

# GERMANTOWN CENTRAL SCHOOL DISTRICT



## **Faculty and Staff Handbook 2023-2024**

**Mr. Benjamin Bragg - Superintendent**  
**Mrs. [Beverly Meagher](#) - Elementary Principal**  
**Mrs. [Stacy Hilton](#) - Jr./Sr. High School Principal**  
**Germantown Central School District**

**Board of Education**

Lester Olsson- President  
Teresa Repko- Vice President  
Linda Anderson  
Ralph DelPozzo  
Andrea Foley  
Cheryl Kaszluga  
David Rifenburgh

**Business Office**

Ryan Smith, Business Administration  
Janet Crawford, Payroll  
Diane Palazzo, District Treasurer  
Carrie Wessel, Senior Account Clerk

**CSE Office**

Anthony DiRusso, Director of PPS/Special Education  
Rebecca VanAlstyne, CSE Secretary/Transportation Coordinator

**District Office**

Benjamin Bragg, Superintendent  
Lisa Shanley, District Clerk/Registrar  
Leah Martin, Attendance Aide

**Elementary Office**

Beverly Meagher, Principal  
Teresa Kreig, Secretary  
Karyn Schassler, Elementary Guidance

**Jr./High School Office**

Stacy Hilton, Principal  
Deanna Heuer, Secretary  
Devin Jackowski, Jr./Sr. HS Guidance

## **District Goals**

- 1. Continue to provide a Safe, Inclusive, Welcoming Environment for All**
- 2. Continue to promote Community Engagement**
- 3. Continue to Develop Innovative PreK-12 Curriculum, Instruction and Assessment**

## **Goals**

- 100% of seniors that start their senior year will graduate
- Continue the implementation of the Positivity Project PreK-12 to support emotional, social supports to children and staff
- Utilize academic intervention programs in the areas of math and reading district wide to assist with loss of learning due to Covid-19
- Continue to provide a safe learning environment for all students, staff, and community members
- Continue open transparent communications with the district stakeholders

## **Mission**

Improve Student Achievement, Graduate All Students & Promote Student Social/Emotional Wellness

## **Vision**

The Germantown School District is a comprehensive, rural public school district that provides opportunity, resources, environment, and instruction so that all students may be productive, successful, independent, responsible and contributing members of our global society.

# Germantown

CENTRAL SCHOOL DISTRICT

# 2023–2024 Calendar

JULY 2023						
S	M	T	W	T	F	S
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30	31					

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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MAY 2024						
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JUNE 2024						
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### 2023

- Jul. 5-Aug. 24 ..... Special Ed. Summer School
- August 16-17 ..... Regents Testing
- August 30 ..... New Staff Orientation
- September 4 ..... Labor Day
- September 5-6... Superintendent Conference Day
- September 7 ..... Classes Begin
- October 9 ..... Columbus Day
- October 20 ..... Staff Development Day
- November 10 ..... Veterans Day
- November 16 ..... Parent/Teacher Conference
- November 22-24 ..... Thanksgiving Recess
- December 22 ..... District Closed
- December 25 – January 1 ..... Holiday Recess
- December 29 ..... District Closed

### 2024

- January 2 ..... Classes Resume
- January 15 ..... Martin Luther King Jr. Day
- January 23-26 ..... Regents Testing
- February 16-23 ..... Winter Recess
- February 19 ..... Presidents Day
- March 15 ..... Regional Staff PD Day
- March 29 – April 8 ..... Spring Recess
- May 27 ..... Memorial Day
- June 4, 14, 18, 20-21, 24-25 ..... Regents Testing
- June 19 ..... Juneteenth
- June 24-26 ..... Elementary School – Half Days
- June 26 ..... Regents Rating Day
- June 26 ..... Last Day of School

### INSTRUCTIONAL DAYS:

September ..... 17	February ..... 15
October ..... 20	March ..... 19
November ..... 18	April ..... 16
December ..... 15	May ..... 22
January ..... 21	June ..... 17
<b>TOTAL</b> ..... 180	
Staff Development ..... 4	
<b>TOTAL</b> ..... 184	
Emergency Days ..... 4	

- KEY:**
- Offices Closed/No Classes
  - Special Ed. Summer School
  - Supt. Conf. Day
  - Early Dismissal
  - No Classes
  - Regents Testing
  - New Staff Orientation Day

*In the event that all emergency/snow days are used, make up days would be on the first available recess period (i.e. February/April break week). Give back days of unused Emergency/Snow Days: 1 day – May 28, 2 days – May 24, 3 days – May 23.*

Approved 8/23/23

**Introduction:** The purpose of this handbook is to provide guidance on the responsibilities of all staff to follow established procedures. This is a living document; as we find more effective and efficient ways to ensure our district runs smoothly, we will continue to update this handbook. Please direct any questions to your supervisor.

### **Academic Make up**

According to our attendance policy (7110), students will be able to reduce absences, provided they have completed an academic make up, during which time they have done subject area work. Subject area work must be provided to students for the purposes of academic make up.

### **Accident Reports**

Anyone injured on school property while school is in session, while riding a school bus, or while engaging in any activity that is school related, must be sent to the nurse. Whenever a student is hurt/injured or is suspected to have been injured, that individual must be sent to the school nurse. If an employee is injured, they should fill out an accident report form which is available on the school's website. Employee accident reports should be turned into the District Office once completed.

### **Advisor/Extra Curricular Activities Duties Revised 2023**

In accordance with practice, in order to receive compensation for Extra-Curricular/Co-Curricular Activities, all advisors, coordinators, directors, coaches, and persons fulfilling any other stipended role or extra-pay activity must fill out and submit a completed and signed payroll claim form to their direct supervisor (who shall submit it to the Superintendent of Schools) by June 15th.

### **Advisor Duties (in addition to those duties in the GTA contract)**

Includes, but not limited to: Grades 6-12 Class Advisors, National Honor Society, National Jr. Honor Society, SADD, Student Council, Elementary Post Office, Science Fair, Arts in Education, Garden Club, GETS, Art Club, Performance Arts Music Club, Friends Club, Scholastic Competition, International Club, Health Club, Drama Clubs, PEAK, and any group for which a member of the staff supervises activities.

