>	<b>10:10 – 11:11</b>	<b>9:52 – 10:44</b>	<b>9:58 – 10:53</b>	<b>10:10 – 11:11</b>
<b>FLEX</b>	<b>10:54 – 11:34</b>				
<b>4<sup>th</sup></b>	<b>11:38 – 12:59</b>  <b>(Lunch)</b>	<b>11:15 – 12:45</b>  <b>(Lunch)</b>	<b>10:48 – 11:40</b>	<b>10:57 – 12:21</b>  <b>(Lunch)</b>	<b>11:15 – 12:45</b>  <b>(Lunch)</b>
<b>5<sup>th</sup></b>	<b>1:03 – 1:57</b>	<b>12:49 – 1:50</b>	<b>11:44 – 1:04</b>  <b>(Lunch)</b>	<b>12:25 – 1:16</b>	<b>12:49 – 1:50</b>
<b>6<sup>th</sup></b>	<b>2:01 – 2:55</b>	<b>1:54 – 2:55</b>	<b>1:08 – 2:00</b>	<b>1:20 – 2:11</b>	<b>1:54 – 2:55</b>

		NON-FLEX/Assembly/1-Hr				
FLEX		Delay		Early Release		Groups:
11:40	12:05	11:26	11:51	11:45	12:10	MS 1 2
11:46	12:11	11:32	12:57	11:51	12:16	MS 3 4
11:52	12:17	11:38	12:03	11:57	12:22	MS 5 6
11:58	12:23	11:44	12:09	12:03	12:28	HS 1 2
12:04	12:29	11:50	12:15	12:09	12:34	HS 3 4
12:10	12:35	11:56	12:21	12:15	12:40	HS 5 6
12:16	12:41	12:02	12:27	12:21	12:46	HS 7 8
12:22	12:47	12:08	12:33	12:27	12:52	HS 9 10
12:28	12:53	12:14	12:39	12:33	12:58	HS 11
12:34	12:59	12:20	12:45	12:39	1:04	HS 12

		<u>LUNCH SCHEDULE (4<sup>th</sup> Period)</u>
<u>CLASS:</u>		<u>TEACHER:</u>
MS 1		FITZGERALD
MS 2		TAYLOR
MS 3		BEHRENDT
MS 4		LUCAS
MS 5		ROBERTS
MS 6		LEDONNE
HS 1		LITTLE
HS 2		BIRD
HS 3		BROWN
HS 4		McDONALD
HS 5		MILLER / KHAN
HS 6		WEAVER
HS 7		ARANT
HS 8		RATTERMAN
HS 9		CASE
HS 10		HATFIELD
HS 11		SIMON
HS 12		WORKMAN

		<u>Early Release LUNCH SCHEDULE (5th )</u>
		<u>TEACHER:</u>
		SIMON
		TAYLOR
		BEHRENDT
		LUCAS
		ROBERTS
		LEDONNE
		LITTLE
		BIRD
		BROWN
		McDONALD
		RYAN
		WEAVER
		ARANT
		RATTERMAN
		CASE
		HATFIELD
		LINCOLN

## **HALLWAY/STAIRWELL SUPERVISION DURING LUNCH**

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All teachers will escort their class to/from lunch and are responsible for monitoring behavior in the hallway.

### **THREE FREE MEALS FOR OUR STUDENTS**

The Dayton Independent School District participates in the U.S. Department of Agriculture Food and Nutrition Services; the National School Lunch Programs ~ Breakfast & Lunch, including Supper meals programs. Supported by Kentucky Department of Education. All students will receive three FREE meals per day at no cost to their parents/guardians. The 2021-2022 school year Dayton Independent Schools Food Services Department are participant for the Community Eligibility Provision Program. Awarded to the school district from their data-based information collection.

Parent/guardians are asked to apply for the Free and Reduced-Price School Meal (FARMs) form. The form will be distributed on the first day of school and return within 48 hours to school.

The schools do not support outside food being brought in for a student meal. The Educational Energy Food Services Department is able to meet student's taste with high quality variety selections of entrees, fresh fruit & vegetables, whole grains products, fresh milk and 100% assorted juices. Meeting all federal and state requirements according to the Students Nutrition Association. Home cooking from scratch meals with four seasonal cycle menus. No standard beginning to the end of year menu at Dayton Independent Schools, not allowed.

Grab-n-Go Stations are available during breakfast from the hours of 7:55 to 8:30 am, for students. Location in the main hallway under the PRIDE. Ala-Cart Station in the cafeteria during lunch periods as a second-choice option according to the National School Lunch Program regulations.

Dayton Independent Schools' food service director is a Certified Chef de Cuisine with the American Culinary Federation and Students Nutrition Association Food Service Director.

### **The Cafeteria Prices for Staff and Visitors**

#### **BREAKFAST**

Adult Entree \$3.00  
Coffee 12 oz. cup Free with meal

#### **LUNCH & SUPPER**

Adult Meal \$5.00  
(Entrée & Milk)

\* The above prices are subject to review by the Dayton Independent Board of Education  
This institution is an equal opportunity provider.

## **THE SCHOOL OFFICE: SERVICE TO TEACHERS**

With the limited help available in our office, we must operate by planned procedures. Our school secretaries are

the only persons in our building who are hired by the Board of Education to perform clerical duties.

A copy machine is located in the main office as well as in room 204. Staff may use the copy machines at their discretion by entering your assigned teacher code.

1. Paper prices have increased tremendously. Use your whiteboards and technology devices whenever possible. Each teacher will have a copy code for use of the copier, as well as monthly limits of 2,200 (2,000 for same floor copier, 200 for different floor copier)
2. Secretarial duties performed by the secretary will be strictly limited to school business. At no time during the working day shall the secretary type personal papers or do other personal work for staff members. Also, please do not send a request to a secretary that they make copies for a substitute teacher. To deny such requests can be embarrassing to all parties, so don't ask.
3. Teachers are asked not to socialize in the various offices during their planning periods. This cuts down on the efficiency of those employed in these offices.



SD AND SUBSTITUE TEACHERS FOLDERS

**PRICE LIST FOR ATHLETIC EVENTS  
2023 - 2024**

**FOOTBALL**

Varsity  
Middle School

**ADULTS**

6.00  
4.00

**STUDENTS**

3.00  
2.00

**VOLLEYBALL**

Varsity  
7<sup>th</sup> & 8<sup>th</sup>

5.00  
4.00

3.00  
2.00

**SOCCER**

5.00

3.00

**BASKETBALL (BOYS' & GIRLS')**

Varsity - (Boys-Girls Doubleheader).

6.00

3.00

JV & Varsity

Freshman - (Boy-Girls Doubleheader)

4.00

2.00

Jr. High or Freshmen or Jr. High Doubleheader

4.00.

2.00

Yearly Passes:

Student - \$40

Adult - \$80

Family - \$175 (2 adults and 2 students)

**COACHES**

Athletes must be supervised at all times, not only for the safety of the students, which is of utmost importance, but also for your own liability. Please refer to Athletic Policy Book for specific information. \* The above price lists are subject to review by the Dayton Independent Board of Education.

