2011/2012
Hillsboro
Middle School
&
High School
Teacher
Handbook
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All District forms can be found on the Staff Page of the district web site.
The shared mission of Hillsboro Middle School and Hillsboro High School is to provide students with a comprehensive and rigorous educational experience that will prepare them to succeed in all future endeavors.

**Expectations for Administrators**

As administrators at Hillsboro Middle School and Hillsboro High School we feel that we have a great responsibility to promote the success of both the students and the staff. Our main objective is to remove barriers that impede against the quest for excellence. To accomplish this we will have the following expectations for ourselves.

- Be with our people
- Listen to our people
- Teach and Train our people
- Defend our people

**Points of Emphasis for Teachers**

1. Homework posted to Progress Book at the time that it is assigned.

2. Update progress book with sufficient frequency to provide immediate feedback to parents / students. (At least once a week)

3. Communicate with all stakeholders to promote positive relationships.

4. Provide resources to parents / guardians to extend student learning.

5. Use data from common formative and summative assessments to drive instruction in the classroom.

6. Have passion and compassion – **REMEMBER WE ARE HERE FOR KIDS!**
Middle School Office Staff

Shannon Coblentz, Principal - SCoblentz@hcs-k12.org
Tim Davis, Assistant Principal - TDavis@hcs-k12.org
Joann Davis, Secretary - JDavis@hcs-k12.org
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Dee Brown, Nurse Aide - DBrown@hcs-k12.org

6th Grade Red Team

Math: Rick Hughes - RHughes@hcs-k12.org
L.A.: Leslie. Lerch - LLerch@hcs-k12.org
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Sherry Walker * SWalker@hcs-k12.org
GRADING SCALE

Grades will be recorded and reported as follows:

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<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>85-91</td>
<td>B</td>
</tr>
<tr>
<td>75-84</td>
<td>C</td>
</tr>
<tr>
<td>65-74</td>
<td>D</td>
</tr>
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<td>64-</td>
<td>F</td>
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PARENT / TEACHER CONFERENCES 2011-2012

October 26 - 3-9 pm                    March 21 - 3-9 pm

CONFERENCE PERIOD

Every teacher in the building has a conference period every day. One of the main purposes of this time is to ensure that every teacher is available for the purpose of meeting with parents, other teachers, counselors and administrators. Teachers are not to leave the building during conference time without notifying the principal and signing out in the middle or high school office.

LESSON PLANS

The primary focus on lesson plans will be in establishing a connection between previous data, the lesson plan, the board-adopted curriculum and the actual lesson taught. It is our view that this is a great opportunity for self-examination and growth. All of us need to look critically at the way we plan activities in our classrooms so that we meet the needs of our students and also comply with state and local guidelines. If you have questions about lesson plans, please ask and we'll do our best to help.

Copies of your lesson plans should be easily accessible in the event of an absence or if requested by an administrator.

CALLING IN SICK

If you find that you are going to be absent from school, log onto AESOP or call AESOP as soon as possible. If it is an emergency and you need to call in at the last minute, please contact the secretary or one of your administrators as early as possible so a substitute can be secured.

Be sure your lesson plans and Sub Folder are up to date during an absence and make every effort to assist the substitute teacher. Be sure to complete the proper absence report on employee KIOSK.

Upon returning from an absence, be sure to review your substitute’s notes, return the sub folder to Ms. Davis and complete the proper absence form.

SUB FOLDERS

All teachers will maintain a sub folder in the school office. These folders will be filed by Ms. Davis and Mrs. Juillerat. They will give the folder to the substitute teacher upon arrival at school. The sub will return the folder to the office at the end of the day. The folder should include the following:
1. Class lists and seating charts
2. Location of important materials (attendance forms, grade books, teacher’s manuals, etc.)
3. Intended lesson plans and ‘emergency’ lesson plans that could be carried out if other plans are impossible to execute
4. Classroom rules and consequences
5. Other items that you think may be helpful to the substitute teacher

**PERSONAL LEAVE**

Personal leave must be completed on **KIOSK by the staff member personally**. Personal leave should be requested as far in advance as possible. All teachers should review the Board of Education policy concerning personal leave.

