

# Substitute Teacher Handbook



Medford Area Public School District

# Medford Area Public School District Index



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# Medford Area Public School District

124 West State Street  
Medford, WI 54451-1771  
Telephone: (715) 748-4620  
Fax: (715) 748-6839  
District Website: [www.medford.k12.wi.us](http://www.medford.k12.wi.us)  
E-mail: [sullipa@medford.k12.wi.us](mailto:sullipa@medford.k12.wi.us)

*Pat Sullivan, District Administrator*  
*Audra Brooks, Dir. of Business Services*  
*Laura Lundy, Dir. of Curriculum and Instruction*  
*Joseph Greget, Dir. of Spec. Ed. & Student Services*

Dear Substitute Teacher:

Welcome to the Medford Area Public School District!

Thank you for your interest in working as a substitute teacher with students of the Medford Area Public School District. You are considered a vital part of our school system and you are appreciated for the services you provide to our students. Medford Area Public School District is proud of its educational system and continually strives to obtain excellence. Because our goals are so high, it is important that you play an active role in our teaching process and carry out the duties of the building that you are assigned to.

All of our classroom teachers are expected to design lesson plans that can be carried out by you, as a substitute teacher. Continuity in the classroom is very important, and to achieve continuity we need to have you be a partner in our education delivery system.

Please feel free to communicate with the teachers and building principals, should you have any concerns during the day. Only by working together can we provide the best possible education for our students.

This handbook is given to you as a resource for your questions and we hope that it is beneficial to you.

Once again, thank you for being part of our organization.

Sincerely,

Pat Sullivan  
District Administrator

# Medford Area Public School District

## Board of Education

Dave Fleegel, President.....	715-560-8213
Aemus Balsis, Member .....	715-493-5173
Corey Dassow, Member .....	715-965-4110
Steve Deml, Member .....	715-965-6438
Don Everhard, Member.....	715-965-1155
Brian Hallgren, Treasurer.....	715-965-0352
Jodi Nuernberger, Clerk.....	715-225-3967
Kurt Werner, Member .....	715-965-5155
John Zuleger, Vice President.....	715-560-8397

## Vision Statement

We expect all students to learn at high levels. We will work collaboratively with colleagues, students and parents to challenge and support all individuals to achieve success.

## Mission Statement

To ensure that all students learn.



# Medford Area Public School District

## Medford Area Public School District Office

124 West State Street  
Medford, WI 54451  
715-748-4620  
715-748-6839 (FAX)



Pat Sullivan, District Administrator, [sullipa@medford.k12.wi.us](mailto:sullipa@medford.k12.wi.us)  
Laura Lundy, Director of Curriculum and Instruction, [lundyla@medford.k12.wi.us](mailto:lundyla@medford.k12.wi.us)  
Audra Brooks, Director of Business Services, [brookau@medford.k12.wi.us](mailto:brookau@medford.k12.wi.us)  
Joseph Greget, Director of Student Services & Special Education, [gregejo@medford.k12.wi.us](mailto:gregejo@medford.k12.wi.us)

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## Medford Area Senior High

1015 West Broadway  
Medford, WI 54451  
715-748-5951  
715-748-6438 (FAX)

Jill Lybert, Principal, [lyberji@medford.k12.wi.us](mailto:lyberji@medford.k12.wi.us)  
Andy Guden, Assistant Principal, [gudenan@medford.k12.wi.us](mailto:gudenan@medford.k12.wi.us)  
Grades 9-12 Enrollment: 679



## Medford Area Middle School

509 East Clark Street  
Medford, WI 54451  
715-748-2516  
715-748-1213 (FAX)

Justin Hruby, Principal, [hrabyju@medford.k12.wi.us](mailto:hrabyju@medford.k12.wi.us)  
Jodi Butler, Assistant Principal, [butlejo@medford.k12.wi.us](mailto:butlejo@medford.k12.wi.us)  
Grades 5-8 Enrollment: 625

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## Medford Area Elementary School