# ISD AND SUBSTITUE TEACHERS FOLDERS

## High School

### 45 Minute Detention Calendar

August 22/24	Matt Bird	January 23/25	Angela Buschle
Aug. 29/31	Joe Workman	Jan. 30 / Feb. 1	Logan Little
September 5/7	April Brown	February 6/8	Grace Hatfield
September 12/14	Angela Buschle	February 13/15	Matt Sumpter
September 19/21	Logan Little	February 20/22	Katherine Lincoln
September 26/28	Grace Hatfield	Feb. 27/29	Teresa McDonald
October 3/5	Matt Sumpter	March 5/7	Jessica Williams
October 10	Katherine Lincoln	March 12/14	Nick Simon
October 17/19	Teresa McDonald	March 19/21	Barbie Lukens
October 24/26	Jessica Williams	March 26/28	Angela Kohrs
Oct. 31 / Nov. 2	Nick Simon	<b>April 1 - 5</b>	<b>SPRING BREAK</b>
November 7/9	Barbie Lukens	April 9/11	Cameron Case
November 14/16	Angela Kohrs	April 16/18	Phillip Arant
November 21 (Thanksgiving)		April 23/25	Matt Bird
<b>OPEN (MS/HS)</b>		Apr. 30 / May 2	Joe Workman
Nov. 28/30	Cameron Case	May 7/9	April Brown
December 5/7	Phillip Arant	May 14/16	Angela Buschle
December 12/14	Matt Bird	May 21	Administration
December 19	Administration		
January 9/11	Joe Workman		
January 16/18	April Brown		

## Middle School

### 45 Minute Detention Calendar

August 22/24	Karen Fuchs	Jan. 30 / Feb. 1	Jack Behrendt
Aug. 29/31	Stephanie Ledonne	February 6/8	Amy Nolan
September 5/7	Jon Taylor	February 13/15	Asher Khan
September 12/14	Tammy Roberts	February 20/22	Tom Ratterman
September 19/21	Kyle Fitzgerald	February 27/29	Lori Miller
September 26/28	Emmie Lucas	March 5/7	Jesse Herbst
October 3/5	Jack Behrendt	March 12/14	Karen Fuchs
October 10	Amy Ryan	March 19/21	Stephanie Ledonne
October 17/19	Amy Nolan	March 26/28	Jon Taylor
October 24/26	Asher Khan	<b>April 1 - 5</b>	<b>SPRING BREAK</b>
Oct. 31 / Nov. 2	Tom Ratterman	April 9/11	Kyle Fitzgerald
November 7/9	Lori Miller	April 16/18	Emmie Lucas
November 14/16	Jesse Herbst	April 23/25	Amy Ryan
November 21 (Thanksgiving) <b>OPEN (MS/HS)</b>		Apr. 30 – May 2	Amy Nolan
November 28/30	Karen Fuchs	May 7/9	Asher Khan
December 5/7	Stephanie Ledonne	May 14/16	Tom Ratterman
December 12/14	Jon Taylor	May 21	Administration (MS/HS)
December 19	Administration		
January 9/11	Tammy Roberts		
January 16/18	Kyle Fitzgerald		
January 23/25	Emmie Lucas		

### **Copier Use and Student Aides**

If students have not been trained or assigned as aides, they are not to use the copier. Training can be done by teachers or teachers can schedule student-aide copier training with Ms. Fields, Mrs. Saucer, Mrs. Brown or Ms. Frederick for assistance. If you allow your aides to leave your classroom, please ensure they are on helpful errands for purposeful work. Give your aides clear expectations, monitor, and supervise them.

## **2023 – 2024 Emergency Drill Schedule**

The following drill dates will be used as much as possible, weather permitting. Please make sure you have gone over all instructions with your students concerning your rooms and emergency procedures. Please emphasize the seriousness of the drills. Make sure you have posted all of your procedures and routes on the wall.

### **Fire Drills**

- At minimum 10 Fire Drills will be had throughout the school year

### **Earthquake Drills**

- At minimum 2 Earthquake Drills will be had throughout the school year.

### **Tornado Drills**

- At minimum 2 Tornado Drills will be had throughout the school year.

### **Lock Down Drills**

- At minimum 2 Lockdown Drills will be had throughout the school year.

### **School Evacuation Drills**

- At minimum 1 Evacuation drill will be had throughout the school year

### **Bus Evacuation**

- At minimum 4 Bus Evacuation drills will be had throughout the school year

# **DAYTON HIGH SCHOOL**

## **EMERGENCY EVACUATION PLAN**

### **2023 – 2024**

- **This chart lists alternative exits for each classroom to follow during an emergency evacuation from this building. Each letter refers to an exit on the building diagram.**
- **The “Main Exit” is your regular exit. The “1<sup>st</sup> Alternative Exit” is your exit in the event your ‘Main Exit’ is blocked.**
- **In any event, the closest exit not blocked is your best choice.**
- **One copy of this evacuation is to be posted in your classroom.**
- **Teachers are to lead their students to the exit designated to their classroom.**
- **Teachers are to maintain their students in an orderly group away from the building.**
- **One student should be assigned to turn off the lights and shut the door.**
- **Teachers are to take their emergency evacuation bag with them in order to determine if all students are out of the building. Use your red or green sign to indicate whether all students are present. DO NOT hand your red/green sign to a student. Stand in front of your students with your red/green sign so that you are easily visible for administrators.**
- **The principal will instruct you when it is safe to return to the building.**

# Tornado

In the event of a tornado, do the following:

1. Take cover in designated area
  - a. Take flashlight with you
  - b. Leave classroom door open
2. Take roll and report any missing students to the school leadership team.
3. Remain calm and assume disaster position – tucked in tightly and facing wall
4. Report any injuries to the principal's office
5. Post – tornado: take roll and report any missing or injured students to a member of the school leadership team
6. Emergency personnel will be contacted as needed by a member of the school leadership team
7. Parents will be contacted as needed by a member of the school leadership team
8. When all clear is given, return to classroom



**LINCOLN ELEMENTARY'S TORNADO EVACUATION LOCATIONS**

<b>Classroom #</b>	<b>Location</b>
112	Outside of classroom 111/ across from primary boys' bathroom
111	Outside of classroom between room 111 and 113
109	Outside of classroom #113
Rooms 113, 116, 115	Inside interior classroom #116
Rooms 216/218, 221, 223, and 225	Outside of downstairs primary bathrooms which are located outside of the cafeteria
Rooms 201, 202, 203, 204, 205	Down to the teacher's lounge
Rooms 101, 102, 103	Outside of classrooms in your hallway (Keep out of range of the open door) – Make double lines if necessary
104, 105, and 106, 110	1 <sup>st</sup> floor hallway between cafeteria and around the corner to Room 112
Rooms 211, 214, 215, 217	1 <sup>st</sup> floor hallway (outside of the Family Resource Center)
Rooms , 210, 211, 213, and 214	Restrooms outside of cafeteria
Room 117, Gymnasium and Art Room	Outside rooms 115 and 117 (under stairwell if needed)
Library	Into the first floor girls bathroom by the library

# ISD AND

## DAYTON HIGH SCHOOL'S TORNADO EVACUATION LOCATIONS

Room	Tornado Exit Plan
Library	Exit library cafeteria entrance, go into first floor hallway
<b>Rooms on First Floor</b>	Main office go to Principal's office or one of interior rooms
Cafeteria	Exit cafeteria into first floor main hallway
Gymnasium	Go to boys or girls locker room
100 –Band Room	Exit right, go down main hallway to cafeteria hallway by restrooms
123 – Art Room	Exit room down main hallway to room 106
124-Shop Room	Exit left, go to office copier room or teacher's lounge
106/107	Stay in room
108	Stay in room
109	Stay in room
110	Stay in room
111	Stay in room
112	Stay in room
113	Exit Room, Go straight across hall to 112
114	Exit Room, Go straight across hall to 111
115	Exit room to right, go to room 111
116	Exit room to right, go to room 111
Boiler Room	Exit room, go into first floor hallway
118	Exit room to right, go to 110
119	Exit room to right, go to room 108
120	Exit Right, go to room 106
121	Exit left, go to room 106/107
122 123	Exit left, go to room 106/107 Exit to Hallway outside Cafeteria
Rooms on Second Floor	
201	Exit, go down Clay St. stairs to first floor hallway
202	Exit, go down Clay St. stairs to first floor hallway
203	Exit, go down Clay St. stairs to first floor hallway
204	Exit, go down Clay St. stairs to first floor hallway
Boiler Room	Exit, go down Clay St. stairs to first floor hallway
206	Exit, go down Clay St. stairs to first floor hallway
207	Exit left, go down stairwell to first floor hallway
208	Exit left, go down stairwell to first floor hallway
209	Exit left, go down stairwell to first floor hallway
210	Exit, go down stairwell to first floor hallway
211	Exit right, go down stairwell to first floor hallway
212	Exit right, go down stairwell to first floor hallway

