

Staff Organization

STAFF ROSTER 2010-2011

Administrators

Principal.....Kevin Ricker
 Assistant Principal..... Lonnie Beach
 Assistant Principal..... Mark Porterfield
 Assistant Principal..... Zach Ramberg
 Principal's Secretary.... Tami Burton
 Assist Principals's.....Debbie Huecker
 Receptionist..... Shelley Johnson
 Attendance Counselor.. Greg Melvin
 Attendance Secretary.. Cheryl Middal
 Bookkeeper..... Sharon Hall
 Activity Director.....Guy Strot

Athletic Department

Athletic Director.....Lonnie Beach
 Athletic Secretary.....Stephanie Core

Counselors

A-E (SENIORS A-Di)....Kayci Emry
 F-L (SENIORS Do-J)....Lorrie McKedy
 M-R (SENIORS K-Mot, W-Z)..Sally Menolascina
 S-Z (SENIORS Mou-V).Brandon Coupe
 School to Work.....Jeff Stanek
 Registrar.....Lorna MacPherson
 Counseling Secretary... Barb Carey/Linda Ernstrom

Teacher Specialists, CSD

Teen Parent Coord.....Kristin Klotter
 Speech Pathologist..... Sharla Topaum/Karen Bates
 School Psychologist... Sophie Williams
 Mental Health
 Consultant.....Katherine Lyte

English Department

Kasey Church	Sunshine McFaul
Deena Currie	Eli Nolde (DC)
Anne Haverkamp	Ehren Schneider
Rana Houshmand	Michael Surinak
Phil Huff	Stacy Vanderpool(DC)
Nicole Johnston	Shelbi Wescott
Jen Loeung	Rita Ramstad (Coach)

Librarian

Marlene Hagen

English Language Learners

Mary Mannen (DC) Kate Martin
 Reid Woodlee

Health and PE

Brent Child	Rod Lundgren
Pat Deale	Christy Nelson
Luke Franzke (DC)	Mick Nelson
Chris Knudsen	Kristy Ree

Math

Joe Brown	Janet Johnson
Ross Cottrell	Shelby Locati
Debbie Dube (DC)	Ben Petersen
Jeremiah Hansen	Rob Price
Dean Ivester	Tim Roupp
Julie Jacewitz/Sarah Schuhl (Coach)	

2nd Language/Fine Arts

Maryann Casas	Jim Johnson
Claud Garrett	Lia Larson
Michael Grubar (DC)	Tyson Lunden
Marlene Hagen	Kellie McCarty
Karenlyn Helsley	Reed Schwalbach
	Julia Voorhies

Career Tech

David Alley	Gregg Holstrom (DC)
Jeff Bjorn	Adriann Spencer
Anna Cirbo	Guy Strot
Stacie Fleck	Mark Watts
Judy Hartwig	

Science

Piroska Balogh	Julieanne Quigley
Rachel Davidson	Carolyn Smithee
Julie Hilsenteger	Craig Watts (DC)
Lori Lancaster	Lynn Wren
Joel McKee	

Social Studies

BJ Basinski (DC)	Ryan Ruuttila
Rob Havrilla	Stan Thompson
Mike Handerson	John Poetsch
Khandice Love	Kathleen Thiebes
Justin Rosenblad	Tom Young

Special Education

Jeri DeLoss	Jeremy Williamson (DC)
Luke Gayner	Michelle Telles
Sasha Johnson (DC)	
Ian Parks	Laura Vandenberg

EDUCATION ASSISTANTS AND SUPPORT STAFF

Hubbard, Karen	CIM Record Manager
Hewes, Yevette	Child Care Assistant
Schiedler, Kathy	Child Care Assistant
Fain, Dan	Computer/A.V./Media Technician
McCoy, Grace	Ed Program Asst
Volnycheva, Olga	ELL Ed Assistant.
Priest, Pat	Media Education Assistant
Casteel, Gail	Pro-Tech Ed Assistant
Hoffman, Welky	Spanish Liaison
Gerasimchuk, Nadia	Russian Liaison
Cochran, Donna	Sp Ed Assistant
Garner, Sharon	Sp Ed Assistant
Gilmore, Sharon	Sp Ed Assistant
Hurt, Mitzi	Sp Ed Assistant
Ireland, Gayle	Sp Ed Assistant
Morgan, Suzanne	Sp Ed Assistant
Pearsall, Ellen	Sp Ed Assistant
Thrasher, Ryan	Sp Ed Assistant
Vena, Cynthia	Sp Ed Assistant
Welch, Jeannine	Sp Ed Assistant
Wood, Jennifer	Sp Ed Assistant
Solheim, Kaleen	Sp Ed Records Manager

CHS SECURITY STAFF

Cyphers, Derek	Security Officer
Joe Massey	Security Officer
Brad Ritschard	Security Officer

Administration, CSD

Mr. Steven Rector	Superintendent
Mr. Richard Shultz	Assistant Superintendent/Human Resources
Cheryl Williamson	Director of Curriculum
Richard G. Larson	Director of Business and Operations
Lori Silverman	Director of Student Services
Lonnie Beach	District Athletic Director
John Waker	District Dining Services Manager
JoNell McClary	Deputy Clerk
Joe Soulagnet	Maintenance Supervisor
Charlie McAllister	Transportation Supervisor
Percival de Oliveira	Supervisor-Instructional Technology

TEACHER SPECIALISTS, CSD

Sophie Williams	School Psychologist
Katherine Lyte	Mental Health Consultant
Sharla Topaum	Speech Pathologist
Kristin Klotter	Teen Parent Coordinator

BOARD MEMBERS, CSD

Rodney Boettcher	Roger Ernstrom
Brenda Clark	Shar Giard
Tim Cook	Kelly Morency
Jeff Dettman	

CUSTODIAL AND MAINTENANCE STAFF, CHS

Halgren, Curtis	Lead Custodian
Day, Todd	Head Maintenance
Moccardine, Matt	Head Night Custodian
Cornwell, Randy	Custodian
Denfield, Tom	Custodian
Grist, Joe	Custodian
Mallon, Joe	Custodian
Pipchenko, Lyubov	Custodian

DINING SERVICE STAFF, CHS

Carr, April	CHS Dining Services Manager
Strathern, Patty	Asst. Dining Services Manager
Gruelle, Nancy	Food Service Technician
Gutierrez, Sherri	Food Service Technician
Hite, Debbie	Food Service Technician
Meeks, Cathy	Food Service Technician
Pollard, Linda	Food Service Technician
Schmidt, Pat	Food Service Technician
Seino, Illene	Food Service Technician
Westfall, Carol	Food Service Technician
Wilson, Cheryl	Food Service Technician

ADMINISTRATIVE AND SUPERVISORY STAFF DUTIES

Principal Kevin Ricker

Responsibility for total school operation.

- Establishment of school policy
- Implementation of District policy
- Preparation and administration of school budget
- Liaison with the Assistant Superintendent in coordinating elementary, middle and high school curriculum matters.
- Supervise certified staff.
- Evaluate staff and supervise in the Language Arts, ELL, Special Ed shared with Mark Porterfield, Counseling, Administrators and Secretaries (Tami Burton, Cheryl Middal, Debbie Huecker, Shelley Johnson) departments.
- Facilitate Building Site Council
- Interview and employment of certified staff
- Plan faculty meetings.
- Public relations and school publicity
- Back-to-school information to staff, students and press
- Reports to district office, and State Department of Education
- District Committee responsibilities as assigned
- Parent newsletters
- Administrator in charge of AP
- Mt. Hood Consortium Representative
- CHS Staff Development/PLC
- Title I and II-A Budgets
- Approve Field Trip Requests that require Superintendent or Board Approval.

Assistant Principal Duties

Assist the principal in the total school operation.

- Opening of school/registration
- Supervise evening activities
- Coordinate Eagle Parent Conferences
- Serve on the Student Intervention Team.
- Approve resource speakers
- Interview certified/support staff applicants
- Attend Mt. Hood conference assistant principals meetings.
- Attend IEP meetings
- Attend Administrative Council meetings (when available)

Assistant Principal Duties

Assist the principal in the total school operation.

- Opening of school/registration
- Supervise evening activities
- Coordinate Eagle Parent Conferences
- Serve on the Student Intervention Team.
- Approve resource speakers
- Interview certified/support staff applicants
- Attend Mt. Hood conference assistant principals meetings.
- Attend IEP meetings
- Attend Administrative Council meetings (when available)
- Representative to Curriculum Council
- Representative to Administrative Council
- Department supervision

Lonnie Beach

- Activities, welfare, attendance, and discipline of students with last names A-G
- Administrative responsibilities and supervision for the following departments: Social Studies, Art, Health/PE, Librarian, Secretaries (Sharon Hall and Stephanie Core).
- Serve as principal in the absence of: Mrs. McClary, Mr. Porterfield, and Mr. Ramberg
- Facilitation of Department Chair meetings
- Facilitation of PLC.
- Coordination of Summer Curriculum Hours.
- NW Schools and Colleges Accreditation Report (?)
- Approve field trips
- Coordinate student teachers
- Representative to Curriculum Council
- Representative to Administrative Council
- Graduation

Continuing responsibilities:

- Supervision of eligibility for athletics.
- League scheduling meetings.
- Supervision of game manager/assistant.

Mark Porterfield

- Activities, welfare, attendance, and discipline of students with last names: H-O
- Administrative and supervision responsibilities for the following departments: Special Ed with Kevin Ricker, Math, Speech Pathologists.

