

2019-2020

Staff Handbook



Michelle Kirkwood-Hughes, Principal

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Dear Staff,

It is with great pleasure that I welcome you to the start of the 2019-2020 school year at Lincoln-West School of Science and Health! I am humbled by the opportunity to serve as school leader to this great educational family for a third year. I am excited for another iteration of work that allows us the opportunity, in partnership with the MetroHealth System, to strengthen the mission of our school, which is to prepare our students for college and careers in the healthcare industry.

I am looking forward to building with you a professional learning community that will drive Lincoln-West School of Science and Health to become a national leader in facilitating mastery-based education. I am confident that we have the right people on our bus to create a learning community that offers a dynamic, interactive education environment that will engage us, as staff, and our students.

This school year our collective agenda will center around five (5) key priorities for all staff:

- **Priority 1** — Increase average daily membership for students to 93% or higher and lower chronic absenteeism rate to 15%.
- **Priority 2** — Develop cognitively rich performance tasks that engage students in Costa's Level 3 of Thinking in all courses quarterly.
- **Priority 3** — Develop lessons that reflect time spent writing to clarify and organize experiences and understanding (i.e. in essays, reflections, reports, etc.) in all courses daily.
- **Priority 4** — Use the Cornell note-taking strategy, where students consistently use higher-level questions in their notes, and demonstrate critical thinking skills in all courses daily.
- **Priority 5** — Develop instructional activities that use the AVID Critical Reading Process in all courses daily.

This past school year we accomplished some major goals that includes graduating 95% of our first graduating class, enrolling 100% of our graduates into college, and increasing our performance index score on the ODE Report Card by 4.9%.

If we stay the course with the work we are doing and ensure all of us are operating with the same collective agenda we will grow our school model exponentially this school year!

Sincerely,

Michelle L. Kirkwood-Hughes

Principal

Lincoln-West School of Science and Health

Bell Schedules

First Week of School Schedule					
Freshmen ONLY Return on Monday, July 29, 2019			Upperclassmen Return Return on Tuesday, July 30, 2019		
Workshop 1	8:30 a.m.	9:56 a.m.	Workshop 1	8:30 a.m.	9:56 a.m.
Workshop 2	10:00 a.m.	11:26 a.m.	Workshop 2	10:00 a.m.	11:26 a.m.
Lunch	11:26 a.m.	12:06 p.m.	Lunch	11:26 a.m.	12:06 p.m.
Advisory	12:10 p.m.	12:30 p.m.	Advisory	12:10 p.m.	12:30 p.m.
Workshop 3	12:34 p.m.	2:00 p.m.	Workshop 3	12:34 p.m.	2:00 p.m.
Workshop 4	2:04 p.m.	3:30 p.m.	Workshop 4	2:04 p.m.	3:30 p.m.

Normal Bell Schedule					
Mondays-Thursdays			Fridays		
Period 1	8:30 a.m.	9:56 a.m.	Period 1	8:30 a.m.	9:13 a.m.
Period 2	10:00 a.m.	11:26 a.m.	Period 2	9:15 a.m.	9:58 a.m.
Lunch	11:26 a.m.	12:06 p.m.	Period 3	10:00 a.m.	10:43 a.m.
Advisory	12:10 p.m.	12:30 p.m.	Period 4	10:45 a.m.	11:28 a.m.
Period 5	12:34 p.m.	2:00 p.m.	Lunch	11:28 a.m.	12:08 p.m.
Period 6	2:04 p.m.	3:30 p.m.	Advisory	12:10 a.m.	12:30 p.m.
			Period 7	12:32 p.m.	1:15 p.m.
			Period 8	1:17 p.m.	2:00 p.m.
			Period 9	2:02 p.m.	2:45 p.m.
			Period 10	2:47 p.m.	3:30 p.m.

Early Dismissal Schedule					
Mondays-Thursdays					
Period 1	8:30 a.m.	9:13 a.m.	Advisory	10:30 a.m.	10:50 a.m.
Period 2	9:15 a.m.	9:58 a.m.	Period 5	10:52 a.m.	11:35 a.m.
Lunch	9:58 a.m.	10:28 a.m.	Period 6	11:37 a.m.	12:20 p.m.

Bulletin Boards

Teachers should use bulletin boards to display current student work in classroom and hallways. All classrooms should display the teacher's professionalism and be print rich. All bulletin boards should be decorated and presentable for the opening of school and through the school year. Work displayed should represent Costa's Level 3 of Thinking and should be dated with a rubric attached.