**VISITORS TO SCHOOL**

We welcome parent visitors in our schools. Upon entering, they must report to the office before they can visit a classroom or remove their child from school. Student visitors are strongly discouraged due to issues such as liability and unnecessary distractions to the learning environment. This will be permitted on a very limited basis and can only be achieved upon administrative authorization. If teachers make appointments to meet with former students, the office needs to be notified and the student will still need to report to the office upon arrival. It is your responsibility to report any suspicious visitor to administration as soon as possible.

**ATTENDANCE, ABSENCES AND EXCUSES**

Under law, children between the ages of six (6) and eighteen (18) are of compulsory school age. Every person of compulsory school age must attend school which conforms to the minimum standards as prescribed by the State Board of Education.

The Hillsboro City School Board requires that students enrolled in the schools of the district attend school in accordance with the laws of the State, which shall be one hundred eighty (180) days. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Vital to this purpose are the social interactions of students with one another in the classroom, as well as their participation in a well-planned instructional activity under the tutelage of a competent teacher.

Parents are expected to notify the school of their child's absence on the first day of the absence. Success in school is directly related to attendance. Good attendance is encouraged and recognized by Hillsboro City Schools. When returning to school after an absence, the student must report to the attendance office immediately. To receive an absence slip, the student must present a note from the parent or guardian containing date(s) of absence, reason for absence and parent / guardian signature.
CATEGORIES OF STUDENT ABSENCE

The Board classifies absences in one of two categories: excused and unexcused. Absences from school that may be accepted as excused are:

1. Personal illness.
2. Death of a member of the immediate family.
3. Observance of a religious holiday.
4. Other circumstances as approved by the principal or designee.

**Sometimes it becomes necessary for families to take vacation or for students to be absent due to family or social obligations. Such absences are to be handled by receiving prior permission from the principal. Absences for any of these reasons that are not approved by prior permission will be considered unexcused.**

The maximum number of excused absences a student will be allowed per school year is ten (10) days. These absences must be documented by a note from a parent or guardian. Absences exceeding 10 days may only be permitted at the discretion of the principal. Penalties may apply for absences over 10 days.

Absences that are unexcused include the following:

1. Truancy.
2. Suspension from school.
3. Absences not immediately accompanied by a note from the parent / guardian upon returning to school.
4. All absences not covered under excused absences.

For excused absences:

1. A letter is sent to the parent upon the 3rd occurrence of the quarter or 6th occurrence in a year of excused absences with documentation sent to the principal and attendance officer.
2. Absences exceeding 8 excused days will become unexcused unless accompanied by a doctor’s note. Other absences (i.e. those without a doctor’s note) exceeding 8 days may only be permitted at the discretion of the principal. Absences over 8 days may, at the discretion of the principal, require a doctor’s note. Penalties may apply for absences over 8 days.

For unexcused:

1. A letter (with list of absences) is sent to parents upon the 8th day of unexcused absence, upon the 5th consecutive day of unexcused absence, or the 7th day in a month of unexcused absence and referral letter to Attendance Officer (Attendance officer conference with parents and /or agree on an intervention plan if needed).
2. A letter is sent to the parent and a referral letter is sent to the Attendance Officer to file at 8th day of unexcused absence
3. A letter is sent to parents and the Attendance Officer and the expulsion process may be initiated at the 16th day of unexcused absence.
**LATE ARRIVAL TO SCHOOL**

Arrival at school after 7:40 will be considered tardy. If arrival is before 7:42, the student should report directly to his/her first period class. The first period teacher will count the student tardy. If arrival is after 7:42, then the student MUST report directly to the Middle School office and sign in. The student will be given a late pass and then will be sent to class. Arriving at school after 9:18 will be considered an A.M. absence (excused or unexcused).

**TARDY POLICY**

Being tardy to class means entering a class after the "tardy "or second bell. Tardiness disrupts the learning environment, interrupts the teaching and learning process and, most significantly, causes the student to miss critical instructional time in the classroom. Excessive tardiness will not be tolerated. Students will serve lunch detention for every tardy. Students who are habitually tardy may be given more severe consequences. A tardy will only be excused at the discretion of an administrator. An excused tardy will not be counted towards the penalties above.

**DISCIPLINE PROCEDURES**

There are many factors in establishing a classroom atmosphere that is conducive to learning. Certainly one of the most important factors is classroom discipline. Good classroom management begins with the establishment of a plan for handling disciplinary situations. A successful plan is one that establishes rules, the consequences of breaking the rules, and a system for positively reinforcing good student behavior. **Student behavior is most effectively influenced at the classroom level.** Referrals to the office must be for serious offenses or repeated, chronic misbehavior. Do not send students to the office for the period without a referral. If the action is serious enough to remove a student from the educational environment then a referral should accompany the student.