- Supervision of support staff as follows: Campus Security, Special Ed EA's and Custodial Staff.
- Serve as principal in the absence of: Mrs. McClary, Mr. Beach, and Mr. Ramberg.
- Supervise activities program including Activity Coordinator: Student Council and student org/Associated Student Body funds Assemblies, dances and rooter bus Chaperone assignments, Senior Year-end activities, Mt. Hood Conference Activities, Directors liaison, Advisors of clubs and classes.
- Generation of activity calendars (daily, weekly, master)
- Manage bid process for ASB pictures, yearbook publication, and vending.
- Liaison with the Booster Club
- Activities
- Alternative Education Coordinator
- Coordination of Building Maintenance.
- Building Security Coordinator
- Building use manager.
- Crisis Emergency Planning.
- District and School Safety Committee
- Fire, earthquake and bus drill management.
- Development of School Calendar/Bell Schedules
- Coordinator of registration.
- Supervise Teen Parent Program
- Out of district transfers.
- Graduation

Zach Ramberg

- Activities, welfare, attendance, and discipline of students with last names: P-Z
- Administrative and supervision responsibilities for the following departments Career Tech, Science, World Languages, Secretaries (Linda Ernstrom, Barb Carey, Lorna MacPherson).
- Supervise 1/3 of the secretarial staff.
- Serve as principal in the absence of: Mrs. McClary, Mr. Beach and Mr. Porterfield.
- Master schedule generation and maintenance.
- Grade reporting.
- Forecasting manual:
 - Planning
 - Preparation
- Verification of immigration and Foreign Exchange students.
- NCAA
- OUS
- Assessment Coordinator
- Coordinate Credit Recovery staffing/organization.
- CHS Staff Development/ PLC
- Title I and II-A Budgets
- Department supervision
 - Career Tech
 - Science shared with Mark Porterfield
 - Counseling shared with Lonnie Beach

DEPARTMENT CHAIRS

English Department	Stacy Vanderpool/Eli Nolde
Health & PE	Luke Franzke
Math	Debbie Dube
2 nd Language/Fine Arts	Reed Schwalbach/Michael Grubar

Science	Craig Watts
Pro-Tech	Gregg Holstrom
Social Studies	BJ Basinski
Counseling	Kayci Emry
Eng. Lang. Learners	Mary Mannen
Special Education	Sasha Johnson/Jeremy Wiliamson

DEPARTMENT CHAIRPERSON DUTIES

(Revised 4/06)

Job Purpose Statement/s: The position of High School Department Chair is for the purpose of providing leadership to teachers within a given academic group or department. A Chair may be responsible for teachers with a common function/goal within the high school setting. The Department Chair will work with the high school administration and other Department Chairs in order to achieve common goals of the high school.

Essential Job Functions:

- **Participate** in school improvement work as directed by administration and guided by the SIP.
- **Assist** the building administration in the **Planning** and **Implementation** of a program of study following state and district outcomes that, as much as possible, meet the individual needs and abilities of the students.
- **Provide** leadership within a given department in creating a school environment that is conducive to learning.
- **Facilitate** implementation within department of the building school improvement plan
- **Implement** CIM testing schedule.
- **Implement** CAM components as determined by building CAM committee.
- **Assist** the administration in hiring process for department staff.
- **Mentor** new department members.
- **Guide** the learning process toward the achievement of curriculum student outcomes.
- **Demonstrate** and **Model** the use of effective instructional methods that are appropriate for meeting student objectives.
- **Model** effective assessment techniques of students' academic learning and/or skills for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- **Manage** department budget.
- **Select, Develop, Prepare, and Utilize** appropriate departmental teaching materials to assist other teachers within the department.
- **Conduct** departmental meetings as needed/requested.

Other Job Functions:

- **Work** with building administration in the placement of student teacher.
- **Provide** input to building administration in the development of the master schedule.
- **Submit** requests for department supplies and materials, when needed.
- **Maintain** department inventories of books and materials.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a department chair.
- **Attend** and participate in department chair meetings as requested.
- **Meet** the state standards for competent and ethical performance.

COUNSELOR ASSIGNMENTS

A-E (SENIORS A-Di)	Kayci Emry
F-L (SENIORS Do-J)	Lorrie McKedy
M-R (SENIORS K-Mot, W-Z)	Sally Menolascina
S-Z (SENIORS Mou-Z)	Brandon Coupe

SITE COUNCIL

Kevin Ricker	Administrator
Zach Ramberg	Administrator
Phil Huff	Teacher
Rachel Davidson	Teacher

Lorrie McKedy	Teacher
Lynn Ketch	Parent
Karen Hubbard	Parent/Staff

ACTIVITIES

TBD	Activities Director
Claud Garrett	Band
Julia Voorhies	Choir
Shelbi Wescott	Talon (newspaper)
Tyson Lunden	Centhiscan (yearbook)
Adriann Spencer	FBLA
Kellie McCarty	Thespians
Kathy Thiebes	Heliaca (National Honor Society)
Anabel Munana	Cheerleading
Kate Martin	Mecha
Mark Watts	Electric Car Club
Sasha Johnson	Ignite co-advisor
Stan Thompson	Ignite co-advisor

ATHLETIC DEPARTMENT

Lonnie Beach	District Athletic Director
Stephanie Core	District Athletic Secretary

Fall Sports Coaches

Football

Chris Knudsen

BJ Basinski
 Kyle Exam
 Bob Akers
 Jeff Basinski

Volleyball

Kristy Ree -V

Nicole Johnston - JV
 Sasha Johnson - Frosh

Cross Country

Greg Letts

Soccer

Todd Saks -Boys V

Dan Miller- Boys JV
 Beaver Stradley - Boys JV
 Dick Bertelsen - Girls V
 Kathy Thiebes - Girls JV
 Steve Baker - Girls JV

WINTER SPORTS COACHES

Boys Basketball

John Poetsch - V
 Tim Roupp - JV

Girls Basketball

Jeff Stanek - V
 Lorrie McKedy - JV

Swimming

Rod Lundgren - V

Wrestling

Roger Matthews
 Steve Baker

SPRING SPORTS COACHES

Baseball

Brent Child - V
 Tim Roupp V Asst.

Softball

Steve Baker - V
 Dick Bertelsen - Girls

Track & Field

Greg Letts - Boys V
 Diane Crane - V Girls
 Chris Knudsen
 Luke Franzke

Cheerleading

Anabel Munana

Tennis

Mick Nelson - Boys
 Jeff Stanek- Girls

Dance

Anne Ellet
 Rhonda Halverson
 Lynne McEachern
 Jennifer Young
 Maryann Anderson

Trainer

TBD

**CHAPERONE RESPONSIBILITIES
TO BE DETERMINED**

General Information

RESPONSIBILITY FOR POLICIES

It is the responsibility of teachers to support and enforce all Centennial School District policies, rules, regulations, and policies as outlined in the Faculty/Student Guide, Student Code of Conduct, Student Handbook, and District Board Policies.

Teachers are encouraged to be innovative and challenging; however, any substantial deviation in teaching methods or course content must be approved by the principal in advance. Planned course statements exist for all classes taught and state of Oregon content and performance standards are available from all department chairpersons. Most content areas of instruction should utilize **Teaching and Learning to the Standards** published by the Department of Education.

ABSENCE OF TEACHERS/SUBFINDER

When a teacher is compelled to be absent from school, the teacher needs to call subfinder as soon as possible in order that a substitute may be obtained in time for the opening of school.

- **Teachers are required to provide detailed lesson plans for substitute teachers prior to the substitute's arrival. Lesson plans should be emailed to the department chair to give to the substitute.**
- Teachers are responsible for effective communication with their substitute.
- On pre-planned absences, teachers are to leave lesson plans and seating charts in the faculty boxes and not in the classrooms.
- Emergency lesson plans should be given to the assistant principal's secretary in the Main Office at the beginning of each semester.
- **Teachers must complete an absence and leave form after every absence.**

PROCEDURE FOR NOTIFYING THE SCHOOL OF YOUR ABSENCE:

The district utilizes an automated substitute calling procedure through the M.E.S.D. Please refer to the employee instructions for the SubFinder™ system. Additional copies of these instructions are available in the Main Office from the assistant principal's secretary.

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA) (Consult District Handbook)

Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave.

Length/Purpose of Leave

Employees eligible for FMLA leave under federal law and/or OFLA leave under state law are entitled to take 12 work weeks of leave within a 12 month period for the:

- Birth of the employee's child (eligibility expires 12 months after the birth);
- Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement.);
- Care of a family member with a serious health condition; or
- The staff member's own serious health condition.

Additionally, an employee eligible for OFLA leave is entitled to such leave for the care of a sick or injured child who requires home care but who is not suffering from a serious health condition. An additional 12 work week leave within any one-year period is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties.

Contact the (personnel director) for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and OFLA leave. A serious health condition is defined differently under federal and state law. Contact Dr. David Halstead at the District Office. (503-760-7990)

ANNOUNCEMENTS

The three electronic message boards are to be used for announcements for all school sponsored activities as well as for general disbursement of information to students and staff. Student announcements will also be read at the end of second and sixth periods.

- Announcements pertaining to community interest events are posted on the “Community Information Bulletin Board” (south exterior wall of main office).
- An announcement form must be filled in and given to the Main Office receptionist prior to 2:00 p.m. on the day before announcements are read.
- Teachers can create an announcement that will appear on the message board.