1. Advisor Reports - The class advisors shall report three times each school year on October 30th, January 30th and June 15th to the Principal on class activities, meeting minutes and the financial status of the class. **All clubs/classes must submit Advisor's Reports, even if they do not collect money.** All meeting dates must be indicated on the reports. Attach to the reports all meeting minutes with a list of attendees. Classes and clubs in the high school shall hold one meeting a month (minimum) following Robert's Rules of Order (could be during the school day, e.g. lunch) to which all representatives attend. Have the club/class secretary record minutes of each meeting to be turned in with reports.
2. Each club will need to have officers, elected by the club members. Elect officers at the end of the school year and list new officers on the end of year report due June 15. All clubs that collect money must elect a student treasurer. Treasurers need training (by the advisors) in keeping the books, filling out deposit slips, filling out payment orders and delivering money and deposit slips to the School District Treasurer (before 3:30 p.m.). No money is to be left in a classroom. Any questions on financial aspects of student groups should be directed to the Business Office.
3. Calendar of Events - Set up a calendar of events for the school year including meeting dates, committees and project plans and turn in with the October Advisor Report. Keep a list of community service performed for individuals for clubs where this is a requirement (National Honor Society for example).
4. Ensure that dues are paid to the national organization (annually) for clubs where this is a requirement.
5. Building Use Forms - Advisors must submit one of these forms to the district office when an individual or organization plans to use a section of the building (other than a teacher's own classroom).
6. Community Service Projects - Classes select a community service project for your class for the school year. Plan and execute at least one activity that is not a fundraiser for all class members.

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7. May/June Calendar Meeting - One advisor must attend the calendar meeting to identify and reserve dates for fundraisers, trips and other extracurricular events for next school year.
8. Grade 6 Multi-day Trip - Schedule dates for trip, inform district & school office of dates. Hold a parent informational meeting in fall. Follow all destination guidelines regarding planning and implementation of the trip. Chaperone the trip.
9. Senior Class Trip (Grade 12 only) Schedule date for trip at calendar meeting in June of students' junior year. Get the principal's approval of date, destination and trip itinerary. Present to BOE, if overnight trip, for approval. Hold a parent informational meeting to share all trip details by December of senior year (if overnight trip). The Co-Advisors will chaperone the senior trip.
10. Graduation (Senior Class Advisors): Please see the 7-12 principal in October to review graduation responsibilities and timelines.
11. Student Council: Have representatives or officers report plans or issues discussed to the school board at each BOE meeting. Identify one or two student issues each year to bring about change or awareness to the rest of the school community.
12. Drama club: Turn in a list of all students who will participate in a drama production to both principals before the first rehearsal date. Turn in a tentative schedule of all rehearsals to both principals before the first rehearsal date.
13. Follow all eligibility guidelines for student participation in group activities.
14. Follow all GCSD guidelines for Field Trips (see pg. 12).

#### **Advisor Duties for Groups with Students in Grades K-6**

1. Submit a copy of all participating students to the Elementary Principal prior to the first meeting and/or activity held by the club.
2. Collect a parent permission slip from each student participant. All parent permission slips should be initialed by an office staff member. The initial indicates a copy of the parent permission slip is on file in the office.

#### **Additional Stipended Position Expectations**

##### **Teacher Grant Writer**

Grant writing in accord with the GTA contract, Article X shall require pre-approval by the Superintendent of schools and may include remuneration upon receipt of a grant award. Grant writing applications to GSEF shall be done on each teacher's own initiative and has not and shall not include personal remuneration as part of the application process or receipt of a grant award.

#### **Curriculum Development**

Submit a proposal using a form on the school website for curriculum work including the anticipated dates and time for the work to be completed to the principal and/or superintendent for approval prior to May 1st. When the project is complete, submit the completed curriculum work and a detailed record of work time (including dates, times and specific tasks) and a claim form for review by principal and superintendent.

#### **Athletic Director**

The Athletic Director manages and oversees the athletic program.

- Prepare an athletic budget.
- Prepare game schedules for each team for each season.
- Supply the sport coordinator and official assignors with game schedules.
- Coordinate field and gym use for practices and games.
- Communicate with the district office game dates & times for scheduling greeter & police.
- Develop a bus schedule and give it to the transportation supervisor.
- Take care of travel arrangements and overnight accommodations for players or athletic teams (and coaches) competing in postseason competition.
- Find suitable competition for all non-conference games or tournaments.

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- Secure chaperones and clock operators for home games.
- Submit athletic expense request sheets for coaches, officials and chaperones to the district office.
- Provide the local newspapers with roster and schedules.
- Provide teachers and administrators with schedules and team rosters.
- Act as a resource person and coordinator for all coaches.
- Assist in supervision at home athletic contests.
- Assist in the selection of coaches for the athletic program.
- Hold preseason coaches' meetings to discuss the upcoming season, code of conduct changes, distribute rosters and game schedules.
- Meet with coaches after each sport season to see what our program needs are and discuss improvements for the next year.
- Mediate problems, issues, and concerns that may arise between coaches and athletic programs.
- Provide a channel through which students and the community may express their concerns about an athletic program.
- Arrange CPR / AED and First Aid training for coaches.
- Make sure athletes are eligible for competition at the school, league, section and state levels.
- Administer the school athletic code in a fair and consistent manner that is within the intent of the code or conduct.
- Coordinate the sports banquet with the booster club.
- Attend athletic meetings, five Patroon Conference league meetings and five Section II meeting per year.
- Perform other duties as assigned.
- Chair Athletic Committee.

### **Alternative Learning Center (ALC) Room**

- Teachers may only send a student to the ALC room for testing/make-up work. Students needing time out for behavioral issues need to be sent to the office.
- Students may not leave the room during the class period with the following exceptions:  
Staff member on duty period 5 walks all students to get lunch at 11:45.  
Staff member on duty period 6 walks all students to return lunch trays at 12:45.
- Support staff may take the student to their office.
- Students may not use personal electronic devices. School issue electronic device use must be for academic purposes and must be monitored.
- Students must do work, i.e. school work, provided by a teacher or read. No sleeping allowed.
- Student reflection packets may be given to students sent out for a specific reason.
- Take attendance in the system provided, noting arrival and departure times, including absence for any reason.
- Teacher on duty first period should collect student work from the Junior/Senior High School Office. If any student does not have work, please let the secretary know.
- If a student is sent to ALC during the day for more than one period, the staff member on duty may contact teachers of remaining periods and ask for work (by phone or e-mail).
- Staff member on duty 9<sup>th</sup> period is responsible for putting any completed work in the appropriate teacher's mailbox.