Building Entrance Procedures

The official entrance to Lincoln-West Campus is the door facing West 30th Street.

- Visitors MUST sign in at the Main Office and receive a visitor's pass.
- Visitors are to remain in the Main Office to meet their appointments.

- A security officer will continually monitor the front door.
- There will be a sign-in sheet for visitors in the Main Office.
- Visitors will be required to sign their name, identify the student about whom they are inquiring, provide photo identification, and provide their telephone number.
- Visitors will be directed to the small school they are visiting if an appointment is scheduled.

Building Hours of Operation

The Lincoln-West Campus is open to staff from 7:00 a.m. until 5:00 p.m. All staff should be cleared from the building by 5:00 p.m.

Building Security

Visitors must always display an office pass. Do not accept visitors in your room without a pass from the office.

Under no circumstances may a parent speak with a child that is not their own for any reason. Notify the office immediately if a parent persists.

Keep purses and valuables out of sight and locked up.

All outside doors are always to be locked except at entrance and dismissal times. Doors should not be propped open for any reason.

Students from other schools are not be permitted in the building during the school day. Report any unauthorized visitors to the office immediately.

Only those individuals listed on the emergency contact list within eSchoolPLUS will be permitted to speak with, meet with, sign-out a student, or communicate with a student and/or their principal or teachers.

Class Coverages

Class Coverages must be approved and signed off by the building principal prior to submitting in Workday. All class coverages should be submitted within Workday before the close of business on the day the coverage occurred.

Classroom Doors

To maintain the safety and security of our students, staff, and to allow building administrators to look in to observe teaching and learning taking place, classroom door windows should not be covered.

Classroom Safety

Never leave students unattended. Send a note to a neighbor, support person, paraprofessional or the office if an emergency arises where you must leave your area of responsibility. Do not leave students in the hallways or classroom unattended.

Students are not permitted to enter the Staff Lounge for any reason.

Please keep in mind that it is difficult, if not impossible to explain an incident to parents with the words, "The teacher does not know what happened," or "The teacher was not there." We have the legal obligation of *duty of care* when school is in session.

Corporal Punishment

Disciplinary methods, which may be damaging to students, such as ridicule, sarcasm, or excessive temper displays are unacceptable. Corporal punishment (including, but not limited: slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Violation of this, by law, may constitute grounds for a written reprimand (placed in the employee's personal folder) and/or dismissal.

Disciplinary Policies and Procedures

It is crucial that staff and students understand their rights and responsibilities. School administration will conduct expectation assemblies at the beginning of the school year, at which time the [Student Code of Conduct](#) will be reviewed. Teachers are expected to do a follow-up on the Handbook with their advisory and have each student sign off on the [Handbook Verification Form](#) and return to the school secretary following the assembly.

Field Trip Procedures

[Field Trip Request Form](#) must be completed at a minimum three (3) weeks before booking any instructional field experience. You will receive email notification within five (5) business days of whether your request has been granted or denied. A Field Trip Permission Slip will be generated once the request has been granted permission by the building principal. No student will be allowed to participate on a school trip unless his/her parent/guardian has signed an approved permission slip.

Bag Lunch requests for field trips must be completed via the [Bag Lunch Service Form](#) two (2) weeks prior to the field trip.

The following information should be submitted to the building principal and school secretary prior to leaving the school building to go on the trip:

- A list of students not going on the trip and which classroom they will be in.
- The classroom teacher is responsible for placing students who are not going on a trip. Do not crowd classrooms with students. Consider grade/appropriate setting

when placing students. Students are to be sent with class work assignments to complete, accompanied by the appropriate materials.

- A roster listing all students attending the field trip, along with an emergency telephone phone number where the field trip chaperone can be reached.
- A note should be taped to the inside of the classroom door for students not attending the field trip, advising class period and rooms students should report to.

Failure to follow these procedures may result in the cancellation of a planned field trip.

Fire + Security Drills

Familiarize students with the instructions that should be posted in your room. Teach your students the directions they must follow and proper drill protocol. No running, pushing, and/or talking. You must take a student roster with you during a fire drill to accurately account for all students, ensuring student's safe exit and entry.