In the event that a student cannot be effectively managed in the classroom, a referral to the appropriate principal may be necessary. Use the Disciplinary Referral to Principal to refer situations to the principal in charge of discipline for the grade level of the student.

**Rule:** If we see a student in the office he or she should have a referral. If we see a referral in the office, we should also see a student. If one is important enough to be here so is the other!!!

**AGENDAS**

A School Agenda date and assignment book has been given to each Hillsboro Middle School student in an effort to improve each student's ability to organize schoolwork, events, and personal planning. The staff believes that the enhancement and improvement of time management, goal setting, and organizational skills can be a great benefit to every student.

If this program is to be a success, ALL staff needs to insist that students bring and use this planner on a daily basis. If all teachers make this an important daily activity the result may be a more organized, prepared student body.

**PASSBOOK**

All students are assigned to a classroom and a teacher every period. That is where they are to be during class time. If it is necessary for a student to go to an area other than that assigned classroom, he or she must present their Agenda. The Passbook pages are in the back. Each student is limited to 4 or less passes per week. Just fill in the date, destination, time, and initial the line in the box. The student must then carry the passbook as their hall pass. Teachers and hall monitors will check the passbook in the hallways. DO NOT **verbally** give a student permission to be out of your room - unless it is an emergency.
The quarterly parent contact log will be turned into the appropriate office along with weekly lesson plans. Teachers are encouraged to make frequent contact with parents. Even if no contacts have been made during the week, the form is to be turned in.

**PROGRESSBOOK / PROGRESS REPORT**

Informing parents of the progress of their child in your class is one of your most important responsibilities. **Grades in Progress Book must be updated weekly.** We encourage frequent contact with parents to inform them and enlist their support. These parent contacts should not exclusively be negative. These contacts should be used any time there is a change in progress that you feel parents should know about.

DASL will include all students, addresses, and phone numbers. This will make addressing envelopes and finding phone numbers quick and easy. Pre-printed mailing address labels may be available if requested. Also, office secretaries may be of assistance in mailing these reports. It is our intention to remove obstacles and to facilitate good communication between teachers and parents.

**LOCKERS**

The office or homeroom teacher issues lockers to students at the beginning of the year. Please provide students with the following:

1. Keep their lockers *locked* at all times.
2. Caution them against sharing their combinations with each other or they cannot expect their property to be safe.
3. Each student is responsible for keeping his or her assigned locker clean both inside and outside.
4. Damages caused by misuse or abuse will be charged to the student responsible.
5. Any locker malfunction should be reported to the appropriate office for repair. Students are cautioned not to keep money or other valuables in their lockers.
6. Lockers are the property of the school and may be searched by the administration.
7. Lockers are to be used *only by those students* to which they have been assigned.

[Remember: Right - Left - Right - Be sure to go past the second number one time and stop on it the second time.]

Make sure that the combination works. Please report any problem lockers to the office immediately so that the appropriate repairs can be made.

**MAILBOXES**

The mailboxes for all staff are located in the shared MS / HS workroom on the first floor. These mailboxes serve not only as a receptacle for mail but also as an important avenue of communication. Memos, phone messages, and other important pieces of information are placed in the mailboxes. Please check them often. Do not send students to pick up your mail.
COPY MACHINES

The copy machines in the teacher's workrooms are for the use of teachers. The use of these machines is strictly for school business. **Do not** send students to the teacher workroom to use the copy machine. Students are not permitted in these areas unless they are approved office aides.

TEACHER PARKING

Teachers have designated parking areas. These areas are the parking lots outside the HS / MS entrances.

STUDENT PARKING

Student parking is designated at the west end of the building. That is the lot closest to route 62. Students will be issued a pass and will have a designated spot.

ACCIDENTS INVOLVING STUDENTS

When a student is involved in a situation where physical injury has occurred, an accident report must be filled out and filed in the school office. This is very important. If a parent questions what happened, we must have a written record of the incident on hand in the office.