1065 W. Broadway  
Medford, WI 54451  
715-748-2316  
715-748-2570 (FAX)

Dan Miller, Elementary Principal, [milleda@medford.k12.wi.us](mailto:milleda@medford.k12.wi.us)  
Shelly Crank-Woller, [crankri@medford.k12.wi.us](mailto:crankri@medford.k12.wi.us)  
Grades PK-4 Enrollment: 578



## Stetsonville Elementary School

W5338 County Road A  
Stetsonville, WI 54480  
715-678-2600  
715-678-2162 (FAX)

Dan Miller, Elementary Principal, [milleda@medford.k12.wi.us](mailto:milleda@medford.k12.wi.us)  
Shelly Crank-Woller, [crankri@medford.k12.wi.us](mailto:crankri@medford.k12.wi.us)  
Grades PK-4 Enrollment: 208

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# Expectations

## Forms

Substitute teachers are required to have on file with the district office the following information:

1. Copy of teaching certificate from the Wisconsin Department of Public Instruction
2. Withholding Statement (W4)
3. Employment Eligibility Verification (I9)
4. Copy of Driver's License and Social Security Card
5. Application for Substitute Teaching

A substitute teacher must complete a criminal records check, which will be paid for by the school district. Substitute teachers will have to sign the appropriate release forms.

**FILE: GCDA**

### **MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>August 19, 1993</b>	<b>FILE SECTOR:</b>	<b>PERSONNEL</b>
<b>DATE REVISED:</b>	<b>June 15, 2000</b>	<b>POLICY TITLE:</b>	<b>CRIME INFORMATION</b>
<b>DATE REVISED:</b>	<b>November 18, 2004</b>		<b>RECORDS CHECK</b>
<b>DATE REVISED:</b>	<b>December 15, 2005</b>		
<b>DATE REVIEWED:</b>	<b>November 15, 2012</b>		
<b>DATE REVISED:</b>	<b>February 16, 2017</b>		
<b>DATE REVISED:</b>	<b>March 28, 2019</b>		

Prior to the appointment of any person to a paid or volunteer position with the Medford Area Public School District, the district administrator or their designee will conduct a crime information records check through Background Investigation Bureau.

If a crime records check reveals a conviction or pending charge, which the candidate failed to disclose as required on the district application form, their application for employment may be rejected.

If the crime records check confirms a conviction or pending charge, which the candidate acknowledged on the application form, a determination shall be made in consultation with administration, board of education, local police authorities and/or legal counsel whether to approve the application based on consideration of the circumstances of the conviction/ pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

**CROSS REFERENCE: IICC**

**LEGAL REFERENCE: §111.335 Wis. Stats.**

## **Inclement Weather**

You will not be notified of school cancellations due to inclement weather. Therefore,

please stay tuned to WKEB for information on school cancellations.

## **Lunch**

Lunch in the Medford Schools costs each teacher \$4.65. Intermittent substitute teachers will receive a free district provided lunch. You can pick up a lunch ticket in the office. You are asked to eat lunch at the same time your class goes to lunch and teachers may go to the front of the lunch line. Substitute teachers do not have to eat lunch. They may bring their own lunch and eat it in the staff lounge or classroom.

## **Sub Pay**

The intermittent substitute pay rate is \$130.00 per day. If subbing for a teacher that travels between buildings, you may submit an expense reimbursement form for mileage.

If you substitute for the same teacher for ten consecutive days, you will receive the currently long-term sub rate of \$193.70 per day. **This assignment is continuous, without interruption, for the duration of that teacher's leave.**

Pay checks are issued on the 15<sup>th</sup> and the last day of the month. The district requires direct deposit of all employees, including substitutes. Confirmation of payroll deposits are normally mailed to substitute teachers, unless the district payroll clerk receives a request to process differently.

Substitute reports are submitted to payroll on the 5<sup>th</sup> and 20<sup>th</sup> of every month.