- Post Fire and Security Drill signs prior to students first day of school
- Practice safety areas for each drill the first week of school and the following week.
- Remind students that it is against the law to pull or touch the fire alarm.
- By law a Fire and Tornado Drill will take place each month (twice during the first two (2) weeks of school. Please be aware that there may be several unannounced drills.
- Fire drills will be scheduled by the district and each individual school will be responsible for assuring that fire drills are conducted at various times.
- Teachers will need to make sure their students are properly prepared for all drills and know what is expected of them.
- Upon hearing the fire bell, the entire school will participate in a fire drill. A fire drill is an orderly process of evacuating the building. The fire drill is to be executed in silence and in haste under the supervision of the classroom teacher.
- It is expected that each teacher will instruct their class to form a column of two and lead them out of the building to a safe location on the sidewalk.
- Students will exit in accordance with emergency exit routes posted in each classroom.
- Teachers should familiarize students with designated exits prior to fire drill.

Fundraising

The most common sources of revenue for student activity programs is fund raising activities. Fundraising activities should only occur when there are clear purposes and objectives for the use of funds. The raising and expending of activity money by student bodies should have but one purpose: to promote the general welfare, education, and morale of all students and to finance the normal, legitimate co-curricular activities of the student body organization.

The **Sales Project Potential Form** should be used to document that appropriate procedures were followed to authorize and conduct fund raising activities. Prior to the implementation of the event, authorization must be obtained from the building principal and the finance partner. After approval is obtained, the fundraiser may take place, however:

- ALL cash receipts collected must be turned over to the clerk/cashier for deposit within a 24-hour period.
- NO cash payment may be made from these proceeds. All payments from these proceeds should follow the prescribed disbursement procedures.
- The use of this form is required by the state and is designed to account for income, projected and actual, from sales projects conducted by the school or any of its student activity programs.

Below are step-by-step fundraising procedures:

Step 1. Determine the profit needed

Step 2. Determine the cost of merchandise vs. selling price. Do this to determine the quantity needed to reach your goal

Step 3. Determine time limit for sale

Step 4. Check the school calendar for sales conflicts

Step 5. Is the vendor in the FMS system? If not submit vendor request in the Workday system and send vendors W-9 to the Purchasing Department.

Step 6. Create finance committee (2-3) adults

Step 7. Advisors/Sponsors submit the Sales Project Potential Form for building principal approval

Step 8. Principal reviews, approves and submits all forms to the finance partner at least 2 weeks in advance. Once approval is obtained all District purchasing procedures must be followed.

Step 9. Order merchandise

Step 10. Advertise your sale

Step 11. Collect order forms and money

Step 12. Process packing slip, make sure all merchandise is received, and record and distribute your merchandise

Step 13. ACCEPT CASH OR MONEY ORDERS ONLY

Step 14. Verify that money matches order forms

Step 15. Return only the order form to the vendor NEVER CASH

Step 16. All monies are to be DEPOSITED DAILY

Step 17. Deliver ALL monies to the secretary and get a **Pay-In Slip**

Step 18. At the end of the fund raiser complete the bottom half of the **Sales Project Potential Form** and return it to the secretary

Gradebooks

The teacher grade book is a legal document, which must remain on file for five (5) years. It is expected to be neat, complete, and well-documented with grades and attendance for each student assigned to your class. The grading process is to be a fair measurement of each student's progress. Each grade must be clearly labeled as to date, content, points and possible points associated with the grade.

Guidance Procedures

Any student wishing to request assistance from the guidance counselor must fill out an **Appointment Request Form**. The guidance counselor will process and honor requests for assistance in the order in which they are received or, in extremely rare cases, based upon need.

Hall Passes

Only one (1) student may be issued a hall pass at a time in each classroom. In order to leave the classroom, a student needs to have their planner signed by a teacher with where the student is going, and the time left. Students will have a limited number of hallway passes in their planner and once a student runs out of passes, no more will be issued. Hall passes will not be given out during the first and last ten (10) minutes of class, except for in the case of emergencies.

Do not give out hall passes to students to go to their lockers, visit other classrooms, see the guidance counselor or an administrator.

Incident Reporting

All alleged and/or actual reports of serious incidents should be reported immediately to an administrator. Do not discuss details of the incident with students. Once a report is made, there is no need to discuss it further in the building.

Leave of Absence

Any staff member requesting a leave of absence due to an extended illness, parental leave, disability, or professional studies must fill out the **Request for Leave of Absence Form**. An original physician's statement or other appropriate documentation is required before your request for leave is considered by the District leave of absence specialist.