### **Announcements**

Elementary: Morning announcements will be distributed daily every morning by email no later than 7:30am.

Teachers should turn in announcements by 3:30 the day before to the school office.

**Jr./Sr. H.S.: Announcements will be made during FLEX.** Teachers should turn in announcements by 3:30 the day before to the school office. Afternoon announcements occur for the Jr./Sr. high school at 2:46.

The list of student/staff absences will be emailed by our Attendance Aide on a daily basis at approx. 9:30 AM

### **Attendance Record**

Teachers are required to take attendance for every period in ESchool. All teachers must also maintain a sign-in/sign-out log for students.

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### **Attendance Policy for Students**

See Student Handbook.

### **Attendance for Teacher, TA and Non-Instructional Employees**

All employees must enter their absence in Frontline - see Lisa Shanley with questions. Exceptions are:  
Custodial/Maintenance: call Jim Palmieri. All faculty and staff are to be prepared to greet students at their assigned start time. The teacher work day is 8:00- 3:30 p.m. on Mondays, Wednesdays and Thursdays, until 4:00 p.m. on Tuesdays and 3:00 p.m. on Fridays. All other staff are to remain in their assignments until their assigned departure time. Teachers may take up to 240 minutes of early leave time without entering it into Frontline. This time is limited to non-instructional time, and supervisor approval is required. Requests must be submitted at least 24 hours in advance.

#### **Teacher absences - professional duties**

An absence needs to be placed into Frontline, noting the reason, and requesting a substitute. This must be done when the absence is approved.

### **Elementary School BELL SCHEDULE**

Homeroom	8:00-8:17
Period 1	8:17 - 8:58
Period 2	9:01 - 9:42
Period 3	9:45- 10:26
Period 4	10:29 - 11:10
Period 5	11:13 - 11:54
Period 6	11:57 - 12:38
Period 7	12:41 - 1:22
Period 8	1:25 - 2:06
Period 9	2:09 - 2:50
Dismissal @	2:45

### **High School BELL SCHEDULE**

Period 1	8:17 - 8:58
Period 2	9:01 - 9:42
Period 3	9:45- 10:26
Period 4	10:29 - 11:10
Period 5	11:13 - 11:54
Period 6	11:57 - 12:38
Period 7	12:41 - 1:22
Period 8	1:25 - 2:06
Period 9	2:09 - 2:50

\*The after school tutoring period is on Monday, Wednesday and Thursday 3:30-5:30 and Tuesday 4:00-6:00.

### **Backpacks**

For Junior/Senior high School students backpacks, unless for documented medical reasons, are not permitted between the hours of 8:17 and 2:50. Students may store backpacks in lockers before 8:17 and retrieve them at the end of 9<sup>th</sup> period. Clear backpacks are allowed. Any item larger than a reasonably sized pencil case is considered a "backpack".



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## **Branding**

All materials incorporating the school name, logo, slogan and/or colors must follow all branding guidelines and be approved prior to distribution by a member of the administrative team.

## **Building Use Form**

Germantown teachers and staff must use the Building Use Form for any activity to be held in the building that is not in their classroom or which takes place outside of the school day. For activities which take place outside of the school day, the form must be submitted two weeks in advance of the event date. The form must be approved by the Building Principal and will then be forwarded to the Head Custodian, and District office for final approval. This form is on the school's website under STAFF. Secretaries track room usage.

## **Bulletin Boards/Display Cases/Notices**

Bulletin Board displays and display case materials must be pre-approved by administration. Submit an image or description of the display.

Notices by clubs, classes and staff to be posted must be pre-approved by administration. Submit the flyer to be posted, who will be posting it, the length of time to be posted, and who will be responsible for removal. Notices may only be posted in specific locations.

Form to submit is [here](#).

## **Chaperones for Junior/Senior High School Events**

Junior/Senior High School teacher chaperones should have a copy of the current [ineligibility list](#); students who are ineligible may not be permitted to attend the activity. The list is available from the secretary.

Teacher chaperones (who are NOT advisors) should fill out a claim form for payment for any event. Claim forms are on the school's website. Submit the completed form to the supervising principal by the end of the week. Advisors are not eligible for reimbursement for chaperoning their events.

### **Chaperone responsibilities:**

- Report at the designated time (1/2 hour before the event starts) and remain until all students have cleared the facility.
- As long as seats are available, ask those in attendance to be seated. Do not permit spectators to block the entrance to the gym.
- Chaperones are to prevent anyone from bringing food and beverages into the gym.
- If any difficulty arises, contact an administrator or law enforcement assigned to the event.
- Good sportsmanship is to be encouraged at all times.
- The Code of Conduct is in effect. Any behavior which is unacceptable during the school day is unacceptable at extracurricular events. If necessary, contact the principal or police who are on duty for assistance. Any Code of Conduct infractions should be turned in on a disciplinary referral the next school day.
- Students are not permitted to leave a dance, Teen night, or other non-sporting activity early without their parents' permission. Once they have left, they may not re-enter the event.
- A Germantown student may invite **one** guest (must be under age 21) to a school dance. The Germantown student must have their guest fill out the guest form which needs to be signed by the guest's school principal. This needs to be turned in to the school office two days before the dance. Chaperones should get a copy of the guest list and only allow those pre-approved guests to enter.

## **Child Protective Services**

As mandated reporters, all staff are obligated to report any suspected child abuse or maltreatment. The Central Registry can be reached at **1-800-635-1522**. There is a form that needs to be filled out and mailed in once you have called CPS. When making the call, you will be given a Call ID. This will be written on top of the form

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along with the date and other information. Forms are available in the Health Office and School Offices. An administrator or school counseling team member will be available to assist if needed.

### **Committees**

There are a number of active committees within the school which contribute to the enhancement of the program and meet students' needs. Please see the building secretary for the list of committees.

### **Computers**

To access the help desk system, send a ticket request by emailing [helpdesk@germantowncsd.org](mailto:helpdesk@germantowncsd.org)

### **Computer Lab Use S214 (HS MAC lab) and E117 (Elementary Lab)**

- Teachers wishing to use the S-214 MAC computer lab should sign up in the junior/senior high school office.
- Teachers wishing to use the Elementary Lab must sign up in E-117.
- Ensure students are not on inappropriate sites.
- Do not allow food or drinks in the computer lab.
- Make sure the lab is cleaned up before leaving.
- Leave the room locked at the end of the period.