## **403(b) Plan - Participation**

Every district employee is eligible to participate in the Plan, with the exception of (a) non-resident aliens, (b) those who do not have sufficient income to be eligible to contribute at least \$200 per year or (c) those who regularly work under 20 hours per week for the district. To participate, you need only: (1) fill out a Salary Reduction Agreement and (2) select the investment desired from a variety of mutual funds, from the list of district approved vendors. Employees are limited to changing their salary reduction amount to a maximum of five changes per calendar year. However, you may cease contributions at any time.

**FILE: GCE**

### **MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b> April 18, 1991	<b>FILE SECTOR:</b> PERSONNEL
<b>DATE REVISED:</b> February 21, 1994	<b>POLICY TITLE:</b> SUBSTITUTE
<b>DATE REVISED:</b> October 21, 1999	<b>PROFESSIONAL</b>
<b>DATE REVISED:</b> October 20, 2005	<b>STAFF EMPLOYMENT</b>
<b>DATE REVISED:</b> November 15, 2012	
<b>DATE REVISED:</b> April 22, 2019	

Substitute teachers may be employed for short or long-term periods of time. A substitute teacher shall possess the appropriate license or permit issued by the Wisconsin

Department of Public Instruction.

A list of eligible substitute teachers shall be prepared by the district office. When substitutes cannot be obtained, either from the list or by alternating staffing arrangements, staff members may be asked to act as substitutes during their preparation periods. In such cases compensation shall be made in accordance with the professional staff handbook.

Short-term substitute teachers, those who teach for ten (10) or less consecutive days shall be compensated at the rate to be determined by the board of education. Long-term substitute teachers, those who teach more than ten (10) consecutive days at the same assignment, shall be compensated at the long-term sub rate as determined by the board of education. Substitute teachers shall not receive contracts nor benefits.

**CROSS REFERENCE:** Employee Handbooks

**LEGAL REFERENCE:** Section 121.02(1)(a), Wis. Statutes, PI 8.01(2)(a) & PI 34  
Wis. Admin. Code

## Universal Precautions

Universal precautions is a practice of assuming all blood and other body fluid (vomit, respiratory secretions, saliva, feces and urine) may be potentially infectious; and the use of protective measures by the care giver is carried out in all instances of handling such material.

Please call the central office for assistance by a custodian for all clean ups- - every classroom in every building has Universal Precaution Kits containing rubber gloves and clean up material.

Any staff member who administers first aid, which involves body fluids, must wear the disposable gloves to avoid blood contact and transmission of communicable disease.

Must wash hands thoroughly with soap and water before and after administering first aid.

## Sub Log

It is a good practice for every substitute teacher to maintain a log of the buildings they substituted for and the teacher.





# Medford Area Public School District 2023-24 School Calendar

**23-24 New Teacher In-Service**  
**29-30 Teacher In-service**  
**29 MAES and SES Open House 4-5:30 p.m.**  
**29 MAMS Open House 4:30-6:00 p.m.**

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	NT	NT	25	26
27	28	IN	IN	31		

September						
S	M	T	W	T	F	S
					1	2
3	LD	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	ER	22	23
24	25	26	27	28	29	30

**1** Grades 1-9 First Day of School  
**4** No School  
**5** PK-K & 10-12 First Day of School  
**21** Early Release

**18** No School-Parent Teacher Conferences all schools 1-8 pm  
**19** No School Teacher In-Service/RD  
**20** No School

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	PT	IN	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	ER	22	TG	24	25
26	27	28	29	30		

**3** End of 1<sup>st</sup> Quarter (42 days)  
**21** Early Release  
**22-24** No School

**25-29** No School

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
CE	CD	26	27	28	29	30
NYE						

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	IN	20
21	22	23	24	25	26	27
28	29	30	31			

**1** No School  
**15** End of Quarter (42 days)  
**19** No School Teacher In-service

**5** Early Release  
**26-29** Break – No School

February						
S	M	T	W	T	F	S
				1	2	3
4	ER	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	IN	GF	30
31						

**1** Break - No School  
**22** End of Quarter (43 days)  
**28** No School Teacher In-Service  
**29** No School

**16** Early Release

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	ER	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	ER	16	17	18
19	20	21	22	23	24	25
26	MD	28	29	30	31	