**Dayton High School's Tornado Evacuation Locations**

<b>Rooms on Second Floor</b>	
213	Exit right, go down stairwell to first floor hallway
214	Exit right, go down stairwell to first floor hallway
Guidance Office	Exit left, go down stairwell to first floor hallway
215	Exit, go down Clay St. stairs to first floor hallway
216	Exit, go down Clay St. stairs to first floor hallway
217	Exit, go down Clay St. stairs to first floor hallway
218	Exit, go down Clay St. stairs to first floor hallway
219	Exit, go down Clay St. stairs to first floor hallway
220	Exit, go down Clay St. stairs to first floor hallway

# Earthquake

In the event of an earthquake, do the following:

1. If indoors or outdoors, take-action at the first indication of ground shaking
2. If indoors in a room
  - a. Stay inside
  - b. Move away from windows, shelves, heavy objects, and furniture that might fall
  - c. Take cover under a table or desk (not in a doorway)
  - d. Drop and tuck
  - e. If the table or desk moves, hold the legs and move with it
  - f. Evacuate the building once an all clear is given
3. If indoors in a hall, on a stairway, or in an open area
  - a. Move to interior wall
  - b. Turn away from windows
  - c. Drop and tuck
  - d. Evacuate the building once an all clear is given
4. If indoors in a lab, a kitchen, or a physical plant
  - a. Extinguish all burners
  - b. Stay clear of hazardous chemicals that may spill
  - c. Take cover under a table or desk and move with it
  - d. Evacuate the building once an all clear is given
5. If outdoors
  - a. Move to an open space away from buildings and overhead power lines
  - b. Lie down or crouch
  - c. Keep looking around for potential dangers that may demand your movement
6. If on a school bus
  - a. Stop the bus away from power lines, bridges, overpasses and buildings
  - b. Students should remain in their seats and hold on

**LINCOLN ELEMENTARY'S EARTHQUAKE EVACUATION LOCATIONS AFTER AN ALL CLEAR IS GIVEN**

<b>ROOM #s</b>	<b>EXITING DOORS</b>	<b>DETAILS OF ROUTE</b>	<b>ENDING LOCATION</b>
101, 103, and 105	Main entrance (right door)	Turn right out of the building and walk between the large flowerbed and the building. Cross Greendevil Lane and keep going to the corner of Berry and Fifth Streets. Lastly, turn north on Berry and line-up along St. Bernard Church.	On the side of St. Bernard Church on Berry Avenue
102, 104, 106	Main entrance (middle door)	Turn right out of the building and walk between the large flowerbed and the building. Cross Greendevil Lane and keep going to the corner of Berry and Fifth Streets. Lastly, turn north on Berry and line-up along St. Bernard Church.	On the side of St. Bernard Church on Berry Avenue
107	FRC Door	Exit through FRC back door and cross the street and move toward St. Bernard.	In front of St. Bernard Church
108, 110, and office	Main entrance (left door)	Turn right out of the building and walk between the large flowerbed and the building. Cross Greendevil Lane and keep going to the corner of Berry and Fifth Streets. Lastly, turn north on Berry and line-up along St. Bernard Church.	On the side of St. Bernard Church on Berry Avenue
112 and 109	Middle Building Doors	Upon exiting, turn right and walk down 5 <sup>th</sup> Street. Use crosswalk to cross street on other side of 5 <sup>th</sup> Street. Line up on residential sidewalk area across the street from St. Bernard Church.	Across the street from St. Bernard on 5 <sup>th</sup> Street before alley
111, 116, 118, 113 AND Media Center	1 <sup>st</sup> set of library doors by the library office	Walk across the playground, head north toward Dayton High School. Line-up on the right side of Greendevil Lane stopping in DHS student parking lot.	Greendevil Lane toward High School on printing company side.
115 and 117	Activity Center Doors	Upon exiting the Activity Center, turn left toward Clay Street. Turn left onto Clay Street and line-up along this section moving to the stop sign by the board office if space is needed.	Clay Street heading toward floodwall
201	Pre-school doors	Walk down the left-side of stairwell using the left pre-school door to exit. Cross Greendevil Lane and head north toward Dayton High School. End near	Park side of Greendevil Lane

		the park entrance lining up alongside the fencing.	
202 & 204	Pre-school doors	Walk down the right-side of stairwell using the right pre-school door to exit. Cross Greendevil Lane and head north toward Dayton High School. End near the park entrance lining up alongside the fencing.	Park side of Greendevil Lane
<b>ROOM #’s</b>	<b>EXITING DOORS</b>	<b>DETAILS OF ROUTE</b>	<b>ENDING LOCATION</b>
203, 205, 206, 207, 208, 209, 210, 211, 213, 215	Back playground doors	Move down your respective side of the hallway, down the stairs, and through the back playground doors. Proceed down the hill of the back playground and north on Greendevil Lane toward DHS. Line-up along the right side of Greendevil Lane stopping in the DHS student parking lot.	Greendevil Lane toward High School on printing company side
217	Middle Building Doors	Exit classrooms using right side of hallway/stairwell. Exit through middle building doors and turn left onto 5 <sup>th</sup> Street. <u>Using crosswalk, cross Clay Street</u> and head north on Clay Street toward floodwall.	Clay Street heading toward floodwall
212 and 214	Middle Building Doors	Exit classrooms using left side of hallway/stairwell. Exit through middle building doors and turn left onto 5 <sup>th</sup> Street. <u>Using crosswalk, cross Clay Street</u> and head north on Clay Street toward floodwall.	Clay Street heading toward floodwall
216, 218, 219, 220, 221, 222, 223, 225 and	Activity Center Doors	Exit classrooms using your respective side of the hallway. Exit down the stairs by the elevator and through the activity center doors. Turn left onto Fifth Street and left again onto Clay Street.	Clay Street heading toward floodwall
GYM	Activity Center Doors	Upon exiting the Activity Center, turn left toward Clay Street. Turn left onto Clay Street and line-up along this section moving to the stop sign by the board office if space is needed.	Clay Street heading toward floodwall
PRE-SCHOOL	Pre-school doors	Exit through your classroom doors and line-up on the right side of Greendevil Lane.	Greendevil Lane toward High School on printing company side

**DAYTON HIGH SCHOOL'S EARTHQUAKE EVACUATION LOCATIONS AFTER AN ALL CLEAR IS GIVEN**

<b>Rooms on First Floor</b>	
<b>Room</b>	<b>Earthquake Evacuation</b>
Library	Exit out Greendevil Lane entrance, turn right, go out doors and walk to park
Front Office	Exit office out main doors across the street to the park
Cafeteria	Exit out cafeteria entrance doors, walk to park
Gymnasium	Exit back entrance by boys/girls PE locker rooms and walk across Clay Street
100 –Band Room	Exit right, go out main doors and walk to park
123 – Art Room	Exit left, go out main doors and walk to park
1SD	Exit right, go out main doors, turn left on 3 <sup>rd</sup> street
106/107	Exit right, turn left into stairwell and exit through the doors, go to 3 <sup>rd</sup> street and turn left
108	Exit left, go out Clay St. exit, walk across the street
109	Exit left, go out Clay St. exit, walk across the street
110	Exit left, go out Clay St. exit, walk across the street
111	Exit left, go out Clay St. exit, walk across the street
112	Exit left, go out Clay St. exit, walk across the street
113	Exit right, go out Clay St. exit, walk across the street
114	Exit right, go out Clay St. exit, walk across the street
115	Exit right, go out Clay St. exit, walk across the street.
116	Exit right, go out Clay St. exit, walk across the street.
Boiler Room	Exit right, go out Clay St. exit, walk across the street.
118	Exit right, go out Clay St. exit, walk across the street.
119	Exit left, turn left into stairwell and exit through the doors, to go 3 <sup>rd</sup> street and turn left
120	Exit left, turn left into stairwell and exit through the doors, to go 3 <sup>rd</sup> street and turn left
121	Exit left, turn left into stairwell and exit through the doors, to go 3 <sup>rd</sup> street and turn left
122	Exit left, turn left into stairwell and exit through the doors, to go 3 <sup>rd</sup> street and turn left
<b>Rooms on Second Floor</b>	
201	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street
202	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street.
203	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street
204	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street
Boiler Room	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street

206	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street
207	Exit left, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left
208	Exit left, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left
209	Exit left, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left
210	Exit, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left
211	Exit right, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left.
212	Exit right, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left.