Lesson Plans

Lesson plans are required for all teachers in all courses taught. A syllabus of your course is to be distributed to students and parents. Lesson plans should always be available for review. Lesson plans should be considered as a guideline for effective instruction. Therefore, it is essential that teachers maintain substantive daily lesson plans which will provide a framework for such instruction. Substantive lesson plans

include, at a minimum, aims and goals for student learning/achievement which parallel the District's Scope and Sequence; daily, weekly and instructional unit objectives correlated to the District's Scope and Sequence, including timelines set by the District, and assessment tools.

Intervention specialists should also retain lesson plans for courses co-taught that outline and detail tier two interventions and supports that are being used to service students in the inclusive setting.

Lockdown Procedures

Code Blue/100

- Building principal or designee will announce via public address and/or other means that a code blue has been initiated.
- Remain calm, reassuring students by giving clear, concise instructions in a calm voice
- Contact emergency services via 911 and/or radio dispatch at 838-7777 only if you have pertinent information about the emergency.
- If there is a potential danger, outside the building modified procedures are appropriate.
- Lock doors, but admit students assigned to that class.
- Outside doors will be locked and students and staff will continue their normal day.
- NO CELL PHONES ARE TO BE USED BY ANYONE.
- Security personnel will assure that no one will be permitted in or out of the building without permission of the principal or designee.
- Continue until the "ALL CLEAR" signal is announced. The ALL CLEAR message will be _____.
- Prepare to debrief at end of day.

Code Red/200

- Building principal or designee will announce via public address and/or other means that a code red has been initiated.
- Remain calm, reassuring students by giving clear, concise instructions in a calm voice
- Contact emergency services via 911 and/or radio dispatch at 838-7777.
- If students aren't already in their classroom, they will be immediately swept inside the nearest classroom which is equipped with the appropriate locks.
- Staff will immediately lock doors and cover their windows.
- Lock your doors. Keep students away from the doors and windows.
- Use red and green cards with the room number to communicate with emergency responders.
- NO CELL PHONES ARE TO BE USED BY ANYONE.

- Do not make any phone calls unless you have pertinent information about the emergency.
- If appropriate, implement established school incident command structure via the emergency operation center.
- Lockdown will continue until the school receives an “ALL CLEAR.” The ALL CLEAR message will be _____.

General Evacuation Procedures

- Leave the building immediately, in a calm, orderly manner using only the exit given. Take class attendance sheets.
- Instruct the first student to hold open the door until all persons have cleared.
- Ensure all students are out of the classroom and any bathrooms.
- Close doors, but do not lock. Leave everything.
- Proceed to evacuation area and stay with students.
 - On-site evacuation area: Parking Lot – 500 feet away from building
 - Off-site evacuation area: Walton Elementary School – 3409 Walton Ave.
- Make note of students who are not present.

Locker Assignments

Lockers will be distributed to students by advisors. All students are expected to have a lock on their lockers to properly secure their items. An accurate record of lockers and locks issued along with the students’ names and locker combination must be maintained by the advisor.

Main Office

When visiting the Main Office, please keep in mind that this space is the center of operation for all business conducted, as well as the site of initial contact for all visitors to our school.

- It is the responsibility of our staff and student body to present a professional, yet welcoming atmosphere always. There should be no loitering or sidebar conversation in the Main Office from staff or students.
- Only office personnel should be behind the Main Office counter. The front counter must always remain clutter free. Staff are asked to discard all unwanted correspondence/mail into the nearest waste receptacle.
- Students are not allowed in the Main Office without administrative approval. Students are prohibited from sitting in the office for any reason and should not be sent to the Main Office by staff. If a student needs to be removed from the classroom a phone call must be placed to the Main Office to have an escort sent to the classroom.

Mastery-Based Learning Model

Our school community uses mastery-based learning to ensure all students are better prepared for life after high school. We have established a pedagogical foundation for our work, which describes the features of our mastery-education system:

- Teachers utilize "backward design", to design learning experiences to achieve specific learning goals. Teachers first design a cognitively rich performance task (Costas' Level Three of Questioning) aligned to critical concepts for their course. This task should be shared with students before teaching and learning occurs and used to create a series of lessons and supporting instructional strategies intended to progressively move student understanding and skill acquisition closer to the desired learning goals of the unit.
- All course learning goals and performance scales used in the teacher's grading system are clearly and consistently communicated to students and families. Student achievement is evaluated against proficiency scales that outline performance expectations that are consistently applied to all students.
- All forms of assessment are criterion-referenced and success is defined by the achievement of expected performance, not relative measures of performance or student-to-student comparisons.
- Performance tasks are a summative demonstration of learning that students will complete to show that they have learned what they were expected to learn.
- Formative assessments measure learning progress during the instructional process and these results are used to inform instructional adjustments, teaching practices, and academic support.
- Academic progress and achievement are monitored and reported separately from work habits, character traits, and behaviors such as attendance and class participation, which are also monitored and reported.
- Academic grades communicate learning progress and achievement to students and families and grades are used to facilitate and improve the learning process.
- Students are given multiple opportunities to improve their work when they fail to meet expected standards.
- Students are given opportunities to make important decisions about their learning, which includes contributing to the design of learning experiences and learning pathways.