### **Concussion Management Program**

Updated 6/20/16

Any student who is observed to be, or is suspected of, suffering from a significant blow to the head, has fallen from any height, or collides hard with another person or object, may have sustained a concussion. Symptoms of a concussion may appear immediately, may become evident in a few hours, or may evolve and worsen over a few days. Concussions may occur at places other than school. Therefore, district staff members (including coaches, teachers, and other staff) who observe a student displaying signs and/or symptoms of a concussion, or learn of a head injury from the student, should have the student accompanied to the school nurse. If there isn't a school nurse, or he/she is unavailable, the school staff member should contact the parent/guardian immediately. Calling 911 is always an option.

In accordance with the Concussion Management and Awareness Act, any student suspected of having a concussion, either based on the disclosure of a head injury, observed or reported symptoms, or by sustaining a significant blow to the head or body, must be removed from athletic activity and/or physical activities (e.g., PE class, recess, lunch rec.), and observed until an evaluation can be completed by a medical provider.

The staff member, who witnesses the injury or suspects such injury, will need to complete an Injury Report as soon as possible and return it to the school nurse or athletic director.

For students who have an ImPact baseline on file at GCSD, ImPact post-injury testing will need to be done as soon as the student has returned to school following the incident, within 24-72 hours. Comparison between the baseline and post injury testing will be completed and results provided to the school Medical Director and the student's private medical doctor if requested or if ImPact results are not within normal range.

Once the student diagnosed with a concussion has been symptom free at rest for at least 24 hours, a private medical provider may choose to clear the student, in writing, to begin a "Gradual Return to Play" process, see below. Gradual return to play phases will take a minimum of six school days. Any time a student is found to have symptoms of a concussion, he/she will move back one phase until the process is completed and the student is symptom free.

Once the school nurse has deemed that the student has successfully completed the gradual return to play process, the information will be given to the School Physician for final approval.

**NO STUDENT WILL BE ALLOWED TO RETURN TO PLAY UNTIL WRITTEN APPROVAL IS RECEIVED BY THE SCHOOL'S MEDICAL DIRECTOR.**

Symptoms of a concussion include, but are not necessarily limited to:

- Amnesia (e.g. decreased or absent memory of events prior to or immediately after the injury, or
- difficulty retaining new information)
- Confusion or appearing dazed

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- Headache or head pressure
- Loss of consciousness
- Balance difficulty or dizziness, or clumsy movements.
- Double or blurry vision
- Sensitivity to light and/or sound
- Nausea, vomiting, and/or loss of appetite
- Irritability, sadness or other changes in personality
- Feeling sluggish, foggy, groggy, or lightheaded
- Concentration or focusing problems
- Slowed reaction times, drowsiness
- Fatigue and/or sleep issues (e.g. sleeping more or less than usual)

Students who develop any of the following signs, or if the above listed symptoms worsen, must be seen and evaluated immediately at the nearest hospital emergency room:

- Headaches that worsen
- Seizures
- Looks drowsy and/or cannot be awakened
- Repeated vomiting
- Slurred speech
- Unable to recognize people or places
- Weakness or numbing in arms or legs, facial drooping
- Unsteady gait
- Dilated or pinpoint pupils, or change in pupil size of one eye
- Significant irritability
- Any loss of consciousness
- Suspicion of skull fracture: blood draining from ear, or clear fluid from nose

#### GRADUAL RETURN TO PLAY

Phase 1- low impact, non-strenuous, light aerobic activity such as walking, or riding a stationary bike. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 2 - higher impact, higher exertion, and moderate aerobic activity such as running or jumping rope. No resistance training. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 3 - Sport specific non-contact activity. Low resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 4 - Sport specific activity, non-contact drills. Higher resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 5 - Full contact training drills and intense aerobic activity. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 6 - Return to full activities without restrictions once cleared by the school Medical Director.

These guidelines were developed using "Guidelines for Concussion Management in the School Setting," New York State Education Department, June 21, 2012, and the Concussion Management and Awareness Act Law of March 10, 2011.

#### **Conference**

**Conference requisition:** Conference day requests should be submitted on a conference requisition, noting any costs with backup information, to the supervisor. This form is on the school's website under STAFF. An absence needs to be placed into Frontline, noting the reason of CONFERENCE, and requesting a substitute. Conference attendance is limited to the parameters in the GTA contract. **The financial cap on expenses is \$250 per conference, and includes all expenses (e.g., mileage, conference cost, etc.).**

#### **Cooperative Learning Teams**

Cooperative Learning Teams (CLTs) in the Junior/Senior High School meet Mondays, Wednesdays and Thursdays from 3:00-3:30 for the purpose of co-teaching planning and curriculum development.

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### **Copiers and Laminating**

Two copiers are available for teacher use are in the faculty lounge (room E114) and in S201A upstairs in the junior/senior high school. Report problems with the faculty room copier to Teresa Kreig in the school office; problems with the upstairs copier to Deanna Heuer in the High School office.

- Students should not be sent to pick up teacher work at copy machines; teachers may have tests or other sensitive materials being printed.
- The laminator is located in the elementary school office. All laminating will be performed by Teresa Krieg. Please submit laminating jobs with complete directions at least two days prior to the date needed. Allow 48 hours for the completion of any laminating project. Teresa Kreig will not be responsible for trimming.

### **DASA**

Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. To this end, the Board condemns and strictly prohibits all forms of harassment, discrimination and bullying (HDB), including cyberbullying (CB), on school grounds, school buses, and at all school sponsored activities and events. Cyberbullying that occurs off campus is actionable if it creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. No students shall be subjected to HDB and/or CB based on the student's actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and gender expression), or sex by school employees or students on school property or at a school function.

Staff who observe or learn of incident(s) of harassment are required, in accordance with State law, to make a verbal report to a DAC within one school day after witnessing or receiving reports of such acts. The staff member must also file a written report to a DAC no later than two school days after making the verbal report. Karyn Schassler and Devin Jackowski serve as the Germantown Elementary and Junior/Senior High School DACs. Refer to the DASA Guidelines found on the website for more information.