# Fire

In the event of a fire, do the following:

1. Evacuate the building to the designated locations for each classroom
  - a. Close classroom door and turn out lights
  - b. Wait 30-45 seconds with students not lined up in front of door and visible; do not exit until you receive a Navigate message to exit or an all call
  - c. Evacuate crosswind and/or upwind away from any emergency
  - d. Students should be evacuated at least 300 feet from building
2. Take roll and report any missing students to a member of the school leadership team
3. Remain calm
4. Report any injuries to a member of the school leadership team
5. Emergency personnel will be contacted as needed by a member of the school leadership team
6. Parents will be contacted as needed by a member of the school leadership team
7. When all clear is given, return to building

# Gas Leak

In the event of a gas leak, do the following:

1. Evacuate the building to the designated locations for each classroom
  - a. Leave building as is – do not flip light switches, shut doors, open windows, etc.
  - b. Evacuate crosswind and/or upwind away from any emergency
  - c. Students should be evacuated at least 300 feet from building
2. Take roll and report any missing students to a member of the school leadership team
3. Remain calm
4. Report any injuries to a member of the school leadership team
5. Emergency personnel will be contacted as needed by a member of the school leadership team
6. Parents will be contacted as needed by a member of the school leadership team
7. When all clear is given, return to building

**LINCOLN ELEMENTARY'S FIRE / GAS LEAK EVACUATION LOCATIONS**

<b>ROOM #’s</b>	<b>EXITING DOORS</b>	<b>DETAILS OF ROUTE</b>	<b>ENDING LOCATION</b>
101, 103, and 105	Main entrance (right door)	Turn right out of the building and walk between the large flowerbed and the building. Cross Greendevil Lane and keep going to the corner of Berry and Fifth Streets. Lastly, turn north on Berry and line-up along St. Bernard Church.	On the side of St. Bernard Church on Berry Avenue
102, 104, 106	Main entrance (middle door)	Turn right out of the building and walk between the large flowerbed and the building. Cross Greendevil Lane and keep going to the corner of Berry and Fifth Streets. Lastly, turn north on Berry and line-up along St. Bernard Church.	On the side of St. Bernard Church on Berry Avenue
107	FRC Door	Exit through FRC back door and cross the street and move toward St. Bernard.	In front of St. Bernard Church
108, 110, and office	Main entrance (left door)	Turn right out of the building and walk between the large flowerbed and the building. Cross Greendevil Lane and keep going to the corner of Berry and Fifth Streets. Lastly, turn north on Berry and line-up along St. Bernard Church.	On the side of St. Bernard Church on Berry Avenue
112 and 109	Middle Building Doors	Upon exiting, turn right and walk down 5 <sup>th</sup> Street. Use crosswalk to cross street on other side of 5 <sup>th</sup> Street. Line up on residential sidewalk area across the street from St. Bernard Church.	Across the street from St. Bernard on 5 <sup>th</sup> Street before alley
111, 116, 118, 113 AND Media Center	1 <sup>st</sup> set of library doors by the library office	Walk across the playground, head north toward Dayton High School. Line-up on the right side of Greendevil Lane stopping in DHS student parking lot.	Greendevil Lane toward High School on printing company side.
115 and 117	Activity Center Doors	Upon exiting the Activity Center, turn left toward Clay Street. Turn left onto Clay Street and line-up along this section moving to the stop sign by the board office if space is needed.	Clay Street heading toward floodwall
201	Pre-school doors	Walk down the left-side of stairwell using the left pre-school door to exit. Cross Greendevil Lane and head north toward Dayton High School. End near	Park side of Greendevil Lane

		the park entrance lining up alongside the fencing.	
202 & 204	Pre-school doors	Walk down the right-side of stairwell using the right pre-school door to exit. Cross Greendevil Lane and head north toward Dayton High School. End near the park entrance lining up alongside the fencing.	Park side of Greendevil Lane
<b>ROOM #’s</b>	<b>EXITING DOORS</b>	<b>DETAILS OF ROUTE</b>	<b>ENDING LOCATION</b>
203, 205, 206, 207, 208, 209, 210, 211, 213, 215	Back playground doors	Move down your respective side of the hallway, down the stairs, and through the back playground doors. Proceed down the hill of the back playground and north on Greendevil Lane toward DHS. Line-up along the right side of Greendevil Lane stopping in the DHS student parking lot.	Greendevil Lane toward High School on printing company side
217	Middle Building Doors	Exit classrooms using right side of hallway/stairwell. Exit through middle building doors and turn left onto 5 <sup>th</sup> Street. <u>Using crosswalk, cross Clay Street</u> and head north on Clay Street toward floodwall.	Clay Street heading toward floodwall
212 and 214	Middle Building Doors	Exit classrooms using left side of hallway/stairwell. Exit through middle building doors and turn left onto 5 <sup>th</sup> Street. <u>Using crosswalk, cross Clay Street</u> and head north on Clay Street toward floodwall.	Clay Street heading toward floodwall
216, 218, 219, 220, 221, 222, 223, 225 and	Activity Center Doors	Exit classrooms using your respective side of the hallway. Exit down the stairs by the elevator and through the activity center doors. Turn left onto Fifth Street and left again onto Clay Street.	Clay Street heading toward floodwall
GYM	Activity Center Doors	Upon exiting the Activity Center, turn left toward Clay Street. Turn left onto Clay Street and line-up along this section moving to the stop sign by the board office if space is needed.	Clay Street heading toward floodwall
PRE-SCHOOL	Pre-school doors	Exit through your classroom doors and line-up on the right side of Greendevil Lane.	Greendevil Lane toward High School on printing company side

**DAYTON HIGH SCHOOL'S FIRE / GAS LEAK EVACUATION LOCATIONS**

<b>Rooms on First Floor</b>	
<b>Room</b>	<b>Fire/Gas Leak Evacuation</b>
Library	Exit out Greendevil Lane entrance, turn right, go out doors and walk to park
Front Office	Exit office out main doors across the street to the park
Cafeteria	Exit out cafeteria entrance doors, walk to park
Gymnasium	Exit back entrance by boys/girls PE locker rooms and walk across Clay Street
100 –Band Room	Exit right, go out main doors and walk to park
123 – Art Room	Exit left, go out main doors and walk to park
ISD Room	Exit right, go out main doors, turn left on 3 <sup>rd</sup> street
106/107	Exit right, turn left into stairwell and exit through the doors, go to 3 <sup>rd</sup> street and turn left
108	Exit left, go out Clay St. exit, walk across the street
109	Exit left, go out Clay St. exit, walk across the street
110	Exit left, go out Clay St. exit, walk across the street
111	Exit left, go out Clay St. exit, walk across the street
112	Exit left, go out Clay St. exit, walk across the street
113	Exit right, go out Clay St. exit, walk across the street
114	Exit right, go out Clay St. exit, walk across the street
115	Exit right, go out Clay St. exit, walk across the street.
116	Exit right, go out Clay St. exit, walk across the street.
Boiler Room	Exit right, go out Clay St. exit, walk across the street.
118	Exit right, go out Clay St. exit, walk across the street.
119	Exit left, turn left into stairwell and exit through the doors, to go 3 <sup>rd</sup> street and turn left
120	Exit left, turn left into stairwell and exit through the doors, to go 3 <sup>rd</sup> street and turn left
121	Exit left, turn left into stairwell and exit through the doors, to go 3 <sup>rd</sup> street and turn left
122	Exit left, turn left into stairwell and exit through the doors, to go 3 <sup>rd</sup> street and turn left
<b>Rooms on Second Floor</b>	
201	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street
202	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street.
203	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street
204	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street
Boiler Room	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street

206	Exit, go down Clay St. stairs, out the Clay St. exit and walk across the street
207	Exit left, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left
208	Exit left, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left
209	Exit left, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left
210	Exit, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left
211	Exit right, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left.
212	Exit right, go down stairwell and out the door, walk to 3 <sup>rd</sup> street and turn left.