ASSEMBLIES

All faculty members are required to be in their assigned locations during assemblies. Please note the following assembly policies:

- Assemblies range from 30 to 60 minutes in length. Please see that students report directly to the assembly.
- Staff are to intervene when necessary to ensure proper student conduct at assemblies. Serious student disruptions need to be referred to an administrator/security.
- If, for some reason, you have been excused from assigned assembly duty, please assume the responsibility for seeing that someone supervises the students in your area.
- Assembly responsibilities will be emailed to staff prior to the assembly.

BUILDING AND GROUNDS SECURITY

In an attempt to reduce the amount of vandalism and theft and increase the safety, Centennial High School has a camera security system.

BUILDING HOURS

Official Centennial High School hours are 7:00 am until 3:30 pm. Official Teacher hours are 7:15 am until 3:15 pm. On days when there are no parent, student, or building obligations, teachers may take advantage of flextime between 7:00 am and 7:30 am. Staff may leave eight hours from the time they arrive between 7 and 7:30 am.

Conditions:

- Teachers must attend all scheduled meetings as established by the administration, including department and IEP meetings, irrespective of flex time.
- Flex time does not apply to time compensated by extra-duty pay, except as arranged by individual teachers with the principal.
- If a teacher needs to leave early for an appointment that does not fit within flex time for that day, or would make the day less than eight hours, the teacher must receive approval from an administrator.

CAFETERIA LUNCH CHARGES

Staff will not be allowed to charge their lunch.

CALENDAR

A master calendar of school events is available on filemaker – no hard copy. If staff members want to place any event/activity on this calendar, it must be cleared with Mr. Porterfield. Additional calendar items must be scheduled well in advance.

CHANGE OF ADDRESS

It shall be the duty of all employees to notify the lead secretary of changes in name, address, and phone numbers. Staff members are encouraged to keep emergency numbers up to date. Staff members may make written requests to maintain unlisted phone numbers and addresses.

CHARTERED STUDENT ORGANIZATIONS

- All class and club meetings are to be held at Centennial High School according to assigned meeting dates. Any deviation from this schedule must be cleared through the assistant principal in charge.
- The advisor and/or his/her duly-appointed faculty representative will be present at all meetings and sponsored social functions and remain with his/her group for the entire event.
- All activities are to be scheduled on the Master Calendar.
- Membership will be limited only according to the criteria as set forth in the club's constitution.
- For further club and class information refer to the Activities Director.

CUSTODIAL SERVICE

All requests of a special nature for the custodians must be cleared through Mr. Porterfield. All staff members are asked to assist maintenance of the building. This assistance relates to being sure that advertising notices for activity events, decorations and masking tape are removed after the event is concluded. When questions arise regarding disposal of items, please contact the assistant principal or head custodian.

DISMISSAL OF CLASSES

Never dismiss a class before the dismissal bell rings. Students should remain in their seats until the dismissal bell rings.

ELIGIBILITY REQUIREMENTS FOR SCHOOL ACTIVITIES

- All students participating in school activities shall meet the attendance, scholastic, and behavioral requirements set by Centennial School District policy (see Student Co-Curricular Activities Regulations in Athletic Office).

FACULTY MEETINGS

All teachers are expected to keep the first Monday afternoon (2:50 p.m.) of each month free for general faculty meetings. A schedule for departmental meetings will be established at the beginning of the year and these dates need to be kept clear also.

FIELD TRIP REGULATIONS

- All field trips must be pre-approved.
- No field trips will be scheduled during homecoming week, the weeks prior to major school breaks, or during the last or first week of any semester.
- No field trips will be scheduled after June 2 for the remainder of the school year.
- No more than two field trips will be scheduled on the same day (first scheduled, first go).
- All field trip forms must be completed and submitted to Lonnie Beach at least two weeks prior to the scheduled trip.
- All necessary field trip monies must be collected by the teacher and given to Sharon Hall at least one week prior to the scheduled date for the field trip.
- Student lists of those attending the field trip must be submitted to the attendance secretary and a copy to the nurse no later than three days in advance of the scheduled trip.
- Prior to leaving, teachers must submit a list of students who are absent to the attendance office.
- All field trips must have adequate certified staff and adult supervision.
- Teachers must provide a copy of the field trip list needs to the school nurse one week in advance of the trip. Identifying students with health care needs is an essential safety issue.

FIELD TRIP REQUEST PROCEDURES

Field trips may not be a required activity for any class. Field trips, if approved by the building principal, may be paid for by the students or from approved student body funds or parent PTA/Booster funds.

The actual transportation cost will need to be calculated prior to the trip being authorized. The cost of teacher substitutes (if required) will also need to be reimbursed during the 2010-2011 school year. A student body check made out to Centennial School District for the full amount will need to be given to the transportation department before the bus leaves.

The district continues to fund transportation for athletic activities and competitive performing groups when travel is required by the curriculum, outdoor school, Mt. Hood League activities, and district approved instructional activities within the district (i.e., fourth grade swimming, performing groups at the Village, elementary student to high school drama production, and music or physical education festivals at CHS).

Transportation will provide the mileage for requests. Please contact transportation for current costs:

- Mileage: All buses = .74/mile
- Drivers time plus fixed charges = \$22.00 hr.
- Teacher substitute (if required) including fixed charges = \$191.55/day.

The following processes must be followed if you are going on field trips. It is your responsibility to follow through with the paperwork. All paperwork must be in place **2 weeks** prior to the field trip. **If this is not done, the field trip will be cancelled.**

Step 1 - Request for transportation is available online using the transportation link on the district intranet site (2 weeks prior to field trip with Teacher Substitute amounts filled out in the cost section of the form. The rate is \$191.55 for a full day and \$95.78 for a half day (subject to current year charges).

Request for transportation is approved by Lonnie Beach, activity list of students is emailed to Cheryl Middal and leave form should be given to assistant principal secretary, Debbie Huecker for approval.

Step 2 - Request form is emailed by transportation to Debbie Huecker with transportation costs and total amount due supplied by the transportation supervisor.

Step 3 - Teacher and bookkeeper emailed a copy of the form with the total cost and collects total amount from the students. When determining how much to charge each student, round up the charged amount to the next 1/2 dollar or dollar amount. This will add a buffer for students who decide not to go at the last minute. Monies will be deposited daily by the bookkeeper. Teachers should drop off their collection bag each day. **DO NOT KEEP MONEY IN YOUR ROOM OR DESK!**

Step 4 - One week prior to date of field trip, the teacher turns in the total amount for the field trip to the bookkeeper. In the bag or envelope that is turned in, please provide list of the amount of money in the bag and sign your name. If all money is not collected on time (1 week prior), the trip will be cancelled.

If field trip costs are being paid by an outside source, those costs must also be paid within the same time frame. Either the teacher assumes the cost and then is reimbursed by the outside source, or the teacher turns in the funds from the outside source within the required time frame.

Step 5 - Sharon Hall writes a check for the trip to the appropriate District office department and send receipt to Debbie Huecker to staple to the field trip form, verifying cost coverage.

1. Read and follow all trip request procedures and regulations.

2. **Field trip activity list (green form attached with the district application form).**
 - i. This lists the students attending. Student IDs must be noted on this form. Note whether you need a sub or not. If you only need coverage for a couple of periods it is your responsibility to find the coverage. A copy of this form must go to the school nurse.
3. **Absence and leave request for licensed staff (if you require a sub)**
 - i. This is the bus request that goes to the bus supervisor at the service center to reserve a bus. (Note: There are 2 forms – one for within the tri-county area and one for outside the tri-county area
 - ii. The sub portion on the cost section should be filled out before being submitted to the bus supervisor.
4. **Absence and leave request for licensed staff. (If you require a sub.)**
5. **Parent Permission Form**
6. **Field trip activity list of students to school nurse and to attendance secretary.**
7. **Students not attending field trip**
 - i. On the day of the trip and prior to leaving, you must submit, to the attendance secretary, a list of students not in attendance. Advance arrangements must be made for students not attending field trip.

FIELD TRIPS: Overnight/Out-of-State

Major performance trip requests must be submitted for approval by the Board **PRIOR TO** trip planning. Submit your trip request directly to the principal at the earliest stage of planning. See Tami Burton for exact dates submission is needed. Fundraising or advertising for such a trip cannot begin until after the school board grants approval for all major performance trips. Field trips must be financially self-supporting. Adequate adult and certified chaperones must be secured and expenses paid for by the sponsoring group for travel, room and meals.

GIFTS TO STAFF MEMBERS

Students and their parents shall be discouraged from presenting gifts to teachers or district employees.

HALL TRAFFIC

Standing at the door of the classroom between classes is requested in order to monitor student behavior.

INSURANCE AND ACCIDENTS

Injuries or accidents to staff members or students while engaged in school activities are to be reported to the School Nurse and the Main Office and an accident report will need to be completed.

INTERVIEWING STUDENTS

All persons/media outlets/police desiring to interview students must be cleared through the administration.

LECTURE ROOM (East Wing)

Reservations for room use can be made with the main office receptionist. State Testing has first priority for Lecture Room use.

LETTERS TO PARENTS

All letters sent home **must have prior approval** of an administrator or athletic director.

LIABILITY INSURANCE

Administrative approval is required for teachers to use their personal cars for school related business. Teachers must sign the liability insurance form located in the main office. The school has

a secondary liability insurance coverage (a maximum of five cars each day) for teachers using their personal car for school related business.