### **Duties (Junior/Senior High School)** (not an exhaustive list)

#### **Cafeteria**

- Walk around in the cafeteria during the designated lunch period (no sitting on the stage).
- Students remain in the cafeteria during lunch unless they have a pass signed by a staff member.
- Students may leave the cafeteria to go to the gym or to use the bathroom with permission from the cafeteria staff.
- Students are not allowed to visit classroom teachers during lunch without a pre-signed pass or verbal permission.
- Teachers on duty should stand by the door of the cafeteria during the last ten minutes of the lunch period. Keep all students IN the cafeteria (not out in the hall) until the bell rings.
- Do not allow students to bring food or drinks into the hall.

#### **Hall Duty**

- Walk the halls during the period of hall duty.
- Check each student for a pass. Any student in the hall without a pass should be sent back to their classroom or to the office.
- Note any patterns of students you feel are in the halls excessively, and inform the office.
- Students are not allowed to carry backpacks. If you see a student with a backpack, send them to the office.

### **In - School Suspension (ALC Room – S213)**

- Students may not leave the room during the class period with the following exceptions:

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- Staff member on duty period 5 walks all to use the bathroom and get lunch at 11:45.
- Staff member on duty period 6 walks all present to use the bathroom and return lunch trays at 12:35.
- Any member of the Counseling Team may remove the student from ISS for counseling.
- Students must do work provided by a teacher or read. Electronic devices, except school-issued devices, are prohibited. School issued devices may only be used to complete school work.
- Student reflection packets may be given to students sent out for a specific reason.
- Keep a record in the ISS room record book of students who were sent and were present during your duty and record what time a student arrived and/or left.
- Staff member on duty during first period should collect student work from the Jr./Sr. High School Office. If no work has been provided, please the secretary know.
- If a student is sent to ISS during the day for more than one period, the staff member on duty may contact teachers of remaining periods and ask for work (by phone or email).
- Staff member on duty 8<sup>th</sup> period returns disciplinary forms, which have been initialed by the staff member, to show the term of suspension has been completed, to the principal's mailbox.
- Staff member on duty 8<sup>th</sup> period is responsible for putting any completed work in the appropriate teacher's mailbox.

### **Outside Recreation (weather permitting)**

- Pick up the radio and the medical bag in the school office before going to this duty and return all to the office at the conclusion of the duty.

### **Study Hall**

- Attendance must be taken at the beginning of the period.
- Study Hall supervisors will maintain a sign-out and sign-in sheet for each day.
- Students may leave study hall with a pre-signed pass from a classroom teacher or verbal confirmation from the teacher. Students may not go to a teacher during study hall to get a pass for leaving study hall.
- Students **will not be allowed** to go to their lockers once they are in class without a pass.
- No trips to the cafeteria are allowed during study hall.
- Students are able to use school issued electronics during study hall. No headphones, cell phones, iPods, etc. are allowed.
- Students who are failing a class based on the five-week failure lists may not sign out of study hall unless a teacher requests they be allowed to do so on a particular day for an academic reason.

### **Eligibility for students- Junior/Senior High School**

Read the Eligibility Policy in the Student Handbook. The Junior/Senior High School Office will give each high school teacher a list of students on probation and those who are ineligible. This list will be distributed as soon as possible after the grades are submitted to Guidance at the close of each grade reporting period.

Students who are ineligible may not participate in the following:

- Athletics
- All extracurricular activities including, but not limited to:
  - drama, including stage crew
  - musical performances that are not credit bearing
  - clubs, societies and associations that are part of the school-related activities
  - senior trip
  - prom
  - dances

Students who are ineligible may also lose parking privileges.

### **Emergency Procedures**

#### **Evacuation Drill**

During an evacuation, teachers must:

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- Take class roster and lead the students to the designated area (using the evacuation route posted in the classroom).
- Take attendance once outside and report missing and extra students to designated area leader.
- Maintain order and quiet at all times. Keep all your students near you.

### **Hold In Place**

1. For reference, a “Hold in Place” means you stay in the room you are in and continue your work. The main objective is to keep students and staff out of the halls.
2. A Hold in Place may be announced by any Administrator or member of the Crisis Management Team, and it applies to all staff and students. Additional information will be provided over the PA system as needed.
3. In the event of a **power outage**, a “Hold in Place” is **automatic and all staff are expected to follow this process since an announcement cannot be made. We will send information to each room via runner as soon as possible.**
4. Students/staff outside of their classroom should return to their classroom. If the **Hold In Place** occurs in-between classes, students/staff should return to their previous class. If a route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to their class.
5. Students/staff outside of the building should move into the building.
6. In the case of a power outage, refrain from using water except for emergencies.
7. During a Hold In Place, call an office if you have an emergency in your room (for example: a health need or for someone who absolutely must use a restroom).
8. The Greeter will allow visitor entry into the building for emergency purposes only.

### **Lock Down Procedures**

The procedures for a “lockdown” of the building are as follows:

1. **THE ANNOUNCEMENT:** The lockdown will begin with an announcement informing all staff and students to lock down immediately. Also through our Panic Button via text and email.
2. **IF YOU ARE OUTSIDE THE BUILDING:** An announcement will also be made over the radio, so any staff member who is located outside the building should proceed immediately beyond the tree line east of the building and up to the road. Law enforcement will be advised that it is possible we have staff and students outside the building, and they will be directed to where they can be located.
3. **MOVE SWIFTLY:** Staff members inside the building should briefly look into the hallway for any students or staff. If there is a student or staff member in the hallway, take him or her into your room.
4. **DOORS SHOULD ALWAYS BE LOCKED:** You should then close your door and make sure it is locked.
5. **REMAIN SILENT:** You should suspend teaching or other work and maintain silence in your room.