*If gas leak is in Chemistry Lab – all classrooms need to exit (away from Chemistry Lab)*

## **Custodial Dispute or Threatening of Staff**

In the event of a custodial dispute or threatening of Staff, do the following:

1. Notify principal or assistant principal of incident
2. Isolate the disputing party/parties
3. Initiate steps of conflict resolution (bringing in additional persons as necessary)
4. Call police if situation gets more volatile
5. Principal or designee will inform Superintendent of situation and actions taken

## **Non-Custodial Dispute**

In the event of a non-custodial dispute, do the following:

1. Notify principal or assistant principal of incident
2. Principal or designee will talk with non-custodial parent about legalities
3. Principal or designee will call police if situation gets more volatile
4. Principal or designee will contact custodial parent of occurrence
5. Principal or designee will contact Superintendent of situation and actions taken

## **Bomb Threat**

In the event of a bomb threat, do the following:

### **Bomb Threat**

1. DO **NOT** HANG UP THE PHONE!
2. Inform principal of threat
3. Attempt to get caller ID number
4. Call 911 on a different line

5. Keep caller on line as long as possible
  - a. Complete the Bomb Threat checklist if possible
6. Glance around room for anything out of the ordinary – Report to office anything suspicious
7. Evacuate students using fire drill evacuation plan then proceed to elementary school or high school depending on location
  - a. Teachers to take roster
  - b. Secretary (or designee) to take student and staff directory (contact information)
    - i. Student directory needs to be refreshed on a monthly basis
  - c. Take mobile first aid kit to elementary school or high school depending on location
8. Principal or designee will inform Superintendent of incident
9. Superintendent or designee will contact non-affected school of situation
10. Principal or designee will contact school nurse
11. Students and Staff return to building once police give their approval

# Bomb Threat Checklist

**DO NOT** hang up the phone (use another phone to call police – 911). Record the **EXACT** words used by the caller.

**DATE OF CALL:** \_\_\_\_\_

**TIME OF CALL:** \_\_\_\_\_

**Call Received by:** \_\_\_\_\_

## **ASK:**

What time is it set to go off?

Where is the bomb? (Determine the caller's knowledge of facility)

What does it look like?

Why are you doing this?

Who are you?

## **VOICE ON THE PHONE:**

Male	Adult	Accent?	Speech Impediment?
Female	Child	Intoxicated?	Other?

## **BACKGROUND NOISE:**

Music	Children	Talking	Airplane
Traffic	Typing	Machines	Other

**DO NOT** hang up the phone (use another phone to call police – 911). Person receiving call *should* IMMEDIATELY notify principal and give above information; Principal should alert Superintendent's office.

## Community Situation

In the event of a community situation, do the following:

1. Police notify affected school of situation
  - a. LES
    - i. If students at recess, get students in building as soon as possible
    - ii. Depending on type of Community Situation, no one enters building or exits building
    - iii. Secure Cafeteria
    - iv. Classes within school continue as usual
  - b. DHS
    - i. Depending on type of Community Situation, no one enters building or exits building
    - ii. Secure Cafeteria – notify custodians of situation – by principal or designee
    - iii. PE teacher will be contacted by principal or designee to remain at given location
    - iv. Classes within school continue as usual; class in gymnasium remains there secured until further notice
    - v. Post staff at each door at DHS – doors will be covered by Leadership Team

### **The Leadership Team is:**

- Principal
- Assistant Principal
- School Counselor
- YSC Director

### **The Leadership Support Team is:**

- The School Secretary
- The Bookkeeper
- Registrar

2. Principal or designee will contact Superintendent
  - a. Superintendent or designee will contact maintenance staff
  - b. Superintendent or designee will contact non-affected school and other district personnel as necessary
3. Wait for notice from police for further action



## **Unforeseen Death**

An unforeseen death in a school community requires implementing a coordinated crisis response to assist staff, students, and families who are impacted by the death and to restore an environment focused on education.

1. If news of an unforeseen death is received, the principal or principal's designee will verify the information with the police and notify the superintendent
2. Contact the deceased's family to offer condolences, inquire what the school can do to assist, discuss what students should be told, and inquire about any arrangements.
3. Call an immediate meeting of the Crisis Response Team to assign responsibilities.
4. If news is received during the school day, siblings or other family members of the deceased should be escorted to the principal's office.
5. All contacts with the news media should be referred to the superintendent or superintendent designee, who will be responsible for ensuring that information is handled in such a manner as to discourage sensationalism in the coverage of the tragedy.
6. In an effort to responsibly deal with the emotional reactions within the school community:
  - a. If news of the unforeseen death is received during the school day, faculty should be alerted by the pre-established communication strategy and provided with the basic information about the event. Crisis team members should be involved in this notification to faculty members and staff.
  - b. The crisis team should begin immediate identification of high-risk students. Team members should reach out to these students and their parents prior to dismissal to ensure they will receive appropriated parental and mental health support.
  - c. The principal will call an emergency faculty meeting at the conclusion of the day in order to disclose all relevant facts pertaining to the tragic news and to outline procedures to be followed in the subsequent days and weeks.
  - d. If news of an unforeseen death is received over the weekend or during vacation, and emergency faculty meeting should be called before the students arrive back to school. Staff contact using the school's standard staff contact system.
  - e. All information will be distributed using a prepared statement. Students should be informed in small groups, there should never be an announcement made to the whole school. Information presented to the students must be factual, and students and staff should not speculate over unconfirmed reports or rumors.
  - f. Draft and disseminate a death notification statement for parents.
  - g. The crisis team leader should check in with the superintendent and school principal several times during the day.

## **Unforeseen Death Continued**

7. Crisis team should determine whether additional community resources will be mobilized to assist school personnel in counseling students, family members, and any other concerned community members.
8. The superintendent, principal, or designee will prepare a written statement for the purpose of assisting all teachers in maintaining consistency in reporting the facts surrounding the unforeseen death. Under

no circumstances should students be informed of the unforeseen death in a large assembly. Students should be informed about the facts in small groups.

9. Students will need an opportunity to share their feelings about the deceased. There should be areas where students may receive counseling during the postvention. Students should be in supervised areas at all times.
10. Students should be allowed to leave class for purposes of grief management and support. While some students will take advantage of this permission, this should not become a concern in determining whether or not a student should be permitted to leave class. Appropriate staff members should identify students who may be affected by the death and inform the appropriate crisis team member.
11. To the extent possible, efforts should be made to ensure that the regular school routine is followed. However, it is advisable that stressful activities, such as examinations, be rescheduled for later dates.

# **1) Active Hostage Situation or Active Shooter at School**

In the event of an active hostage situation or an active shooter at school, do the following:

1. Immediately announce “We are in Lockdown” over Intercom System
  - a. Can be initiated by school principal, secretary or first person who is aware of situation
2. Call to Police is immediately made from school office
3. Principal or designee will contact to district office is made – either by LAN line or cell phone
  - a. Someone at district office needs to run IC demographic data for both students and staff for affected school
4. Wait for police to arrive
5. Things to know for police
  - a. How many students are in building that day
  - b. How many staff are in building that day
  - c. Who is doing perpetrating?
  - d. Where is/are perpetrator(s)?
  - e. How many perpetrator(s)?
  - f. What type of weapons are used?