Students who do not earn proficiency for a course in an academic school year will be assigned to academic resource. Students work with an academic intervention teacher who provides instructional support on learning goals needed for course mastery and increases the time dedicated to personalized learning plans.

Medical Emergencies

In case of illness or accident (staff or student), notify nurse, security officer and/or an administrator.

- DO NOT leave the sick/injured party unattended.
- DO NOT attempt first aid or life-saving methods if you are not certified to do so. Once a security officer or administrator is on the scene, please allow him/her to take control of the situation.
- The adult in charge of the area where the accident occurred MUST complete an accident report as soon as possible. (See a security officer for appropriate form)
- DO NOT touch a bleeding victim or one emitting bodily fluid without appropriate protective gear.

Anyone encountering any of the above scenarios must notify the building principal immediately.

Mission Statement

In partnership with the MetroHealth System, Lincoln-West School of Science and Health will prepare students for college and careers in the healthcare industry. We will offer a dynamic, interactive education environment that engages students in modern science, health, and medicine through relevant workplace and community experiences.

Neglect + Abuse Child Reporting

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Families Services. The employee shall notify the building principal that a report has been made.

Office Referrals

An office referral may be issued for any student by any staff member. Other than in crisis situations, referrals should be used sparingly and only after all intervention policies have been followed and documented to correct the behavior problem. Referrals are to be used for serious offenses and should not be used for such reasons as “forgot his/her book”, “didn’t bring supplies to class,” “refused to participate,” student puts his/her head down,” or student’s refusal to read.” These are issues that should be dealt with by the teacher contacting a parent/guardian and referring the student to the SST team.

Parent Contact + Conferences

Parent contact should not only be utilized when there is a problem in the classroom; it should also be utilized when positive things occur. Parents/Guardians requesting conferences with teachers are required to complete a **Conference Request Form**. Teachers are responsible for contacting the parent/guardian within (3) days of receipt, to schedule a date/time convenient for all parties.

Professional Development Request Form

Staff members attending an in-service, professional development, union meeting, counselor meeting, etc. are required to complete the [PD Request Form](#) to obtain the building principal's permission to attend.

Report Times

The school secretary should report no later than 7:45 a.m. and dismiss no earlier than 4:00 p.m.

Paraprofessionals should report no later than 7:45 a.m. and dismiss no earlier than 4:00 p.m.

Administration should report no later than 8:00 a.m. and dismiss no earlier than 4:30 p.m.

Bilingual instructional aides should report no later than 8:10 a.m. and dismiss no earlier than 4:30 p.m.

Teachers should report no later than 8:10 a.m. for staff morning meetings, which are a part of the 100 Professional Minutes. Teacher dismissal is no earlier than 4:20 p.m. on Mondays and 3:30 p.m. on Tuesdays-Fridays.

All staff are required to contact the building principal via email or text message to report late arrival to work.

Any staff who must leave the building for any reason before dismissal must notify the building principal via email or text message. In the event of early departure, teacher must secure their own class coverage and record the absence in Workday.

Sale of Food to Students

There is to be no sale of candy, gum, pop or any food item to students during normal school hours. All fundraisers must have an approved [Sales Potential Form](#) on file prior to any item being sold. Monies generated from any student fundraiser are to be deposited into the Student Activity Fund for student use only. Any misuse of said monies is in violation of the Federal RICO Act and could result in termination and/or prosecution.

Security

In order to ensure that a safe, secure, and academically rewarding school environment is maintained for students and staff on campus the following security measures will be implemented:

- The assistant principal will work with the security team will coordinate security efforts within the Lincoln-West Campus.
- Security Officers will meet weekly with the assistant principal to discuss security concerns and revise the security plan as needed.
- To facilitate effective communication, all security officers will always be visible and moving throughout their assigned area of the building with their radios at full volume, especially during all class changes. Immediately following class changes, security officers will “sweep” their area for loiterers and trespassers. The sweeps will include all the stairwells, empty classroom, Main Office, parking lots, bathrooms, etc.