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6. **MOVE TO SAFETY:** Move students away from windows and the door as fast as possible. And ensure all are out of view.
7. **NO ONE CAN LEAVE** the room for any reason until it is cleared by law enforcement (or in the event of a drill, the Crisis Team). If you have an emergency in your room and can use a school phone or cell phone, call 537-6280 ext. 307.
8. **DO NOT** respond to a fire alarm during a lockdown. **(This is especially important for staff members to discuss with students.)**
9. **DO NOT** permit *anyone* to enter your room. *(Ignore knocks on the door, etc.)* Staff and law enforcement personnel will use a key.
10. **DO NOT** answer the telephone or permit anyone to leave if the bell should sound indicating a change of class periods.
11. **WHO CAN CALL A LOCK-DOWN:** Any staff member can call a lock-down if the situation warrants it.
12. **WHO SHOULD CALL 911:** The person that calls a lock-down should also call 911, if possible, to report (a)that the building is in a lock-down, and (b)the reason why. Designated callers will also call 911 to report that the building is in a lock down, but they won't necessarily know why. Therefore, if you witness the event or see or hear it in progress, please call 911 if it is safe to do so. The designated callers are in the school offices around the building. 911 will be notified immediately when a Panic Button is pushed

Add Shelter in Place

Add Lockout

### **Faculty Meetings**

Faculty meetings will be held on Tuesdays from 3:00-4:00. Some of these meetings will be designated for grade level, department, and/or staff development.

### **Faculty Rooms**

Faculty rooms, with refrigerators and microwaves, are located in 201A and 114. The refrigerator and microwave in the Jr./Sr. Conference room is not for faculty/staff use.

### **Field Trips**

A Field Trip Request Form (found on the school's website under STAFF) must be filled out at least four weeks in advance of the trip and submitted to the principal. Field Trip Request Forms must be complete, including requisition forms for transportation funds. Send, via email, a request for quotes to the Transportation Coordinator that specifies the date of the trip, times for departure from school and arrival back on school grounds, number of students & adults, and any other pertinent information. The Transportation Coordinator will respond with the lowest priced option after seeking a minimum of three business quotes for transport. **You must acquire a copy of quote to transport and submit it with your FIELD TRIP REQUEST FORM.**

#### **Process:**

- Complete the requisition forms (one per vendor), including a quote for the cost (see Rebecca).
- Turn completed field trip form to the H.S. or E.S. Principal for approval.
- Once the trip is approved, contact Rebecca Van Alstyne to confirm transportation.
- Follow staff attendance procedures (see Attendance).
- Inform all staff, via email, of the trip with a list of tentative attendees.

Prior to leaving for the trip:



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- Collect a permission slip signed by a parent/ guardian for each student going on the field trip, take one copy with you for emergency number purposes, and **give a copy to the attendance officer in the elementary school office before leaving, along with your cell phone number, in case there is a need to contact you.** (Note: Student permission slips include a deadline for submission set by the teacher; permission slips turned in after the deadline will not be honored.)
- E-mail or call the attendance officer the morning of the trip with the list of students who are ACTUALLY leaving on the field trip for accurate attendance reporting.
- Pick up the First Aid kit, medications, and instructions from the school nurse before leaving.
- If leaving before 8:00 a.m., see the nurse at the end of the day before the day of the field trip in order to pick up the First Aid kit, medications, and instructions. Medications should be kept in a locked cabinet/desk drawer overnight.

### **For All Field Trips Using a Bus ~ Responsibilities Assigned to the Chaperone/Teacher/School Official:**

#### Day of Trip:

- Evaluate the condition of the vehicle (properly inspected and appears to be in safe operating condition).
- Evaluate the condition of the driver (not fatigued, etc.).
- Repeat both evaluations for each segment of the trip.

#### During the trip (on the road):

- Monitor the driver's driving performance (speed, safe lane changes, proper following distance, etc.).
- Monitor the driver's physical condition, particularly on long trips, to ensure the driver is not fatigued.
- Take decisive action to eliminate any threats to safe operation of the bus (request/require the driver to slow down, pull over at a rest stop or exit).

At the End of Trip: Send a written report detailing any safety concerns during the trip to the Transportation Coordinator.

### **Fire Safety**

To comply with fire safety regulations, teachers must:

- not plug in appliances such as coffee pots, microwaves, or refrigerators in their classrooms.
- familiarize students with exits and evacuation procedures on the first day of school.

### **Forms**

The following forms can now be accessed and printed from the school's website. You access by going to <http://www.germantowncsd.org>

1. Click staff (upper right hand corner)
2. Click Sign in in middle of page
3. **Do not sign in** - Click Sign in with Microsoft
4. Scroll down to the different forms to find what you are looking for
5. Type in information, print and sign before submitting to your supervisor

Accident Report Form

Building Use Form

Cash/Check Collection Roster

Claims (expense reimbursement)

Computer Hardware/Software

Conference Requisition

DASA Report

Elementary Extracurricular Participation Contract

Elementary ExtraCurricular Permission Slip

Employee Absence Report

Field Trip Permission Slip

Field Trip Request Form

Intervention Chart

Intervention log Sheet

Request for Permission to Solicit Fund

Requisitions

Supplies

Teacher Leave Form

Technology Needs Form (2 pages)

Technology Support Form

Textbook

Time sheet (non instructional)

Work Order/Maintenance Request Form



### **Grading**

All faculty are responsible for entering grades into eschool by midnight the Tuesday following the close of the reporting period. Each reporting period, faculty must also enter comments. Comments should be written according to research-based best practices, and provide insight to the families on how students are succeeding, where they struggle and how they can improve.

### **Guidance**

**Please see the Student Handbook and/or the school website.**

### **Health Office:**

**Office Hours:** The nurse is available from 7:45 a.m.-3:30 p.m. on Monday through Thursday and until 3:00 p.m. on Friday.

**Screening:** Each year vision and hearing screenings are done for grades Pre-K or K, 1, 2, 3, 5, 7, and 10. Scoliosis screening is done on all students in grades 5-9. Screenings are done by grade throughout the year and spread out during the day. Elementary teachers are asked to sign up in the faculty room. Screening of junior/senior high school students is done during PE classes and study halls, when possible.

**Student Data Form (emergency card replacement):** Elementary classroom teacher is responsible for handing out an emergency form on the first day of school to each student. It is to be completed and returned to that teacher by Friday of the first week of school. Each Junior/Senior High School and Elementary teacher is responsible for collection and turning into the building office. **Do not** wait until all forms have been collected since it is necessary to have the information in case of an emergency.

### **Illness/Injury during the school year:**

**General information:** The school nurse is in the school from 7:45 to 3:30 daily. Unless a student has an emergency, they should be encouraged to see the nurse during a study hall or during his/her lunch period.

**Tracking students:** All students must have a pass from their current class before they can be sent to the nurse. Only in acute emergencies should a student come to the health office between classes since there is not enough time for a student to arrive on time to the next class. All students are entered into the health office log on their arrival. Teachers may verify a student's presence in the health office by checking with the nurse at any time. The nurse will inform the teacher if a student arrives without a pass.