## **School Lockdown Procedures**

1. All doors locked
  - a. Interior (classroom) doors are automatically locked
  - b. Keep classroom blinds up
  - c. Exterior doors are locked
  - d. Lincoln camera monitors are turned off
  - e. No one comes in / out building
2. Students out of regular classroom (in hallways, restrooms, etc.) should run out the nearest exit
3. Turn off classroom lights
4. Stop teaching
5. Move students away from doors (to safe interior wall)
6. Complete silence
7. Secretaries take with them the following items
  - a. Staff sign-in sheet
  - b. Student check-in/out book
  - c. Binder with student emergency information

# **Active Hostage Situation or Active Shooter at William T. Riley Activity Center(H.S. Gymnasium), Margaret Erl Activity Center(LES Gymnasium) or Davis Field (Football/Soccer Field)**

In the event of an active hostage situation or an active shooter at William T. Riley Activity Center, Margaret Erl Activity Center or at Davis Field, do the following:

## **Within William T. Riley Activity Center or Margaret Erl Activity Center**

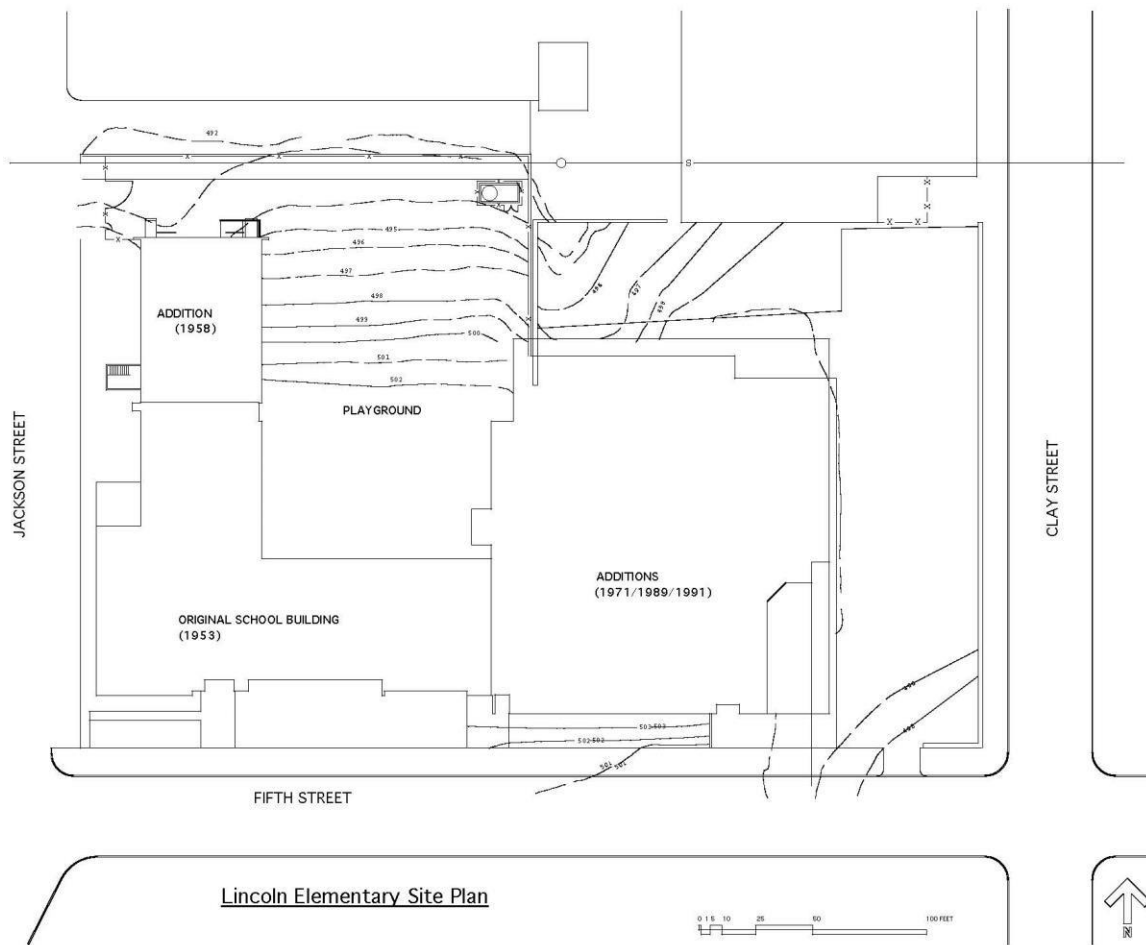
1. Call to Police is immediately made
2. Exit, if possible, to outdoors safely, otherwise take cover within gymnasium (locker rooms, office area, behind bleachers)
  - a. Once outside, remain a safe distance away from building
3. Contact to district Superintendent is made, if possible – either by LAN line or cell phone
4. Wait for police to arrive
5. Things to know for police
  - a. How many students are in building that day
  - b. How many staff are in building that day
  - c. Who is doing perpetrating?
  - d. Where is/are perpetrator(s)?
  - e. How many perpetrator(s)?
  - f. What types of weapons are used?

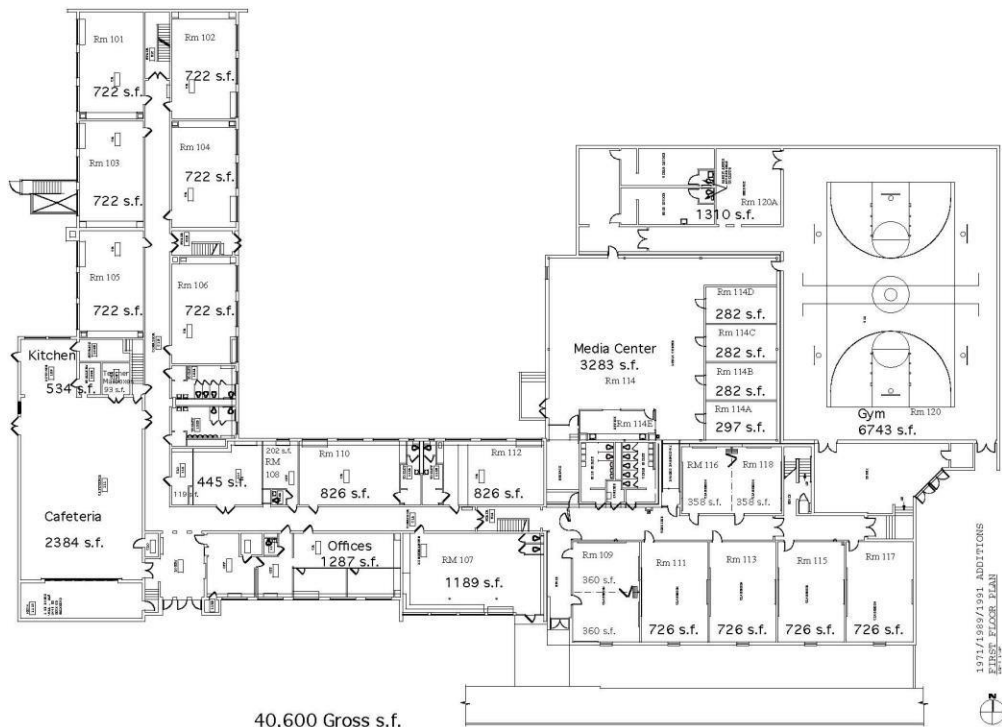
## **Outdoors at Davis Field**

1. Call to Police is immediately made
2. Exit Davis Field, if possible
  - a. Exit across field at side gate
3. Contact to district Superintendent is made, if possible – either by LAN line or cell phone
4. Wait for police to arrive
5. Things to know for police
  - a. How many students are in building that day
  - b. How many staff are in building that day
  - c. Who is doing perpetrating?
  - d. Where is/are perpetrator(s)?
  - e. How many perpetrator(s)?
  - f. What type of weapons are used?