Accidents can be categorized into three types. They include accidents that are minor, accidents of concern, and serious accidents. A minor accident is one that the classroom teacher can handle without the aid of the school office. Accidents of concern are those situations in which immediate first aid is necessary. This would include treating cuts and scrapes or the use of ice on a bump. The school nurse should be informed of this type of accident. Serious accidents are those situations where the immediate health and safety of a student is of grave concern. The school office should be informed immediately. The proper medical attention will be determined and secured as soon as possible. In the event of a serious accident, a report must be made and filed with the nurse or an administrator as soon as possible.

FIELD TRIPS

Field trips will not be granted automatically. Field trips must be determined by the building principal to be a unique, educational activity, which is an extension of specific goals and topics studied in the classroom. The building principal must approve all trips. The Emergency Medical Authorization Forms must be taken with you on all trips. A request for a field trip should be made at least ten school days prior to the trip, on the field trip request form available in the office. A passenger list is to be left in the office. A seating chart should be left in the office and a copy should be given to the driver also. Students must be in good academic standing in all classes and have an acceptable attendance rate to attend field trips.

TEACHER RESPONSIBILITIES IN ASSEMBLIES

The teacher's role during assemblies is that of an active supervisor and a positive example to students. Monitor student behavior and intervene when necessary. If a particular student's behavior is inappropriate, the teacher has the authority and responsibility to warn, move, or remove that student from the assembly. In order to supervise a large number of students effectively, teachers need to be seated among them - not standing near the door of the room in a group.
Teachers should be seated with the students that they bring to the gym.

Teachers are asked to position themselves so that they can effectively supervise. Good positions include the perimeter aisle, seated among the students, and in the rear room. The important thing is to spread out, be observant and intervene when necessary. Unless an assembly occurs when a teacher has students in the classroom or during a conference period, all teachers are expected to be present in the auditoria / gymnasium throughout the assembly.

**FUND RAISING**

The procedures for activity advisors to follow in fund raising:

1. See the principal for approval for all fund raising projects before contact or agreements are made with any salesperson or agency.
2. All fund raising projects must be placed on the monthly calendar.
3. See Debbie Lawwell or Linda Hopkins in the Central Office for correct procedures and paper work.

**50% “F” RULE**

Any student who has attended class regularly and has attempted to complete assignments shall receive no less than a 50% F for the course. This rule will allow those students who show improvement in a course to more easily earn credit. Remember: the intention of our educational program is to foster achievement amongst our students, not to allow them to fail.

**2% DOCK RULE**

Students who are suspended from school will have a 2% reduction of their final quarter grade for every day he or she is suspended. Students will be permitted to make up all assignments while suspended to encourage them to stay current in classes but will have the 2% dock imposed at the completion of the quarter.

**FACILITY RESERVATION**

Certain areas of the Middle/High School will **NOT** be on a first come / first served schedule. Please get approval with the administration and complete the reservation process with Sue Bennett. If a situation arises that areas are available and no one is scheduled they may be used but to ensure that you will have these areas available please fill out the form and request the specific area(s) at least one week in advance of the intended use.

**STAFF DRESS**

All staff is expected to be in professional dress while at work at Hillsboro Middle/High School. Staff will be permitted to modify dress for “Spirit Paydays”. On each payday, staff will be permitted to wear jeans with a shirt with a collar that displays a district logo. On these days, or any day, T-shirts will not be permitted even if they display the Hillsboro logo. The adherence to this policy will allow us to keep the “Spirit” dress day. If you have any questions please contact an administrator but a good rule to follow is if you are in doubt, don’t wear it or at least bring a change of clothes with you.
STUDENT DRESS CODE

Part of the total education of students is learning to dress appropriately and behave responsibly in a variety of situations. As part of the educational process, all students are expected to appear at school in reasonable, neat, safe and appropriate attire for the academic environment. Styles and fads in clothing or makeup that detract from the educational setting are out of place in the school environment. The determination for acceptable dress lies with the administration. The administration may counsel with a student and/or contact parents if the student’s dress and/or appearance seem inappropriate for the classroom. Parents are ultimately responsible for appropriate dress and appearance of their child at school and at all school-related activities.

These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress and personal appearance while at school and school-related activities.

1. Parents and students maintain responsibility for student dress and personal appearance.
2. When any dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when any dress or grooming disrupts the educational process by being distracting, offensive, indecent or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports, choir or band) may require more strict standards regarding dress and personal appearance for participants in their program or activity.
4. The administrators, with the assistance of the faculty, have the responsibility of uniformly administering and enforcing the dress code.
5. An administrator, for the purpose of school spirit days or other special school-wide events, may modify the dress code.
6. Violation of the dress code could result in removal from class or school until the violation can be resolved and/or disciplinary action taken.