**Serious illness/injury:** It will be up to the teacher to decide whether or not another student should accompany an ill student to the health office to make sure that student gets there safely i.e. a student who feels faint, is pale, is bleeding, etc. If a student is unable to come to the health office due to the seriousness of their injury or illness, the teacher should call the office requesting that the nurse come to see the student. Please let the office know what the problem is, if possible.

- **Reporting injuries:** All student injuries must be seen in the health office for evaluation.
- **Doctor's notes:** Any doctor's notes received by a faculty member should be forwarded to the Health Office so that appropriate action and documentation is made.
- **Dismissal Procedure for ill/injured students:** Only the principal, nurse or school designee will dismiss a student home due to illness. The procedure is as follows:
  1. The student is sent to the Health Office with a pass from the classroom teacher.
  2. The nurse notifies the parent/guardian for permission to send the student home and to arrange transportation. If the parent/guardian is unable to be reached, and a student must be sent home, the contact person(s) on the emergency card may be called. If a student is able to drive himself home or to walk home, the parent/guardian will be asked to call the Health Office when the student arrives home.
  3. The student waits at the nurse's office for his/her ride or if driving him/herself or walking, the student signs out in the school office and leaves the school through the main entrance.

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- **Assisting the Health Service in the Classroom:** Teachers are in a position to observe their students daily. If any physical defects or symptoms of a serious illness are noted, they should be reported to the nurse. Examples of reportable incidents include frequent head scratching, rashes, multiple bruising, multiple injuries, inability to stay awake in class, skin “etching,” etc. Please be alert to possible hearing and/or vision difficulties. Students with known hearing difficulties should be faced when spoken to. Students who have difficulty with distance vision should be placed near the front of the room.
- **Staff Injuries:** If a staff member is injured at any time during the performance of their employment, they should report to the Health Office if treatment is needed. A report must be made to the district office any time there is any injury.
- **Emergency Precaution Kits:** Each member of the staff will receive an emergency precaution kit, which contains gloves and other barriers to be used to protect the staff member when in contact with bodily fluids from others. At the end of the school year, please return your kits to the Health Office. If at any time you need refills, please see the school nurse.

### **Inventory**

All teachers are responsible for keeping an inventory of school-purchased materials in their classrooms and associated work areas. This includes, but is not limited to, furniture, technology, textbooks and consumable supplies. Inventory should be updated annually.

### **Leaving school premises**

Any teacher or staff member leaving the school premises during the school day must sign out and back in upon returning. Sign out sheets are located at the attendance office.

### **Library**

Elementary: Schedule of use is determined by master schedule. Teachers may sign up to use the library with the Elementary Library Aide.

Junior/Senior High School: please see the Library Aide for availability.

Both: Teachers may borrow collections to be used in the classroom as well as for professional resources. You should be able to access the card catalog from your own classroom. This can now be accessed from the website under Library, Destiny-Library Manager, then Follett Destiny. Numerous databases are available in the library.

### **Mailboxes:**

Teacher mailboxes are located in the faculty room and are arranged in alphabetical order with teacher assistants and aides, the nurse, library, and technology having mailboxes to the right of the teachers'. Mailboxes for the district office, school principals, buildings and grounds, cafeteria, CSE, guidance, the business office and PTSA can be found in the CSE office. Teachers are encouraged to check mailboxes at least once a day.

### **Map of Building**

### **Junior/Senior High School Marking Periods: 2023-2024**

#### **5-WEEK AND QUARTER GRADES FOR 2018-19**

<b>Event</b>	<b><u>Grades Close</u></b>	<b><u>Mailed/Portal</u></b>
<b>5-week progress</b>	<b>October 6</b>	<b>October 13</b>
<b>1<sup>st</sup> report card</b>	<b>November 10</b>	<b>November 17</b>
<b>5-week progress</b>	<b>December 15</b>	<b>December 22</b>
<b>2<sup>nd</sup> report card</b>	<b>January 26</b>	<b>February 2</b>

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<b>5-week progress</b>	<b>March 1</b>	<b>March 8</b>
<b>3<sup>rd</sup> report card</b>	<b>April 12</b>	<b>April 19</b>
<b>5-week progress</b>	<b>May 17</b>	<b>May 24</b>
<b>4<sup>th</sup> report card</b>	<b>June 21</b>	<b>June 28</b>

**November 16<sup>th</sup> Report Card Pick-Up: 12:00-3:00 pm and 4:00-7:00 pm**

**January 29<sup>th</sup> is the start of 2<sup>nd</sup> semester**

**Elementary Report Card & Interim Report Schedule 2023-2024**

<b>First Trimester Begins</b>	<b>9/07/2023</b>
First Trimester Progress report ends	10/06/2023
First Trimester 6-week Progress report sent home	10/13/2023
First Trimester Marking Period ends	11/09/2023
First Trimester Report Card	11/17/2023
<b>Parent Teacher Conferences</b>	<b>November 16<sup>th</sup></b>
<b>Second Trimester Begins</b>	<b>11/13/2023</b>
Second Trimester Progress report ends	1/12/2024
Second Trimester 6-week Progress report sent home	1/19/2024
Second Trimester Marking Period ends	3/08/2024
Second Trimester Report Card sent home	3/14/2024
<b>Third Trimester Begins</b>	<b>3/11/2024</b>
Third Trimester Progress report ends	5/03/2024
Third Trimester 6-week Progress report sent home	5/10/2024
Third Trimester Marking Period ends	6/21/2024
Third Trimester Report Card sent home	6/26/2024

**Mileage**

Reimbursement for mileage (for a conference, for example) is set at the current IRS mileage rate. Fill out a claim (expense reimbursement) form found on the district website and submit it to your building supervisor.

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## **Nights**

- **Open House**

Please refer to the current school calendar.

This is a time for teachers to introduce themselves and talk to parents about curriculum, expectations and routines.

- **Report Card Night**

Students are dismissed at 11:30. Parents visit the classrooms by scheduled appointments.. Parents will be given their child's report card at this time. Grades PK-6 report cards will be distributed each trimester and Grades 7-12 report cards will be distributed quarterly.

- **Awards Night (optional attendance)**

Teachers give certificates and awards to students for achievement, effort, etc.