LIBRARY MEDIA CENTER

Library Media Center hours are 7:00 a.m. to 3:30 p.m. Student tutoring is available Monday – Thursday from 3:00 pm – 4:00 pm. Teachers who wish to schedule classes in the Library Media Center should sign the library sign-up sheet at least one day in advance of the day desired. Teachers are to accompany their classes and remain with them during the entire period. One to four students may be sent to the Library Media Center from a class without a teacher present. A teacher may call the Library at extension 6158 to determine whether there is room for additional students.

Individual students who need to use a computer may be sent to the Library to use the “drop-in lab”. Approximately 15 computers are available for students on hall passes. Library computers are to be used for school work only.

MAIL BOXES/E-MAIL

It is the responsibility of all teachers to frequently check their mailboxes and e-mail. Students **are not** to retrieve teacher's mail from their mailboxes or email boxes. Caution: e-mail is considered public information. All email messages sent district wide require the approval of the superintendent.

MAINTENANCE OF THE BUILDING

Teachers share with all staff the responsibility for seeing that all parts of the building are kept in good condition. Any teacher who observes any potentially dangerous situation or vandalism taking place should seek to remedy the situation immediately and should report it to an administrator. This may mean bringing the students in question to the office or simply reminding students that Centennial High School belongs to us and that vandalism can result in serious consequences for the offender (e.g. repayment for damage and/or removal from school). Acts of vandalism should be reported to the office immediately.

PARKING

Staff parking: All employee vehicles must be registered in the main office and have a permit. CHS subscribes to festival parking but please do not park in visitor parking on the north side of the building.

Student Parking

Students may park in the South parking lots. Parking is on a first come first served basis. All student vehicles must be registered in the main office and display a valid parking sticker.

PARTIES DURING SCHOOL HOURS

Parties in classrooms are not permitted. Each teacher should plan to teach through the last day of school.

PERSONAL CHECKS

The bookkeeper will not cash personal checks for staff or students.

PERSONAL PROPERTY - DISCLAIMER OF LIABILITY

The District will not assume a liability for personal property lost due to fire or theft nor for damage or destruction due to accidents, acts of vandalism, or any other cause, including all natural causes. Employees choosing to bring personal property on school district premises do so at their own risk.

Although the District provides driveways and parking lots for the use of students, employees and the public, the District assumes no liability for damage occurring in connection with their use, and all persons who use such facilities do so at their own risk.

PETTY CASH

Each receipt shall be attached to a petty cash expenditure voucher to clarify the purpose of the expenditure. The receipt and voucher shall be submitted to the authorized individual for reimbursement within ten(10) calendar days of the expenditure. Receipts submitted after a ten-day period shall not be eligible for reimbursement.

Petty Cash may be used for amounts up to 100 dollars (\$100.00) from one vendor at one time. Multiple purchases from the same vendor on the same day by the same person are not authorized. Purchases made in violation of this policy will not be eligible for reimbursement; the additional purchases will be the personal responsibility of the person making the expenditure.

A separate receipt should be obtained for petty cash purchases. Do not, for example, circle items on a receipt that was mixed in with personal purchases. Such a receipt as described above will not be approved. Department Chairs must approve all petty cash expenditures.

POWER OUTAGES

CHS has a backup generator system in the event the school loses power.

PRINTING SERVICES

Large priority orders should be sent to the ITC through the Pony.

Instructional Technology Services Staff needing assistance should contact Dan Fain at x6172.

PURCHASE ORDER PROCEDURE

Purchase Order Procedure for Student Body Account

Purchase requisitions will be made out by the teacher **BEFORE** any purchase can be made. The white copy goes to the supplier, the yellow copy goes to the bookkeeper, and the pink copy with the class, club or activity. Requisitions should include, articles to be purchased, price, signature of advisor, and the signatures of the principal or bookkeeper. Take the purchase order with you to the store, bring the charge slip back, sign it, and give it to the bookkeeper. Clubs or accounts that have a negative balance must have prior approval from an administrator.

<p>You should not pay cash for articles and expect to be reimbursed for them. Any obligations made without proper authorization from the school office will become the sole responsibility of the person(s) involved and not that of the school or school district. Proper authorization means signatures of proper advisor and the bookkeeper or principal. <u>Bills for personal items should not be made out to the school address. (see forms section.)</u></p>
--

Purchase Order Procedure for District Account

If supplies which are not stocked in the building are needed, a requisition should be secured and signed by the department chairperson and the principal, who submit these forms to the district office for final approval. The requisition should contain a description of the items to be purchased, an indication of where materials are to be purchased, catalog number, price, etc. No bills will be paid by the district unless purchased with requisitions, signed by the superintendent or school clerk. (See Forms Section or District Service Guide).

SCHOOL HEALTH SERVICES

- Individual students excused to the health room must bring a hall pass with them. This pass will be signed by the nurse and the time recorded when the student leaves the health room to return to class.
- Students detained until after the bell rings will be given an excused late pass.
- Students are to return to class if an emergency is in progress or if there will be more than a ten-minute wait. Students may return when the health room is less busy.
- Teachers will be consulted or may consult the School Nurse about students who seem to be habitually using the health room.

SMOKING POLICY

There shall be no smoking by staff/students/public on CHS property.

SOCIAL NETWORKING

Staff should not be on social networking web sites (Facebook, MySpace) during class time unless it is part of a specific lesson being delivered to students. Also, please remember that your personal postings to these sites are viewed by others so photos and messages should not be of a kind that call into question your judgment or character.

SOLICITORS AND CONSULTANTS

Solicitor -- One whose business it is to seek trade, business or membership, to recruit, to organize or to enlist.

Consultant -- One who consults, confers, or gives professional or expert advice for individual welfare.

Upon receiving authorization from the building principal and consent of the person with whom they wish to confer, solicitors and/or consultants may be allowed to meet with a staff member in a school building prior to or after the individual's work hours. Preparation periods shall not be used by solicitors or consultants.

STUDENT FINES

Fines/fees shall be levied according to school board policy.

STUDENT INTERVENTION TEAM (SIT)

The Student Intervention Team (S.I.T) has been designed to meet the needs of students who are having difficulty being successful at school, behaviorally and/or academically. The S.I.T. collects, analyzes, and evaluates information about students from a variety of sources including counselors, teachers, and administrators and recommends interventions to assist the students with academic success.

SUMMARY OF E-MAIL AND THE PUBLIC RECORDS LAW

Definitions of the Public Records Law

A public record is: Any writing containing information relating to the conduct of the school district. A "writing" is further defined in ORS 192.46) as "any means of recording, including...electronic recordings." This includes e-mail, meeting calendars, schedules, and will probably include voice-mail as well. The few exemptions to this law are negligible. Public records must be inventoried, classified, and retrievable. This document does not cover the Public Meetings law which is applicable to the School Board.

Disclosure

Student records, drug and alcohol records, medical records and school police records are protected by special legislation. Confidential information submitted by a parent or other citizen is protected.

All other documents are subject to the Freedom of Information Act. These include: teachers collaborating via e-mail for curriculum planning, teacher and student communications, faculty staff meeting documents, etc.

Records

1. School District planning records *that document our planning efforts, including strategic plans, mission statements, preliminary drafts, work notes, and related correspondence, must be retained for 20 years.*
2. Staff meeting records *that document the activities of staff meetings including minutes, notes, reports and memoranda, notes, enclosures and attachments must be retained for 5 years.*
3. Administrative correspondence *that contains significant information about our programs, including letters, memoranda, notes, enclosures and attachments must be retained for 5 years.*
4. General correspondence *that does not contain significant information must be retained for 1 year.*
5. Computer System Maintenance Records *that document the maintenance, purchase records, software licenses, etc., of our computer systems must be retained for the life of the system.*

Electronic Records

All microcomputer record systems, including each microcomputer, must be inventoried. If the system has not been inventoried, no electronic records may be deleted. It is a Class A misdemeanor for a person to knowingly destroy a public record without lawful authority.

Appropriate Use Guide

E-mail can be an easy, breezy, informal means of communicating with co-workers. Used correctly it can boost productivity, increase the share ability of ideas, concepts, and strategies. Take WARNING! The school district is a public agency subject to the Public Records Law.

Good Practices

1. Don't mix personal notes with business unless you want your personal notes to be archived for twenty years. Never record disparaging remarks about anybody for any reason.
2. Humor is tough to appropriately convey in a written message. Inappropriate humor can surface, out-of-context, as sexual harassment, racial slurs, defamation, etc.
3. Be careful what you transmit. Once e-mail is sent, it has eternal life somewhere in someone's computer, server, or in archival files. It can be duplicated, proliferated, and forwarded at will without your knowledge. It can later (even years later) be examined and dissected in a court of law, or be announced from the roof tops on the 5:00 news.

SUPERVISION OF ACTIVITIES

Teachers will assist with the supervision of any school-related activity when requested by the school administration.

SUPPLIES

Supplies are available from department chairpersons.

SURVEY/QUESTIONNAIRE USE GUIDELINES

1. Teachers who intend to distribute surveys or questionnaires to students, parents, or citizens of Centennial High School must have prior written approval from the principal. District-wide surveys or questionnaires must also have the written approval of the superintendent.
2. All survey or questionnaire forms must indicate the following information:
 - a. The name of the person, group, or organization responsible for the survey.
 - b. The reason for the use of the information.

- c. The group, class or classes to be surveyed.
- d. The number of copies to be distributed.
- e. An approval signature of the principal.