The following is the board approved dress code for Hillsboro High / Middle School:

1. Some clothing and accessories are in bad taste and can be disruptive. Clothing must be clean and in good repair (no holes, finished hem, etc.).
2. Students shall not wear tank tops, halter-tops, garments with spaghetti straps or strapless garments. Garments that are see-through, too low, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms and have a finished hem. Any shirt without a finished hem will be considered unacceptable.
3. Skirts and shorts must not be shorter than mid-thigh and must be hemmed. Undergarments must not be visible.
4. Students may not wear hats, caps, headwear, sunglasses or headphones at any time during the school day. These items should be placed in lockers upon arrival.
5. Pants must be worn at the natural waist and may not drag the ground.
6. No student shall wear or exhibit shirts, badges, pins, etc., with suggestive / objectionable language or symbols. No items, which represent alcohol, drugs, or tobacco, shall be worn.
7. Hooded sweatshirts are permitted but the hoods must remain down during the school day.
8. Students shall have no visible body piercing other than ears. Tongue piercing is also prohibited. Piercing shall not be camouflaged by use of tape, bandages, etc. This policy shall be in effect at all school functions.
9. Students who have classes in the shop or in classes in which cooking takes place must wear closed toe shoes during that time.
10. No chains, studs, or hanging straps.
11. Slippers and / or house shoes are not permitted
12. Pajama shirts or pants are not permitted.
13. Students who color their hair are expected to retain a natural hair color. Inappropriate colors will be judged by the administration.
14. Other disruptive attire or appearance will be judged by the administration.

*Students will be given three options to correct dress code: They will change into appropriate attire they happen to have here at school, they wear school-supplied clothing or go home and change. Tape will not be provided for holes as has been the practice in the past.

**Middle School Schedule**

The following rotation to the master schedule gives equal opportunity to students to experience each core class at different times of the day. The white day is the day that students will see on their master schedule. Days will be designated in each hallway by a color coded flag.

<table>
<thead>
<tr>
<th>CORE 4 BLOCK ROTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHITE DAY</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6\textsuperscript{TH} GRADE</th>
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<th>6\textsuperscript{TH} GRADE</th>
<th>6\textsuperscript{TH} GRADE</th>
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</thead>
<tbody>
<tr>
<td>PERIOD 2</td>
<td>PERIOD 3</td>
<td>PERIOD 4</td>
<td>PERIOD 6</td>
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<th>7\textsuperscript{TH} GRADE</th>
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<td>PERIOD 3</td>
<td>PERIOD 7</td>
<td>PERIOD 1</td>
<td>PERIOD 2</td>
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<tr>
<td>PERIOD 7</td>
<td>PERIOD 1</td>
<td>PERIOD 2</td>
<td>PERIOD 3</td>
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# Middle School Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>8th Grade</th>
<th>7th Grade</th>
<th>6th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Encore 7:40-8:20</td>
<td>Core I 7:40-8:42</td>
<td>Core I 7:40-8:40</td>
</tr>
<tr>
<td></td>
<td>Encore 8:24-9:04</td>
<td>Core II 8:46-9:48</td>
<td>Core II 8:44-9:44</td>
</tr>
<tr>
<td></td>
<td>Core III 11:59-12:59</td>
<td>Core III 11:54-12:54</td>
<td>Core IV 12:12-1:12</td>
</tr>
<tr>
<td></td>
<td>Core IV 1:03-2:03</td>
<td>Core IV 12:59-2:00</td>
<td>Encore 1:16-1:56</td>
</tr>
<tr>
<td></td>
<td>TT 2:07-2:40</td>
<td>TT 2:04-2:40</td>
<td>Encore 2:00-2:40</td>
</tr>
</tbody>
</table>
### Hillsboro Middle School 2 Hour Delay Schedule