Sick Leave

When a staff member returns to duty from an absence, an **Application of Use of Sick Leave** must be filled out completely and returned to the building principal by end of the day when teacher returns. The form is in the Staff Lounge. Staff are responsible for completing this form in a timely fashion and having it signed by the building principal.

Special Education Procedures

All special education enrollments and transfers must occur at 1111 Superior. If a family states that a child has (or might have) an IEP, please let them know that the enrollment cannot occur at the building level. When students are enrolled into our building, the IEP team has two (2) weeks to complete the IEP from the date of enrollment. If there are missing documents in IEP+ such as a previous IEP or ETR, please notify the building principal immediately.

CMSD allows for the adoption of ETRs from other districts, which falls to the building psychologist. If possible, the Intervention Specialist should schedule the IEP to occur directly after the ETR meeting. However, do not let an IEP expire waiting for a new ETR.

Intervention Specialists must send the building principal a draft of the IEP no less than five (5) days prior to the scheduled IEP meeting. IEP's must be finalized and locked in eSchoolPLUS within 24 hours of the completion of team meeting.

Special Privilege Leave

Special Privilege Leave is not to exceed three (3) days in any school year. **Applications for Special Privilege Leave** are available in the Staff Lounge and must be turned in to the building principal at least three (3) days in advance of a planned absence.

Applications for the first ten (10) days of school and last ten (10) days of school or the work day before or after a paid holiday or vacation period are prohibited.

Smoking Policy

Federal and state regulations prohibit smoking in any school building, including the parking garages. In accordance, no smoking is permitted anywhere within the Lincoln-West Campus and grounds.

Staff Attendance Reporting Procedure

Staff are required to sign in on the **Daily Attendance Log** located in the Main Office. After the staff morning meeting has begun, staff who have not signed in will be highlighted to mark tardiness.

Staff must report all absences and tardies prior to the start of their work time, or as soon thereafter as possible via email or phone to the building principal and via **the Substitute Management Center**. You must have a PIN number to report an absence. If an employee fails to report his/her absence, the employee will be considered absent without leave until a reasonable explanation is subsequently provided.

Student Dismissal

Students who leave school at a time other than the regular dismissal time are to be released to a parents/guardian through the office. Telephone calls from individuals waiting on school premises will not be accepted. Dismissal notes from the parents should be brought to the school in advance and sent to the office for approval. Students will be given an early release form to verify that they may leave. All notes will be verified.

Substitute Teachers

There is a maximum effort made to secure substitute teachers in the academic area to be taught. Teachers are responsible for maintaining up-to-date substitute folders.

Your folder should contain the following:

- Current classroom roster;
- Current seating chart;
- Current daily schedule including duties, special assignments, classroom rules, consequences, rewards, and/or notations about behavior problems;
- Location of your lesson plans and any books, worksheets and specific instructions should place in an area of visibility for the substitute teacher to easily obtain;
- Lunch procedures;
- Fire/Tornado/Security Drill procedures.
- Restroom times/procedures/helpers, when applicable; and
- Dismissal procedures (walker/buses/daycare), if applicable.

All Emergency Lesson Plan Folders are due on or before **Friday of the first week of school**. Teachers should complete all information for the folders and check them periodically for accuracy. Substitute folders should be updated at a minimum of each quarter. Each teacher is required to have 3 emergency lesson plans available at all times. These plans should be submitted to the school secretary and updated when used and/or each marking period.

Tornado Drills

Tornado drills are to be conducted once a month between April and July.

When students are assembled in interior hallways during a tornado drill or warning, they should be instructed to respond to a specific command to assume protective postures, facing interior walls, when the danger is imminent. Such a command might be: "Everybody down!" It is essential that this command be instantly understood and obeyed. Illustrations showing the protective position should be posted on bulletin boards.

Transportation of Students

No student is to be transported by any staff member in his/her personal vehicle. All Eligible CMSD students in grades 6-12 will be issued an RTA bus pass. Out of district students will not receive an RTA bus pass.

Worker's Compensation Procedures

If you are injured on the job, you are required to notify the building principal immediately. Additionally, the injured worker has 24 hours to report the injury to Worker's Compensation and you must fill out the injury report and have the building principal sign it. Lastly, the injured worker must inform the building safety officer they are completing an incident report.