TEACHERS CHILDREN

- Please use an appropriate leave on those occasions when you experience emergency child-care issues. Employee children are not to be with you during the school work day. Refer to school board policy.

TEACHER PETS

- Teacher pets, most specifically dogs, are not to be brought inside the building in order to reduce the impact on students and staff who are allergic to animals.

TEACHER SECURITY RESPONSIBILITIES

At no time should a room be left unattended without locking the door. At no time should keys be given to students for any reason. If your keys are lost or stolen, it is to be reported to the principal immediately.

See that all windows are closed and the lights are out before you leave your room. Teachers are to leave the building by 10:30 p.m. so the building may be secured. Occasionally due to custodial work schedules and cut backs, staff may be asked to clean up their classroom tabletops, marking boards and straighten desks.

Each teacher must assume personal responsibility for all network access codes. Only teachers will be allowed to enter grades and attendance on the network. If teachers become aware that their access code has been pirated, they must notify the administration immediately. Teachers should log out of Esis prior to student use at the computer.

TEACHER/SUPERVISION RESPONSIBILITIES

- Teachers are expected to be in the classroom at all times when students are there and to accompany students when the entire class goes to another room in the building. **There should be no exceptions to this rule.** Teachers must notify the Main Office and put a note on the door as to the location of their class when not in the classroom. In case of an emergency, notify the office so a substitute can be sent to your room. Students should remain engaged in an instructional activity until the bell rings and not congregate at the door.
- Teachers shall be responsible for the care, discipline, and instruction of students in their charge and students outside of the class hours as assigned by the principal. Teachers shall enforce all rules governing the conduct of students as prescribed by the principal, the superintendent, or the board. Teachers shall maintain hygienic and safe conditions and practices in the classroom, and shall report immediately to administrators any serious accident or illness affecting students in their charge.

TEXTBOOK INFORMATION

Teachers are to inform students at the beginning of the school year that the responsibility for the care of the texts rests with the student to whom books are issued. Any damage to the book will be charged against that student. Students who lose textbooks will be charged for the book and are responsible for obtaining another book from the textbook depository.

The textbook depository is open between classes each school day. Teachers may make an appointment with the Library staff for their classes to pick up textbooks at other times.

USE OF SCHOOL EQUIPMENT AND FACILITIES

- All social, service, or money raising activities must be approved and scheduled through the Activities Coordinator or Assistant Principal. Activity request forms are available from the activities office. Athletic fundraisers must be approved by the Athletic Director.
- Use of PA systems, projectors, and lights must be arranged through the AV center.
- Use of pianos and risers by outside groups must be cleared by an administrator.
- Use of props or costumes of any kind from the stage area must be cleared by the drama instructor. Under no circumstances can these props or costumes be altered.
- Do not ask the custodians to procure any of the above equipment if prior arrangements have not been made.

Student Assessment Procedures

CLASS GRADE RECORDS

Grade books are kept by the School District as a permanent record and, therefore, are the property of the School District. It is important that student attendance and progress grades at week six, twelve, eighteen, and semester grades be accurately and neatly entered in the appropriate areas. Since these records are used frequently for reference during summer, it is required that a legible and easily understood code for grading be listed at the front of your record. The teacher's name, subjects and class period must be clearly noted. **Teachers are to take their grades with them when they leave the building for all emergency drills, including dangerous persons, fire and earthquake.**

EVALUATION OF STUDENT PROGRESS

If the grading process is to be valid and constructive, the teacher's evaluation of student progress must be fair and objective. Evaluation should be a continuous process, and should include the use of several techniques, such as: observation, written and oral presentations, tests, as well as other assessments. Feedback must be given to students periodically as to their progress, i.e. graded homework, quizzes, tests etc. **All teachers are required to give final exams during the designated exam period.**

The following definitions shall apply to symbols that appear on report cards and student transcripts:

- A Outstanding progress or superior achievement
- B Above-average progress or above-average achievement
- C Normal progress or normal achievement
- D Below-average progress or below-average achievement
- F Little or no progress or unsatisfactory achievement
- P/FPass/Fail
- N No Credit

MAKE-UP ASSIGNMENTS

Students will be able to make-up assigned daily work and tests. However credit will be given for excused absences only. It will be the responsibility of the student to initiate and follow up on requests for make-up work.

1. The receptionist will email all assignment request to the teachers. Teachers are directed to instruct students to initiate all requests for make-up work with the attendance office. Teachers are not to grant make-up work without this prior approval.
 - Requests for student assignments emailed to teachers prior to 7:30 a.m. must be returned to the office by 7:30 a.m. the next day.
2. Teachers must return the homework to the office and indicate:
 - The nature of the work to be made up.
 - That work should be made up when the student returns to school.
 - If books are necessary to complete the assignment, a special note should accompany the request form.

PASS/FAIL POLICY

Each year, students may choose to take one elective course on a "pass/fail" basis. This may involve year long or semester courses. If the student meets the minimum requirements for "passing" the course, he/she will be given credit, but no grade. This policy has been established with the following goals in mind:

1. To encourage students to enroll in courses which are of interest to them, but which they might otherwise avoid.
2. To minimize grades as an extrinsic factor for motivation.

The following conditions apply to the pass/no pass policy:

1. Any elective course in the curriculum may be selected. Required courses may not be taken on a pass/no pass basis.
2. Once a choice has been made, the student is expected to do the work of this course. If the student has met the course standards for a passing mark at the end of the semester, he/she shall be given a grade of "P" (Pass), but if he/she has failed to meet the minimum passing standards an "F" shall be recorded.
3. A "P" grade will enable the student to receive full credit, but the course will not be included in the computation of the cumulative grade point average. An "F" grade will not earn any credit and will be included in the computation of the grade point average.
4. The deadline for requesting pass/fail course will be the 20th school day of each semester. Students will be allowed to change a course from pass/fail to a letter grade up to a week before the end of the semester. These arrangements must be approved by the counselor.
5. Pass/fail forms are available in the counseling center.

PROGRESS REPORTS TO PARENTS

Progress reports must be sent for all students at the six and twelve week grading periods. **Student grades will be checked every three weeks.** No failing grade can be given without at least one personal notification to the parent/guardian addressing the failing grade.

A record must be kept in the class record book of those to whom notices have been sent. Teachers are reminded to be as objective and tactful as possible in the comments made on the progress reports. Reports of a positive nature are also encouraged.

SEMESTER EXAMINATION PURPOSES AND PROCEDURES

PURPOSE:

- Provide students the opportunity to demonstrate a degree of mastery of course content.
- Provide meaningful educational activities at the end of each semester.
- Evaluate whether or not students have achieved the objectives of the course.

PROCEDURES:

- All students are required to take a comprehensive semester test. This test shall constitute 10% to 25% of the semester grade. Students not taking semester tests at the scheduled time will receive an "F" grade for the semester exam. All teachers must notify students of all testing requirements, including procedures for making up the test.
- A semester test can be a written test or any of the following evaluation activities: oral test, skill test, projects, demonstrations or any combination of performance and written tests.
- All teachers are required to submit copies of the semester test to Department Chairpersons prior to the test. Department Chairpersons are required to review all semester tests.
- During courses that have two-period blocks of time, the evaluation should be given the last period of the time block.
- Teachers are responsible for the students during the entire evaluation period. Students are not to be excused early, even if they have completed the assigned semester test. Hall passes are issued for emergencies only. Any student in the hall must have a teacher-signed hall pass.
- All transfer students, even though they have not attended class for an entire semester, are required to take the semester tests.

STUDENTS LEAVING PRIOR TO THE END OF SEMESTER

- Parents must submit in writing to the appropriate assistant principal the reason(s) for requesting their son or daughter be excused from school prior to the last day of the semester.
- The assistant principals will review all written requests. Parent contact will be made to discuss implications to student's final grades.
- Implications for leaving early before the end of the semester:
 - Students **may not** take exams in advance but may make up the semester tests when they return. Second semester tests must be made up before the first day of the second week of the second semester.
 - If the student is moving from the Portland metropolitan area, the assistant principal and the counselor will determine how he/she must take the semester tests and complete other course requirements.
- 4. Student will be issued an F grade until semester tests are completed.

If a student fails to complete a course (e.g. does not take the final exam), the teacher averages in a failing grade for the missing work and awards a final grade for the course. If it is determined that the student's absence is excused, then the student will be given the opportunity to raise the grade by completing the missing work. **No final exams are to be given early.** However, a student may request to take the final exam late (e.g. after school is out in the summer) by appealing to the assistant principal as described above.

Attendance and Discipline

ALTERNATIVE EDUCATION PLACEMENT

For any student to be considered for and placed in an alternative learning experience the following process must be followed:

2. Parent/student/counselor must meet and agree that the academic/behavioral needs of the student would be met better by such a placement.
3. Counselor/student, with parent permission, will meet with the team of appropriate professional to discuss the matter and learn about available placements.
4. Administrator will discuss alternative possibilities with a team of appropriate professionals. The team decision is approved by the administration in charge of alternative placement.
5. Process will be completed by an Administrator and counselor. The referring person will inform parents of the team's decision.
6. If all parties agree and placement is available, the process will be completed by an administrator.
7. In some instances, administrators may be required to provide an alternate educational placement for a student without referral to the S.I.T.
8. Final placement is determined by the Director of Student Services.