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 9:40 – 10:13 Core 1 (33 min)</td>
<td>1 – 9:40 – 9:52 Tribe Time (12 min)</td>
<td>1 – 9:40 – 10:30 Core 1 (50 min)</td>
</tr>
<tr>
<td>2 – 10:17 – 10:50 Core 2 (33 min)</td>
<td>2 – 9:56 – 10:36 Encore (40 min)</td>
<td>2 – 10:34 – 11:25 Core 2 (51 min)</td>
</tr>
<tr>
<td>4 – 11:25 – 12:16 Core 3 (51 min)</td>
<td>4 – Lunch 11:20 – 11:50</td>
<td>4 – 11:59 – 12:59 Core 3 (60 min)</td>
</tr>
<tr>
<td>5 – 12:20 – 1:12 Core 4 (52 min)</td>
<td>5 – 11:54 – 12:32 Core 1 (38 min)</td>
<td>5 – 1:03 – 2:03 Core 4 (60 min)</td>
</tr>
<tr>
<td>6 – 1:16 – 1:56 Encore (40 min)</td>
<td>6 – 12:36 – 1:14 Core 2 (38 min)</td>
<td>6 – 2:07 – 2:40 Tribe Time (33 min)</td>
</tr>
<tr>
<td>7 – 2:00 – 2:40 Encore (40 min)</td>
<td>7 – 1:18 – 1:56 Core 3 (38 min)</td>
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</tr>
<tr>
<td></td>
<td>8 – 2:00 – 2:40 Core 4 (40 min)</td>
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### High School Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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</thead>
<tbody>
<tr>
<td>7:40 - 8:21</td>
<td>1st Period</td>
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<tr>
<td>8:25 - 9:06</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:10 - 9:51</td>
<td>3rd Period</td>
</tr>
<tr>
<td>9:55 - 10:36</td>
<td>4th Period</td>
</tr>
<tr>
<td>10:40 - 11:21</td>
<td>5th Period</td>
</tr>
<tr>
<td>Period</td>
<td>Start Time</td>
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<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>6th</td>
<td>11:25</td>
</tr>
<tr>
<td>Lunch A</td>
<td>12:06</td>
</tr>
<tr>
<td>Lunch B</td>
<td>12:36</td>
</tr>
<tr>
<td>7th</td>
<td>1:10</td>
</tr>
<tr>
<td>8th</td>
<td>1:59</td>
</tr>
</tbody>
</table>

**High School**

**2 Hour Delay Schedule**

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
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<tbody>
<tr>
<td>1st</td>
<td>9:40</td>
<td>10:01</td>
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<tr>
<td>2nd</td>
<td>10:05</td>
<td>10:26</td>
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<tr>
<td>3rd</td>
<td>10:30</td>
<td>10:51</td>
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<tr>
<td>4th</td>
<td>10:55</td>
<td>11:16</td>
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<tr>
<td>Period</td>
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<tr>
<td>5th</td>
<td>11:20 - 11:41</td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td>11:45 - 12:06</td>
<td></td>
</tr>
<tr>
<td>Lunch A</td>
<td>12:06 - 12:36</td>
<td></td>
</tr>
<tr>
<td>Lunch B</td>
<td>12:36 - 1:06</td>
<td></td>
</tr>
<tr>
<td>7th</td>
<td>1:10 - 1:55</td>
<td></td>
</tr>
<tr>
<td>8th</td>
<td>1:59 - 2:40</td>
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</tbody>
</table>
HIGH SCHOOL / MIDDLE SCHOOL FIRE ESCAPE PLANS

In the event of a fire all students and staff will exit the building immediately. When the alarm is sounded, turn off all lights and close the door as the last person exits safely. Teachers need to have class lists and take attendance as soon as the students have reached the designated safe spot and wait for further instructions. Please report to the designated areas as follows:

HIGH SCHOOL

Second Floor: All rooms from 2902 to 2911 use east stairway (main entrance) and proceed to grass area behind flag pole. All rooms from 2924 to 2952 use southwest stairway, and proceed to south exit and proceed to student parking lot.

First Floor: All rooms from 1501 to 1509 use High School Main entrance and proceed to grass area behind flag pole. All rooms from 1511 to 1516 and 1602 use west exit and proceed to west student parking lot.
parking lot. All rooms 1552 to 1560 use west exit and proceed to west student parking lot. All rooms
from 1524 to 1532 use south exit and proceed to student parking area.

**Agricultural Education/Industrial Technology/Band/Choir/Home Economics:** Exit nearest rear
door and proceed to gravel access road.

**Library:** Use stairway to west, near High School entrance and proceed out front exit to grass area
behind flag pole.

**Cafeteria/High School and Middle School Gymnasium:** Proceed out front main entrance and proceed
to grass area behind flag pole.