# **Appendix A**

## **Lincoln Elementary Schools – Site Plan**





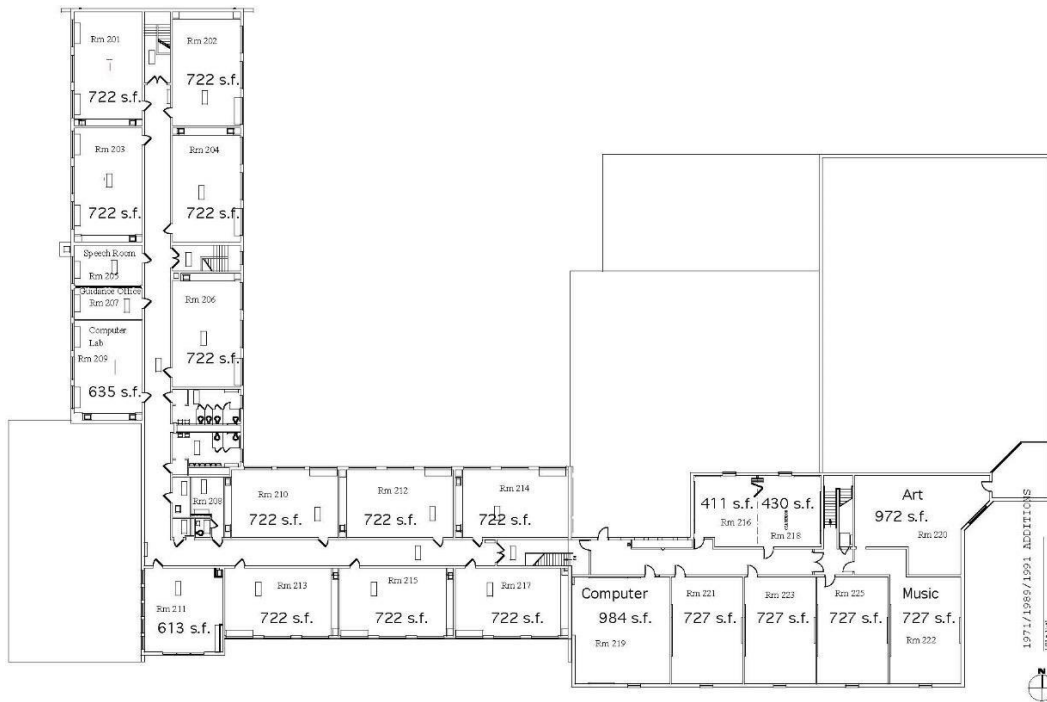
40,600 Gross s.f.

68,611 Gross s.f.  
Total all three floors

# First Floor Plan Lincoln Elementary School

1971/1989/1991 ADDITIONS  
FIRST FLOOR PLAN

## Floor Plans – Lincoln Elementary – Second Floor



22,220 Gross s.f.

### Second Floor Plan Lincoln Elementary School

140 s.f.

**FLOOR PLANS – LINCOLN ELEMENTARY – LOWER LEVEL**



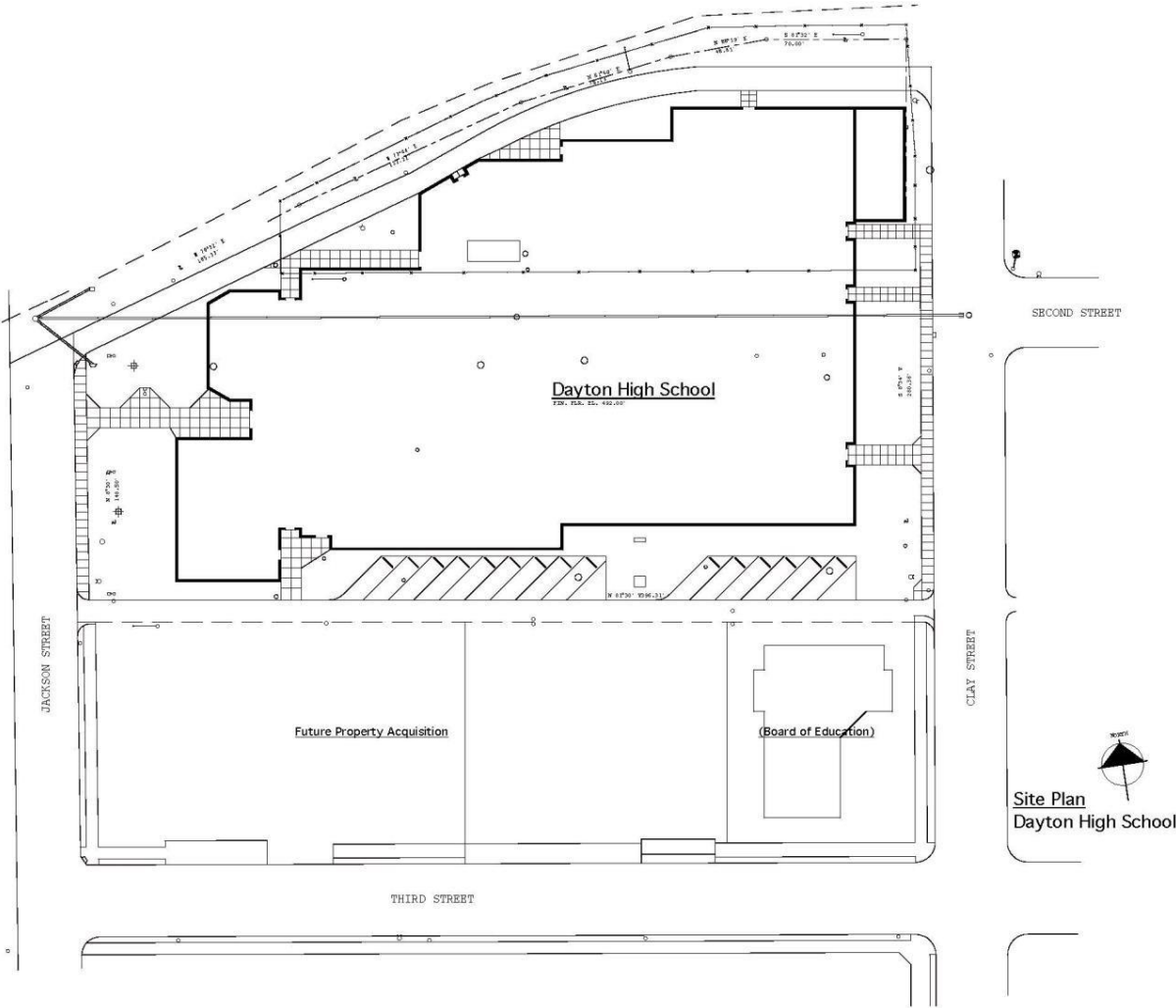
5,841 Gross s.f.