ATTENDANCE POLICY

RATIONALE / PHILOSOPHY

High school attendance, according to the laws of the state of Oregon, is ultimately the responsibility of the student and his/her family. Students should be regular and punctual in their attendance. Students should remain out of school only when absolutely necessary, since most classroom activity cannot be made up at home. Students who are absent lose the benefit of activities, discussion, and participation. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her secondary program. The following attendance policy is designed to assist parents to carry out this responsibility and to help the student recognize the importance of regular and prompt school attendance as it is related to school progress. It is the parents' legal responsibility to maintain their child in regular full-time attendance in school. (State of Oregon Regulation 339.020).

TEACHER RESPONSIBILITY

- Record all absences of assigned students in the official grade book and on the computerized attendance roster. Only the teacher will be responsible for taking roll and recording it on the computer. Class attendance must be recorded during each period.
- Corrections are to be recorded as soon as possible for the current day.
- Be available before or after school to assist students in completing their make-up work.
- Take your daily attendance record with you when you exit the school during an emergency drill.

ATTENDANCE REPORTING PROCEDURES

- **At the beginning of *each* period, *teachers* are to take roll and to report attendance by computer.**
- Make appropriate entries in your class record book.
- If a staff member wishes to review a student's record, he/she should see the appropriate counselor or administrator, or attendance office.

THE ATTENDANCE POLICY INCLUDES:

EXCUSED ABSENCES

Notification

A recorded message will call the student's home for any unexcused absence. A parent may also contact the school for an attendance report. The parent/guardian will be contacted by telephone following all unexcused absences in any class.

The parent/guardian will be contacted by letter or telephone following the third and fifth unexcused absence in any class. The purpose is:

- To assess the reason for the student's absences.
 - To encourage better attendance.
 - To inform the parent/guardian of possible drop in grades due to excessive absences.
 - To inform regarding possible consequences for excessive absences.
-
- Parent/teacher conference may be requested.
 - Make-up: All students will be able to make up assigned daily work and tests, however credit will be given for **excused absences only**. It will be the responsibility of the student to initiate the follow up on requests for make-up work. Students will have **3 school days** to excuse an absence.

EXCUSED ABSENCE DEFINITION

Reasons for an excused absence are defined by Centennial School Board Policy JED as:

6. Personal illness
7. Medical, dental, or legal appointment (documentation may be required)
8. Religious instruction
9. Death or serious illness in the family
10. Educational/occupational interviews
11. Quarantine
12. Inclement weather or
13. Emergencies of other reasons where satisfactory arrangements are made with an administrator and the attendance counselor in advance of the absence.

LEAVING DURING THE SCHOOL DAY OR ARRIVING LATE

Students must check out through the attendance window prior to leaving during the school day for any reason and they must check in upon return. They must also check in at the attendance window if they arrive after the beginning of the school day.

UNEXCUSED ABSENCES

Any absence that does not fall in the above categories is considered unexcused. Consequences for unexcused absences will take place over the course of each semester as follows:

1st and 2nd unexcused absence per class:

- Recorded call home.
- Students will not receive work, tests etc., until the absence has been excused. (Students have 3 school days to excuse an absence).

3rd unexcused absence per class:

- Recorded call home.
- Letter from Attendance Counselor informing parent/guardian that unexcused absences are having a negative impact on the students overall education.
- Conference between the student and Attendance Counselor.

5th unexcused absence per class:

- Recorded call home.
- Students will not receive work tests etc., until the absence has been excused.
- Parent contact information needs to be accurate.
- Potential conference with the Attendance Counselor to discuss the contract, and plan for improved attendance.
- A combination of further unexcused absences and a failing grade may result in the student being dropped from the class for the remainder of the semester.

Failure to maintain your child in regular attendance may result in a citation by the superintendent or their designee and result in a fine by the court of up to \$100.

DISCIPLINE

All staff share the responsibility for the control and discipline of students. Each teacher is responsible for providing guidance and discipline for all students within the total school environment. This includes classrooms, hallways, assemblies, field trips evening activities, etc. The responsibility for teaching students good behavior is a team effort on the part of all employees.

Levels of Disruptive Behavior

The best deterrent for dealing with unacceptable behavior is building a positive relationship with each student and taking a personal interest in his or her life. Being patient, maintaining a sense of humor and demonstrating a personal caring and respect for each student should be our goal.

LEVEL I: Behaviors disrupting the teaching/learning atmosphere to the detriment of a student's own learning and/or that of others, talking, annoying behavior, not working at task, coming unprepared for class, defiance of authority, minor disorderly disruptions/conduct, tardiness, forgery, lying, mischief, skipping class.)

PROCEDURES FOR CONTROLLING LEVEL 1 BEHAVIOR

- First Offense: 1. Resolving the problem within the classroom.
 2. Resolving the problem with the student in private.
- Second Offense: 1. Call parents and enlist their help, (Teachers must document)
2. Ask student's counselor (Teachers must document)
3. Request teacher/student/counselor conference or mediation
 Note: Student should not be referred to a counselor for disruptive behavior as a punishment.
4. Request parent/student/teacher/counselor conference
- Third Offense: 1. If behavior continues, submit discipline referral (referral form) to Dean of Students.

Note: In no case can a teacher permanently exclude a student from class. A record of each step must be documented. Teachers are required to notify parents of student behavioral issues and document their efforts in order to satisfy due process requirements before an administrator can drop a student from class.

LEVEL II: Behaviors that may injure another student or staff member, or that become chronic classroom disruption, (i.e. recklessly endangering, harassment, serious disorderly/disruptive conduct, extortion, profanity to teacher.)

PROCEDURES FOR CONTROLLING LEVEL II BEHAVIOR

1. Intervene with the intent to control the potentially dangerous incident
2. Take appropriate action.
NOTE: Do not leave your class unattended – contact the office (Debbie Huecker xt 6135 or Shelley Johnson xt. 6152) and request security).
3. If a student is referred to an administrator the teacher will:
 - When possible, give the administrator immediate details of the incident.
 - Confer with the administrator by the end of the teaching day or,
 - Provide a signed copy of a referral form reports to the administrator by the end of the teaching day.

LEVEL III: Severe behaviors that will, unless stopped or controlled, injure another student or staff member or damage of school or personal property, (i.e. fighting, assault weapons, arson, vandalism, dangerous automobile misuse)

PROCEDURES FOR CONTROLLING LEVEL III BEHAVIOR:

- Intervene with the intent to stop the behavior.
- Refer (bring to or notify) to the main office, call security or an administrator immediately through Shelley Johnson xt 6152 or Debbie Huecker xt 6135.
- When possible, give the administrator immediate details
- Confer with the administrator by the end of the teaching day, or
- Provide a signed copy of a report to the administrator (referral form) by the end of the teaching day.

ADMINISTRATOR FOLLOW-UP (ALL LEVELS)

After Dean of Students/administrator's/security investigation of a disruptive incident, the student(s) may be:

4. Returned to class at appropriate time.
5. Assigned to In-school suspension.
6. Assigned after school detention.
7. Permanently removed from class.
8. Suspended from school.
9. Suspended, pending determination of future status.
10. Referred for expulsion.

TEACHER BEHAVIOR IN DISCIPLINING A STUDENT

Teachers and staff need to rely on verbal and "body language" to regulate disruptive student behavior. Teachers and other staff should never touch a student or use physical force except to maintain the personal safety of a student or in self-defense. Call the Main Office (Shelley Johnson xt 6152 or Debbie Huecker xt 6135) for immediate assistance if the situation is unsafe.

TEACHERS AND PARENTS

It is the teacher's responsibility to make every effort to keep parents informed about the behavior of their student in class. Do not wait for a crisis to build without having first tried to involve and solicit parent support in resolving the problem.

EXCUSING STUDENTS

Any student leaving the school must be excused through the office and have parent authorization -- **not through individual teachers.**

STUDENTS LEAVING/RETURNING DURING THE DAY

- When a student leaves school during the day, he/she must first report to the main office to sign out. These period-by-period absences will be recorded.
- When a student enters school late he/she must report to the attendance window in the main office to sign in. Students who become ill while at school must report to the nurse before permission will be given to leave school.
- Student medical and dental appointments may be verified by the school.

The school does not have liability insurance for students using their vehicles for school related activities.

HALL PASSES

ALLOW STUDENTS TO LEAVE YOUR CLASSROOM ONLY WHEN IT IS ABSOLUTELY NECESSARY.

- Any student who leaves a class, regardless of the reason, must have in his/her possession a Centennial High School hall pass written in ink.
- **All hall passes must include the student's destination, the date, the time of departure, and the teacher's signature.**
- **ONLY ONE STUDENT CAN BE LISTED ON A HALL PASS.**
- Passes must be collected at the end of the period or when the student returns to class.
- Any student found in the halls without a hall pass will be sent back to the appropriate teacher.
- Teachers may excuse students only from their own classes.
- Staff members are encouraged to ask students who are in the halls while classes are in session, for a hall pass.
- Staff members shall NOT allow students out of class during the first 10 minutes of the period. This includes all student assistants.

Emergency Procedures

EARTHQUAKE/FIRE DRILL EXIT SCHEDULE Fire drills are required by Oregon law and district policy on a monthly basis. Earthquake drills are requested at least twice each year.