**MIDDLE SCHOOL**

**Second Floor:** All rooms from 2701 to 2713 use west stairway, near Middle School entrance and
proceed to grass area behind flag pole. All rooms from 2732 to 2714 use southeast wing stairway and
exit then proceed to parking lot (future tennis courts).

**First Floor:** All rooms from 1114 to 1133 exit southeast wing exit and proceed to parking lot (future
tennis courts). All rooms from 1101 to 1113 exit Middle School main entrance and proceed to grass area
behind flag pole. Room 1116 -exit immediately out east door and proceed to future tennis courts using
side walk.

**HIGH SCHOOL / MIDDLE SCHOOL TORNADO DRILLS**

In the event of a tornado, all Students and Staff will report to the main Hallway of the High School and
Middle School complex. Students should sit on the floor facing the wall, remain quiet and listen for
further instructions. The entire hallway should be utilized, excluding the area between the High School
entrance and the Middle School entrance. Do not sit in front of doorways or any glass objects such as
trophy cases.

When the Tornado siren is heard, exit the room and go to the first floor main hallway immediately. If
you are on the second floor go to the nearest stairway and proceed to the first floor main hallway.

**Suggested Routes for second floor:**

**High School:** All rooms from 2901 and 2911 and 2950/52 use east stairway, near High School main
entrance. All rooms from 2924 to 2932 use southwest stairway. Room 1602 – will remain in room –
1602 may also be used as overflow if needed. Rooms 1501/1503 and 1610/1620 will enter the Fine Arts
hallway.

**Library:** Use Stairway to west, near High School entrance.
Middle School: All rooms from 2701 to 2713 use west stairway, near Middle School entrance. All rooms from 2714 to 2732 use southeast stairway.

LOCK DOWN PROCEDURES / SCHOOL SAFETY

Code Green — utilized in low threatening situation
When notified by administration, quickly observe hallways and pull any nearby students into your room. Close all window blinds and lock classroom door and then continue instruction as usual. If any student comes to your door after it has been locked, DO NOT UNLOCK THE DOOR. Instruct them to go to the office. Do not allow anyone into the room. This includes administration and law enforcement. If they need in your room they will use a key to unlock the door themselves. Remain in rooms until notified by administration.

Code Red — utilized in high threatening situation
When notified by administration, quickly observe hallways and pull any nearby students into your room. Close all window blinds and lock the classroom door. Instruct students to sit away from the sight of the door and to REMAIN SILENT. If any student comes to your door after it has been locked, DO NOT UNLOCK THE DOOR. Instruct them to go to the office. Do not allow anyone in room. This includes administration and law enforcement. If they need in your room they will use a key to unlock the door themselves. Remain in rooms until notified by administration.

Cafeteria — in the event of a Lock Down while you are in the cafeteria you will proceed with students to High School gymnasium and follow the same procedures as above.

TEACHER LINKS AND WEBSITES

www.hillsboro.k12.oh.us
www.ode.state.oh.us  Ohio Department of Education
www.oassa.org  Ohio Association of Secondary School Administrators
www.ohsaa.org  Ohio High School Athletic Association
www.effectiveteaching.com  Harry Wong website
www.hannahmeans.bizland.com  Good first year teacher website
www.didyouknow.cd/facts.htm  Fun facts website
www.yesiteach.org  Teacher resources
www.vinndiagram.com
www.teacherplanet.com
www.crayola.com
www.theteacherscorner.net
www.pbs.org/teachers

WEBSITES OF LOCAL SCHOOL DISTRICTS

www.bright.k12.oh.us  White Oak High School
www.greenfield.k12.oh.us  Greenfield-McClain
www.wilmingtoncityschools.com  Wilmington City Schools
www.clinton-massie.k12.oh.us  Clinton- Massie
www.lynchclay.k12.oh.us  Lynchburg Clay
www.washingtonch.k12.oh.us  Washington Court House
www.gsn.k12.oh.us  Paint Valley
www.london.k12.ou.us  London
www.madison-plains.k12.oh.us  Madison-Plains
www.east-clinton.k12.oh.us  East Clinton
www.miamitrace.k12.oh.us  Miami Trace
www.wb.k12.oh.us  Western Brown Schools
www.eb.k12.oh.us  Eastern Brown Local Schools
www.fairfield-highland.k12.oh.us  Fairfield Local
www.blanchester.k12.oh.us  Blanchester
www.ohiovalley.k12.oh.us  North Adams, West Union, Peebles