## **Parking**

All faculty and staff should park in the Main Street parking lot, but not in the horizontal row directly adjacent to Main Street. **These numbered spots are for student parking.**

## **Passes**

No student should be in the hall without a pass. **Each pass should include the date, time and destination.** Students in the hallway without a hall pass will be sent back to class. Repeat offenders will lose pass privileges.

## **PTSA**

The Germantown Parent Teacher Student Association meets the second Wednesday of every month at 5:30 p.m. Every teacher is encouraged to join and participate in this organization, which offers so much to our students and our teachers.

Officers for the 2023-24 school year are:

Karli Chiavelli - President

Angelo Castello - VP

Kristen Lent - Secretary

Lori Crawford - Treasurer

## **Referrals**

Any teacher or staff member may write a referral for violations of the Code of Conduct. Staff with computers must use the online referrals in ESchool. Each referral must state only the facts, including quotes, if applicable. Training on correct writing of referrals will be provided.

## **Requisitions**

Any requisition needs to follow the procedures outlined by the Business Office.

## **Special Education**

All student 504/IEP information can be found on ESchool. Each teacher is legally responsible for familiarizing themselves with and adhering to their students' 504/IEP plans.

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### **Sub Calling**

All teachers need to use Frontline for all absences. Any teacher absent for last minute emergencies should contact their building principal, as well as utilizing Frontline.

### **Sub Plans**

All teachers are required to have a sub folder on file in the office and in their classroom. These are available in the building offices. This folder must contain:

- Rosters, including medical alerts, IEP/504 plans and BIPs for applicable students.
- Emergency Procedures
- Classroom procedures and expectations
- Emergency sub plans (in the event your plans were not created)
- Referrals

### **Telephones**

- Outside line for local calls – Dial 8, then area code to get an outside local line. For numbers outside of the 518 area code, dial 8, 1, then area code.
- There is one phone in the Faculty lounge for teacher use.
- Phones in classrooms are for teacher use only. Students may not use the classroom telephones for any reason. Only teachers may answer the classroom phones. If a student needs to call a parent, they may do so in the school office.
- All classrooms are required to have an updated phone list near the phone.

### **Therapeutic Crisis Intervention**

Developed by Cornell University under a grant from the National Center on Child Abuse and Neglect in the 1980s, Therapeutic Crisis Intervention (TCI) is a crisis prevention and intervention system. The TCI system assists organizations in preventing crises, deescalating potential crises, managing acute physical behavior, reducing potential and actual injury to young people and staff, teaching young people adaptive coping skills, and developing a learning circle within the organization. This system gives a framework for implementing a crisis prevention and management system that reduces the need to rely on high-risk interventions.

TCI principles should be applied to all students, and especially students with behavioral challenges. When TCI interventions are necessary, they must be implemented from least to most restrictive. Physical interventions may only be used when a student's behavior poses physical risk to self or others, and only as specified in the TCI program. Staff working with students with high behavioral needs will be asked to participate in TCI training and updates as needed.

### **Website**

Germantown CSD's website is [www.germantowncsd.org](http://www.germantowncsd.org). Information to be displayed on the district website and/or Facebook should be submitted to Brian Radewitz.

#### **Teacher web page guidelines:**

- Check *Directory Release of Information* (list in school office) and AUP before placing a student's name, picture or student work on a web page.
- If using a web page, keep updated information to make the page useful.
- Links to other sites for educational activities or information can be beneficial.
- If you need assistance with your web page, contact Brian Radewitz.
- Teacher pages will be reviewed by the building principals.

### **Yearbook**

The yearbook will be developed annually in a course designed for this purpose. The yearbook must be reviewed by administration prior to the final production.

**GERMANTOWN CSD TECHNOLOGY USER SUPPORT Updated July 2023**

		<b>Communication Method</b>	
<b>Network related</b>	Wiring, wireless, network password, file storage, software	Complete a <b>Help Desk Ticket via email</b> For emergencies: 2110	Aaron Perry, (T/TH) Carissa Sears, Tech Support Technician (M/W/F)
<b>Devices</b>	Computer, laptop, projector, peripherals (ex. speaker, mouse, keyboard)	Complete a <b>Help Desk Ticket</b> via email For emergencies: 2110	Aaron Perry, (T/TH) Carissa Sears, Tech Support Technician (M/W/F)
<b>PK-6 Student-Use Devices</b>	Tablets, Laptops	TEACHER Completes a <b>Help Desk Ticket</b> via email	Aaron Perry, (T/TH) Carissa Sears, Tech Support Technician (M/W/F)
<b>7-12 Student-Use Devices</b>	Laptops, Charging, Printing	STUDENT WALK-IN (S110) or help desk ticket	Aaron Perry, (T/TH) Carissa Sears, Tech Support Technician (M/W/F)
<b>Student Mgmt Database</b>	eSchoolData, all issues including login/password	nichole.mccollum@questar.org	Nichole McCollum
<b>Interactive Whiteboard</b>		Request for training session to Supervisor	Supervisor
<b>Tech-related needs</b>	Software, specialized hardware or peripherals	Submit to the supervisor who will forward approved needs to Al Lively, Chair Tech Comm.	Supervisor First, then Alan Lively
<b>Telephone / PA / Electricity</b>		Fill out a Work Request, place in Jim's mailbox and email a copy to Jim	Jim Palmieri
<b>Instruction &amp; STAR Assessments</b>	Develop/plan technology rich instruction and learning opportunities	Email needs to Supervisor	Supervisor

<b>Technical Assistance for STAR &amp; other online instruction or assessment applications</b>	Manage students rosters, sync, navigate website, issues between applications and GCSD hardware	Email needs to Supervisor	Supervisor
<b>Student Learning Objectives</b>		nichole.mccollum@questar.org	Nichole McCollum
<b>Student IEPs, 504 Plans, Rtl</b>	Frontline	rvanalstyne@germantowncsd.org	Rebecca VanAlstyne
<b>Xerox</b>	All problems <u>must</u> be reported	rvanalstyne@germantowncsd.org dheuer@germantowncsd.org tkreig@germantowncsd.org dpalazzo@germantowncsd.org	Teresa Kreig (Fac Rm Copier) Deanna Heuer (201 Copier) Diane Palazzo (Any)
<b>Laminator</b>	ES Office	Submit job with specific directions to TKreig@germantowncsd.org	Teresa Kreig