PART I

Room 101, 102, 104, 106, Main Office, Nurse, Athletics, Bookkeeper, Attendance, Conference Room, Faculty Room, Library, Counseling Office, Staff Room, Tutor Center and Community Room Rooms 169, 170, 171, 172, 174, 177,	Main Entrance
Rooms 103, 105, 107, 108, 109, 110, 111, 112, 113, 114, 116.....	Northeast Door between rooms 110 & 112
Rooms 118, 119, 120, 121, 122, 123	North Doors of Art/Tech Wing
Rooms 124, 125, 126, 128,	South Doors of Art/Tech Wing
Rooms 130, 132, 133, 134, 135, 136, 137, 138, 140.....	Southeast Door between rooms 134 & 136
Auditorium/Stage	Exit Closest doors to South parking lot
Rooms 141, 142, 144, 145, 146, Transitions Room	South East Doors of Commons
West Gym.....	Exit South Doors to Parking Area
Room 150, 151, 152, 153	Exit West door of Commons
Room 155, 157, 158.....	Exit South Main Gym Entrance to Parking Area
Rooms 159, 160/162, (Weight Rooms), 164, 165, 166, 167, 168.....	Exit West Door (Near Pool)
Room 180, 181.....	Exit East door of the Commons to South Parking Area
Room 182, 183, 184.....	Exit West door of Math Wing to South Parking Area
Room 185, 186, 187.....	Exit East door of Math Wing to South Parking Area
Room 188, 189.....	Exit North door of Math Wing to South Parking Area
Boys' and Girls' Locker Rooms	Exit Through Nearest Gym or Ground Floor Exit
Main Gym.....	Main Gym doors to South Parking lot
Swimming Pool.....	Through Pool Exits
Choir, Band, Ensemble.....	Exit South through each Music Room Door
Boiler Room	Exit South to Nearest Door
Lecture Room.....	Exit North or South Doors of Art/Tech Wing

Room 190/ Art Studios A, B and C, Audio Visual/Computer Maintenance,	Exit directly to North and East Classroom Doors
Room 191/Woodshop	Exit directly East from classroom then North
Room 192/Metals	Exit East from classroom then South
Room 193/Journalism	Exit through South Door of Art/Tech Wing
Room 194 Technology/Drafting, 195 Electronics	Exit directly to South from classroom doors
Cafeteria/Commons	Exit East or West doors to South Parking Area
Kitchen	Exit directly South from doors in kitchen area

PART II FIRE ALARM

A fire alarm within school is identified by the sound of a loud siren/horn.

All pupils, faculty and other school employees are to leave the building immediately at a brisk walk upon the sounding of the Fire Alarm.

14. Walk rapidly, do not run.
15. Teachers should turn off all lights, close all doors (but don't lock them) and windows.
- 16. Teachers will bring their grade books and attendance sheets with them.**
17. Teachers will follow their classes, directly behind the last student.
18. Proceed as far away from the building as possible without leaving the school grounds. Once away from the building, teachers are required to take roll and account for each student on their roster at the time of the fire drill. Students who do not cooperate with teachers during this time are subject to disciplinary action and should be reported to the office.
19. The "All Clear to return to the building" signal will be given as three short bells spaced at one second intervals. Do Not allow students to return to the building until this signal has been given.

PART III EARTHQUAKE

A sequence of school bells or the PA system will identify an Earthquake evacuation drill. At this time all students and staff should assume a duck, cover, and hold position. Students and staff will evacuate the building when told to do so by school personnel or the intercom.

11. Teachers should turn off lights, shut windows & door (but do not lock door).
- 12. Teachers will bring grade books and attendance sheets with them. (You may be required to take attendance to account for students)**
13. Teachers will follow their classes directly behind the last student.
14. Proceed as far away from the building as possible without leaving the school grounds. (When designated by the administration some practice drills will require staff and students to move to the football field.

15. Students who do not abide by rules are subject to disciplinary action & should be reported to the office.
16. "All Clear" signal will be announced by PA. No students or staff inside the school until after the "all clear".
17. In the event of a real earthquake all staff and students will proceed to the football field and reassemble in classes following pre-assigned locations on the football field.

Earthquake Evacuation

Teacher or Supervising Adult >>> *Take your grade book and attendance sheet*

If Indoors

- If the Main Office sounds an earthquake signal or if you see or feel signs of an earthquake (ground shaking, hanging objects swaying, objects wobbling on shelves):
- Take cover immediately under desks, tables or other heavy furniture.
- Turn away from windows.
- If cover is not available, stand in interior doorways, narrow halls or against weight-bearing walls.
- Stay away from windows, light fixtures and suspended objects.
- Remain calm reassuring students by speaking and giving instructions in a firm, calm voice.
- When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion.
- Go to a designated, safe, outdoor area, such as an athletic playing field or playground, be aware of power lines and gas mains around the school building.
- Account for all students.
- Remain outside the building until authorized personnel have inspected it for safe reentry.

If Outdoors

- Move away from building if principal sounds an earthquake signal or you see or feel signs of an earthquake.
- Go to a clear, open space if possible, such as a playing field.
- Avoid utility poles, trees, overhead wires, and gas pipe lines.
- Remain calm reassuring students by giving instructions in a firm, calm voice.
- Account for all students. Remain outside the building until authorized to reenter.

EMERGENCY ACTION PLAN: DANGEROUS PERSON AT CENTENNIAL HIGH SCHOOL

Purpose:

The primary goal of the Dangerous Person Emergency Action plan (EAP) is to ensure the safety and security of all students and faculty during a crisis situation. It provides administrative, faculty and support staff personnel with a workable plan to enact in the event that security of the building, staff or students is jeopardized by a dangerous person. The EAP defines certain functions to be performed by specific people in order to facilitate. The most efficient use of the building's resources as possible in the event of an emergency. The EAP establishes notification of the City of Greshams police, fires and medical emergency services and provides for the most efficient transfer of vital information to them.

Dangerous Person:

Any person or persons armed or purporting to be armed with any weapon that demonstrates intention, by word or action, to harm anyone, including him/herself.

When To Implement The EAP:

Implementation of the EAP is at the discretion of the ranking administrator if the dangerous person is on campus but not in the building. Implementation of EAP is mandatory if the dangerous person is inside the building.

Emergency Action Plan:

The main office designated as the command post in all EAP situations where possible. The alternative command post will be the head custodian's office (see General Procedures below). The responsibilities of the following personnel are outlined below:

Administrative Personnel;

Administrative personnel are to coordinate the implementation of the EAP and oversee its operation. They will insure that all outside telephone lines are kept open for use during the emergency. Administrative personnel will be responsible for decision-making in important matters such as building evacuation and other situations that may arise, and should be available to assist wherever needed. They should be kept apprised of any developments, and need to know the "big picture."

As soon as possible during the emergency, the ranking building administrator will notify the District Office of the emergency.

When the police arrive, the administrative personnel will make contact with them and brief them on any known updates. They should make themselves available to assist police in any way they are needed. If the police request control of the incident because they determine that the building is a crime scene, an ongoing tactical incident (SERT), or for any reason, control of the incident will be turned over to them. Administrators should also maintain an on-going list of potential witnesses, and make that list available to the police.

It will also be the duty of the ranking building administrator to notify the parents of any involved students when appropriate.

Main Receptionist:

Upon notification of a dangerous person in the building, the main receptionist (or any adult at the main reception desk) becomes the Emergency Services Contact person. Her first responsibility will be to get another person (Assistant Contact Person) to assist her. Typically, this would be the closest person in proximity to her, the vice-principals secretary. The Assistant Contact Person will immediately notify the ranking administrator in the building via radio of the emergency. Immediately upon contacting the administrator or if the first attempt to contact the administrator fails, the Emergency Contact Person will dial 911. As soon as possible, the Assistant Contact Person should take over the call with the individual reporting the Emergency so that the Emergency Contact Person is free to concentrate on her call to 911.

The Emergency Contact Person will be prepared to give as much information as possible to 911 in a clear, calm manner, including her name and other personal information. Refer to the attached Emergency Contact Person Checklist for the type of information for which she will be asked. The Emergency Contact Person should be prepared to stay on the phone with the 911 operators until the police arrive or she is instructed to hang up.

Vice Principal's Secretary or Other Office Personnel;

Becomes the Assistant contact Person. Be prepared to assist the Emergency Contact Person in whatever she needs. While the Emergency Contact Person calls 911, the Assistant Contact Person will make the following announcement in a clear, calm voice: *"This is an emergency lockdown, we have a dangerous person on our campus, police have been notified."* Repeat the announcement twice. If the emergency occurs during a scheduled lunchtime or between classes, precede the announcement with a series of two (2) ten-second bells to overcome the noise in the cafeteria.

It will be the responsibility of the Assistant Contact Person to remain in touch with the party reporting the emergency if possible, and try to get the information required on the Checklist. The Assistant Contact Person will relay vital information to the Emergency Contact Person, who will in turn relay it to the 911 operators. The Assistant Contact Person should write down the names of everyone from whom she received information and keep the ranking administrator informed of any developing details.

UNIFORM EMERGENCY SIGNALS

LOCKOUT Announce over the school public address system, ***"This is an emergency lockout, we have (explain problem and location), and police are on the way."*** This would mean there is a potentially violent situation in your school's neighborhood. Lock all exterior doors and monitor traffic into and out of your building.

LOCKDOWN Announce over the school public address system, ***"This is an emergency lockdown, we have (explain problem and location), and police are on the way."*** Staff would follow lockdown procedures until the **ALL CLEAR** signal is given.