Lower Level Plan  
Lincoln Elementary School

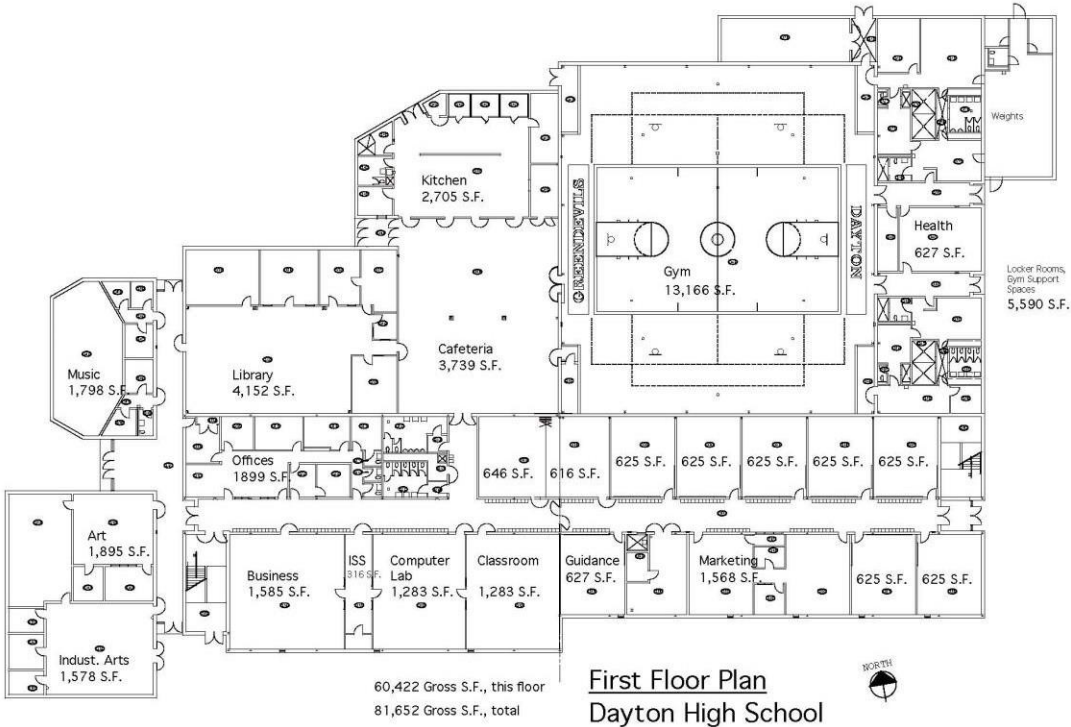




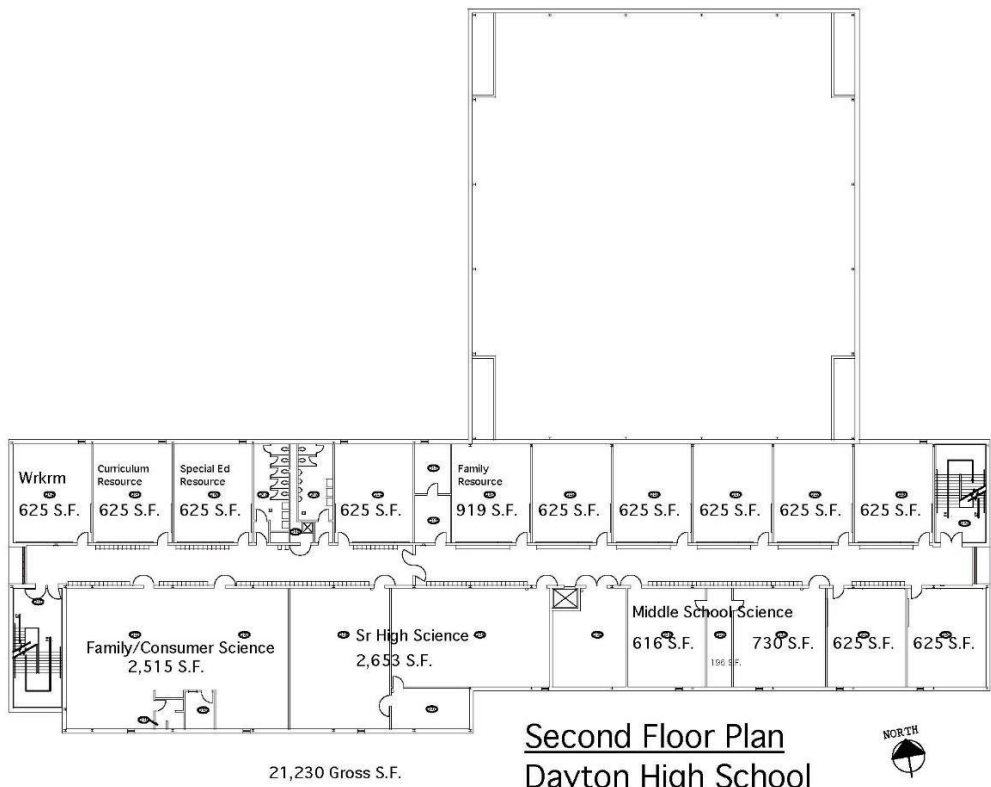
**Floor Plans – Dayton High School – Site Plan**



**Floor Plans - Dayton High School – First Floor**



**FLOOR PLANS – DAYTON HIGH SCHOOL – SECOND FLOOR**



**Dayton Police  
Department  
859-292-3622 (Dispatch)**

### Dayton Board Office

<b>Name</b>	<b>Work Phone</b>	<b>Cell Phone</b>
<b>Jay Brewer, Superintendent</b>	859-491-6565 X 3000	859-816-9636
<b>Lisa Hans, Admin Assistant</b>	859-491-6565 X 3009	
<b>Rick Wolf, Director of Teaching/Learning</b>	859-491-6565 x 3001	859-547-9254
<b>Ron Kinmon, Director of Student Services</b>	859-491-6565 X 3010	859-468-6290
<b>Nicole Ponting, Special Ed Director</b>	859-491-6565 X 3011	859-866-2648
<b>Anthony Hughey, Director of Finance</b>	859-491-6565 X 3006	859-801-0225
<b>Glenda Smith, Payroll Clerk</b>	859-491-6565 X 3008	859-814-3392
<b>Casey Woods, Technology Director</b>	859-491-6565 X 3005	859-750-2072

### Dayton High School

<b>Name</b>	<b>Work Phone</b>	<b>Cell Phone</b>
<b>Scott Meyers, Principal</b>	859-292-7486 x5000	859-486-0788
<b>Chris Wright, Assistant Principal</b>	859-292-7486 x5001	859-496-0699
<b>Beth Fields, Counselor</b>	859-292-7486 x5002	859-802-6419
<b>Jesse Herbst, Dean of Students</b>	859-292-7486 x5021	859-620-8395
<b>Georgia Harris YSC Director</b>	859-292-7486 X5017	859-663-6393

### Lincoln Elementary School

<b>Name</b>	<b>Work Phone</b>	<b>Cell Phone</b>
<b>Heather Dragan, Principal</b>	859-292-7492 x4000	859-628-3994
<b>Tim Chenot, Assistant Principal</b>	859-292-7492 x4001	859-496-1974
<b>Amanda Minser, Counselor</b>	859-292-7492 X4006	
<b>Tracy Gentrup-Ruebusch, FRYSC Director</b>	859-292-7492 x4005	859-802-3317

**Area Clergy**

Church Name	Church Contact Person	Contact Phone Number
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<b>St. Bernard</b>	Martin Pitstick	261-8506
<b>First Baptist Church</b>	Harold Pike	431-7105
<b>First Presbyterian Church</b>	Holly Robertson	261-7986
<b>St. John's Anglican/Catholic Church</b>	Tim Butler	261-8173
<b>Dayton/Bellevue Christian Church</b>	Tony Hayes	431-7711
<b>East Dayton Baptist Church</b>	Brian Kershaw	496-2494
<b>New Beginnings</b>	Roger Lloyd	655-9100

### **Other Area Resources**

<b>Resource Name</b>	<b>Contact Person</b>	<b>Contact Phone Number</b>
<b>NorthKey Community Care</b>		859-331-3292
<b>Counseling &amp; Diagnostic Center</b>	Tom Noyes	282-0119
<b>Lifepoint</b>	Kerry Dingess	513-520-1959

### **Area Schools**

<b>District / School Name</b>	<b>Contact Person</b>	<b>Contact Phone Number</b>
<b>Holy Trinity Elementary School</b>	Michele Carle-Bosch	859-291-6937
<b>Holy Trinity Junior High School</b>	Michele Carle-Bosch	859-292-0487
<b>Bellevue Independent Schools</b>	Misty Smith	859-261-2108
<b>Bellevue High School</b>	Tiffany McGuire	859-261-2980
<b>Grandview Elementary</b>	Heather Rabe	859-261-4355
<b>Newport Independent Schools</b>	Tony Watts	859-292-3004
<b>Newport High School</b>	Tim Grayson	859-292-3023
<b>Newport Intermediate</b>	Dennis Maines	859-391-4371
<b>Newport Primary</b>	Matt Atkins	859-292-3021
<b>Fort Thomas Independent Schools</b>	Brian Robinson	859-781-3333
<b>Highlands High School</b>	John Darnell	859-781-5900
<b>Highlands Middle School</b>	Erika Volpenhein	859-441-5222
<b>Johnson Elementary</b>	Ashley Dikeos	859-441-2444
<b>Moyer Elementary</b>	Dawn Laber	859-441-1180
<b>Woodfill Elementary</b>	John Gessenhues	859-441-0506

### **Changes in V7:**

- Page 2 – Updated table of contents
- Page 7 – Added criteria for technical school students and Gateway students to attend assemblies or special events if they will miss technical school or Gateway class to do so.
- Pages 9-11 – Added to field trip checklist... criteria for Gateway and technical school students to attend field trips, as well as addition of permission forms.
- Page 71 – Updated emergency contact person at Holy Trinity... Katie Jacobs