UNIFORM DRILL SIGNALS

LOCKOUT Announce over the school public address system, ***"This is a lockout drill."***

LOCKDOWN Announce over the school public address system, ***"This is an lockdown drill."***

UNIFORM ALL CLEAR SIGNALS

ALL CLEAR The school administrator will give the all-clear signal only after verifying with the responding Law Enforcement agency. The signal for an all clear will be the exact words "**ALL CLEAR.**"

ADMINISTRATION TO DO LIST

Provide staff and student training on emergency signals.

Building Security Personnel:

All security personnel will, upon learning of the emergency, patrol hallways, restrooms, locker rooms, and other locations in an attempt to get all students into a safe area. The Director of Security will coordinate this effort. Security personnel are to remain in contact with command post via radio and follow any instructions they are given.

Faculty and other Building Employees:

Upon hearing the "Emergency Lockdown" announcement, it will be the responsibility of all teachers or other personnel having charge of students to immediately check the hallways in the vicinity of their classrooms. Any students or other people in the hallways, regardless of their reason for being there, will be brought into the classroom. The classroom door is then to be locked, classroom lights are to be turned off and windows and blinds are to be closed. Everyone in the room will move away from the doors and windows and take cover on the floor until an all-clear announcement is made over the intercom. In

the event that the location of the emergency given in the "Emergency Lockdown" warning is near the classroom, DO NOT open the classroom door. Proceed with the lockdown procedures outlined above.

Teachers in locked-down classrooms should explain to the students that there is an unknown emergency in the building, and that the lockdown is a precautionary measure. Loud talking, music,

movies or anything that could draw attention to the class will not be allowed. A quiet discussion of the situation among the students is encouraged.

School Resource Officer:

The School Resource Officer should respond directly to the scene of the emergency and await responding officers. He should be prepared to respond to the developing situation. From the scene, he should be able to notify police dispatch directly with intelligence updates, and coordinate the response of responding officers and other emergency personnel.

General Procedures:

If the location of the emergency is the main office; the alternative site for the command post will be the head custodian's office, located in the south hallway between the cafeteria and the gymnasium. Currently this office has two outside telephone lines and the only other access to the PA system in the building. Any available faculty or staff should proceed to the head custodian's office and assume the duties of the Emergency Contact Person and Assistant Contact Person. Copies of the EAP and the Contact Person Checklist will be available at all times in the head custodian's office.

If the EAP is enacted during lunchtime, a series of two, ten-second bells will sound prior to the "Emergency Lockdown" announcement. This is to direct cafeteria faculty to listen to announcements and their radios. If the location of the emergency is not the cafeteria, personnel assigned to the cafeteria will lock down the cafeteria as if it were a classroom.

If the EAP is enacted during lunchtime and the location of the emergency is the cafeteria, then immediate evacuation will be to the gymnasium. The gymnasium will then be locked-down like any other classroom.

All students outside the building during an EAP implementation will be evacuated to the grandstands adjacent to the football field and remain there until advised that the situation has been resolved.

If evacuation of the building becomes necessary, all personnel should follow normal fire drill evacuation procedures. **All staff are to know the location of the emergency and direct all evacuating persons away from that area.**

REPORTING A DANGEROUS PERSON:

Any employee who sees or receives believable information that a dangerous person is on campus or in the building should immediately notify the head receptionist of the location, situation and description of the dangerous person. If possible, stay on the line with the receptionist, as you will be asked for more information during the process of the EAP implementation.

The safety of the reporting party should not be jeopardized in order to keep the dangerous person in sight or for any other reason. Anyone who comes in contact with the dangerous person should not do anything that would be likely to provoke a violent response. If contact with the dangerous person is necessary, talk to him/her in a calm, reassuring voice. If the situation dictates that you stay in contact with the dangerous person, try to remain a safe distance from him (minimum safe distance is considered to be twenty-one (21) feet, and calmly talk to him/her until the police arrive.

The EAP will continue until the ranking administrator sounds an all clear. The all clear should be made over the PA system as well as the radio network.

Keep in mind, the primary goal of the Emergency Action Plan is to make every attempt possible to ensure the safety of students, faculty, and to assist the police and any other emergency personnel in any way possible during a crisis situation.

LOCKIN/LOCKDOWN PROCEDURES CHECKLIST FOR TEACHERS/CLASSROOM AID

1. Warning Signals:

- Lock-In
- Lock-Down
- Fire Alarm
- Severe Weather Alert
- Duck, Cover and Hold

2. Immediate action.

• **Lock In:**

Close the classroom door.

Make a list of all students NOT in the classroom when the signal was given.

Add to the list the names of any students who enter the classroom after the signal was given.

Maintain order in the classroom.

Do not call the office unless there is a problem in your classroom.

Any adult who does not have supervisory responsibilities for students at the time the Lock-In is given, report to a central location to assist in the management of the crisis/emergency.

• **Lock-Down - This command is only used when there:**

- a. is a gunman in the school, or
- b. shots fired, or
- c. there is a hostage situation in the school.

Close the classroom door.

Use basic duck and cover techniques: Lie flat, face down, on floor; get under tables/desks if possible.

Stay away from windows.

Prepare a list of all missing students.

Add to list the names of anyone who enters the classroom after the signal was given.

Be prepared to give this information to the office or SCAT members (wait until you are contacted).

If directed to evacuate the classroom take roll book or attendance record with you.

• **You and your students are taken hostage.**

Stay calm.

Don't be a hero.

Follow instructions of captor.

Cooperate, be friendly if possible; don't argue with or antagonize captor or other hostages.

Inform captor of medical or other needs.

Be prepared to wait; elapsed time is a good sign.

Don't try to escape; don't try to resolve situation by force.

Be observant and remember everything you see and hear.

When rescue takes place, lie on floor and await instructions from the rescuers.

3. Other Considerations.

- If students are out doors, use basic duck and cover techniques: lie flat on ground, if safe move to sheltered area and await further instructions.
- Do not attempt to enter building unless directed to so by the police or school administrator.
- Care for injured, provide for the needs of individuals with disabilities.
- Limit your exposure to danger.
- If possible, report status or significant changes to office/command center.
- Be prepared to respond to directions from the police or person-in-charge or SCAT members.

EMERGENCY ACTION PLAN POLICE CONTACT CHECKLIST

REMAIN CALM AND DIAL 911. BE PREPARED TO IDENTIFY YOURSELF AND STAY ON THE LINE WITH THE 911 OPERATOR.

CHS ADDRESS: CENTENNIAL HIGH SCHOOL. 3505 SE 182ND AVENUE, GRESHAM, OR

CHS TELEPHONE NUMBER: 503-762-6180 HEAD CUSTODIAN'S OFFICE EXT 6162

WHEN CONTACT WITH 911 IS ESTABLISHED:

9. Give school address if asked, and provide specific information as is available of exact location of emergency.
10. Give clear, understandable directions of emergency location from the main office doors or from south parking lot gymnasium doors if applicable.
11. Give a brief description of the nature of the incident (i.e. "shots fired in cafeteria, "or" white male with a gun in the counseling office").
12. Give as detailed description of the dangerous person as possible.

PHYSICAL DESCRIPTORS

Present a physical description using as many of the following descriptors as possible in the order listed below.

- **Race:** White, Black, Hispanic, Asian, Pacific Islander, other
- **Sex:** male / female
- **Adult / Juvenile**
- **Age:** approximate
- **Height:** approximate
- **Weight:** approximate
- **General Body Type:** Large / Medium / Small, Heavy, Thin
- **Hair color**
- **Eye color**
- **Hair length:** Long, Medium, Short, Buss cut, etc.
- **Hair description:** Bushy, Straight, Curly, Mohawk, etc.
- **Miscellaneous Descriptors:** Beard, Mustache, Goatee, Glasses, Tattoos, Body Piercing, etc.
- **Clothing Description:** Top to bottom, Hat, Shirt, Jacket, Pants, Shoes; include colors.
- **Suspect armed with:** Gun (describe), Knife, Chemical agent, Bomb, etc.

VEHICLE DESCRIPTORS

- **Year / Make / Model**
- **License # or description:** Oregon pine tree plates, out of state plates, partial plate of (give as much as known)
- **Color:** Red, Blue, etc. Stay away from abstracts such as wine, chartreuse etc.
- **Identifiers:** Rusty, Lowered, Bumper sticker, Loud muffler, Dented fender, etc.
- **Current location of vehicle Example:**
White male adult, 40 years old, 5'10" to 6', 200 lbs, buzz-cut, blond hair over blue eyes, muscular build, unshaven, wearing blue baseball cap with some kind of emblem, red jacket, blue jeans. Armed with small black handgun. Shots fired in cafeteria, unknown injuries. Suspect arrived in mid 80s

Chevy Nova, black in color, unknown Oregon plates, parked in south parking lot off 182nd near cafeteria doors.

EAP CHECKLIST

ADMINISTRATIVE PERSONNEL:

- Coordinate Entire EAP
- Notify District Office
- Contact police and relinquish control is required
- Notify Parents

MAIN RECEPTIONIST:

- Call for assistance
- Call an Administrator
- Call 911

VP SECRETARY:

- Help Receptionist notify Administrator
- Make "Emergency Lockdown" announcement
- Take over call with person reporting emergency
- Follow Police Notification Checklist

SECURITY:

- Hallway patrol to sweep people into safe area
- Stay in radio contact with command post

FACULTY:

- Sweep hallways outside your classrooms
- Lock your classrooms down
- Wait for All Clear

SCHOOL RESOURCE OFFICER:

- Respond to the scene
- Report to police dispatch
- Act as necessary