**15** Early Release  
**24** Graduation 7:00 p.m. / Last day of school / end of quarter (43 days)

**3** first day of summer school

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**170** Student days  
**179** Teacher Days

The first six days lost to snow / bad weather will not be rescheduled. All other days will be made up. Updated 7/10/23

*Pat Sullivan*  
District Administrator

# Discipline

## Elementary, Middle and High School

The purpose of constructive discipline is to develop within our young people a sense of good judgement consistent with desirable systems of values leading to proper self-control and self-direction. People cannot share or work together unless adequate standards of behavior, mutual respect and courtesy, and adherence to rules and regulations are present.

The teacher who lacks classroom control cannot function effectively, for the students' attention, interest and application are prerequisites for learning. The effective teacher recognizes that specific things should be done or not done in order to keep discipline problems to a minimum.

Physical force will not be applied when students are disciplined. However, it may become necessary to restrain a child when he/she presents a physical danger to him/herself or others. This restraint should be applied with only the degree necessary to control the child until the danger has subsided. A teacher will not, at any time, physically strike a student. However, in defense, a teacher may use the means necessary to protect him/herself.

Seek administrative help judiciously. Handle the normal range of misbehavior yourself. Don't hesitate to seek assistance with the more serious problems.

Your attitude is critically important, particularly in the cases of those students who may regard all teachers with suspicion. Work at being the kind of teacher children like and trust.

Thorough preparation is absolutely essential. A teacher who is thoroughly prepared knows what the students hope to achieve in the daily lesson, as well as what their long-range goals are. An organized classroom promotes positive behavior.

Make your assignments reasonable and clear and be definite and concise in your directions.

Be available to your students, which provides you with the opportunity to be friendly, greet your pupils, and exchange casual remarks.

Be enthusiastic. The teacher who really believes that teaching is important tends to be enthusiastic and enthusiasm is contagious.

Do something special for your class occasionally. A class will usually support a teacher who shows an interest in them.

Never attempt to use threats as a deterrent. Using idle threats as a disciplinary measure is a waste of time.



reasonable and necessary physical force is used against any student. Such a report shall detail the circumstance of the incident and the justification for using physical force including the name of the persons involved witnesses, date, time and place. Each school will maintain on file a record of each incident of the use of physical force.

**CROSS REFERENCE:**

**LEGAL REFERENCE: 115.80(3)(e) & 118.31 Wis. Statutes**

**FILE: GBCBA  
MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 16, 1989**  
**DATE REVISED: November 16, 1995**  
**DATE REVISED: November 19, 1998**  
**DATE REVISED: March 18, 2004**  
**DATE REVISED: January 23, 2006**  
**DATE REVISED: October 29, 2012**  
**DATE REVISED: November 26, 2018**

**FILE SECTOR: PERSONNEL**  
**POLICY TITLE: HARASSMENT IN  
THE WORKPLACE**

Medford Area Public School District (MAPSD) does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it. It is the policy of MAPSD to maintain and ensure a working environment free of any form of harassment or intimidation toward any person.

For this policy, "person" shall be defined as employee, paid or unpaid, Board of Education (BOE) member, volunteer, student or applicant.

Any person who works in MAPSD is required to be familiar with, and comply with, the policy prohibiting harassment.

Harassment is an individual act or pattern of abusive or degrading conduct towards another based in whole or in part, on sex, race, color, age, ancestry, arrest or conviction record, membership in the military reserve, national origin, creed, marital status, sexual orientation or disability, which substantially interferes with performance or creates an intimidating, hostile or offensive work environment, and is considered a form of discrimination according to state and federal law.

Sexual harassment can be by a person of the same or opposite gender, and is defined to include unwelcome sexual advances, unwelcome requests for sexual favors, physical contact of a sexual nature, or verbal or physical conduct of a sexual nature when:

- Submission to or acquiescence in such conduct is made either explicitly or implicitly a term or condition of an individual's employment status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, compensation, etc., affecting such individual.

- Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment, even if it leads to no tangible employment consequences.
- Such conduct has the effect of causing harm to the professional atmosphere of the school or violates community standards or ethics.

Sexual harassment may include, but is not limited to, deliberate and/or repeated displays of sexually explicit gestures, verbal comments or graphic or written materials or verbal or physical conduct of a sexual nature, whether repeated or not, that is sufficiently severe to create a hostile environment.

No person shall threaten or insinuate, either explicitly or implicitly, that any person's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment, or career development. Nor shall any person promise, imply or grant any preferential treatment for engaging in sexual conduct.

Anyone who engages in harassment is subject to disciplinary action, up to and including termination, and referral to authorities for criminal prosecution.

Any person who believes they are a victim of harassment should report their concerns to their building administrator. Complaints under this policy shall be filed in a timely manner.

It is the intent of MAPSD to create an atmosphere where complaints will be treated fairly and quickly. If an individual is not comfortable with making a complaint to their building administrator, the complaint may be filed with any other administrator. The administrator will report the complaint to the district administrator unless the district administrator is allegedly involved as a party to or the focus of the complaint, in which case it shall be reported to the BOE president.

The right to confidentiality, of the complainant and the accused, will be respected consistent with the district's legal obligations, provided it does not interfere with the district's ability to investigate allegations of misconduct and to take corrective action.

Retaliation against anyone reporting or thought to have reported harassment is prohibited. Such retaliation shall be considered a serious violation of policy and shall be independent of whether a charge or complaint of harassment is substantiated. Encouraging others to retaliate also violates policy.

Policy Dissemination

- This policy and procedure will be made available to all employees on not less than an annual basis.
- New employees will attend an in-service in which an understanding of harassment, the board of education policy and complaint procedures and importance of vigilance will be emphasized.
- Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for filing a complaint.

**CROSS REFERENCE: JBA & Employee Handbooks**

**LEGAL REFERENCE: Title VI & VII of the Civil Rights Act of 1964, §111.32(13),  
Age Discrimination Act of 1975, & Americans with  
Disabilities Act of 1970**

**FILE: GBCBA-R**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 16, 1989**  
**DATE REVISED: November 16, 1995**  
**DATE REVISED: November 19, 1998**  
**DATE REVISED: March 18, 2004**  
**DATE REVISED: January 23, 2006**  
**DATE REVISED: October 29, 2012**  
**DATE REVISED: November 26, 2018**

**FILE SECTOR: PERSONNEL**  
**POLICY TITLE: HARASSMENT IN  
THE WORKPLACE  
(COMPLAINT  
PROCEDURE)**

The building administrator is generally responsible for compliance with state and federal regulations concerning harassment in their building. However, if the complainant is uncomfortable reporting to their building administrator or any other administrator noted in this policy, or if the administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the district administrator or the BOE president. The term “days” when used in this policy shall mean calendar days, excluding Saturdays, Sundays and legal holidays.

If the complainant goes to a BOE member instead of following the steps prescribed in this policy, the BOE member will immediately refer the matter to the BOE president, or, if the BOE president is allegedly involved as a party to or the focus of the complaint, to the district administrator.

**Step 1**

Any complaint shall be presented in writing or orally to their building administrator, or in the case of district office personnel, to the district administrator. Oral complaints will be handled informally. If the complaint is submitted in writing, it should include the specific nature of the harassment,

corresponding dates as well as the name, address and phone number of the complainant. The building administrator or other administrator shall notify the district administrator. However, if the complainant is uncomfortable reporting to any administrator noted in this policy, or if the administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the district administrator or the BOE president.

### **Step 2**

The building administrator or other administrator shall fully investigate the complaint; notify the person who has been accused of harassment; develop a response to the allegation; and arrange a meeting as soon as possible or within 5 days after receipt of the written complaint to discuss the complaint with all concerned parties. The building administrator or other administrator will promptly file a copy of the complaint and response with the district administrator.

### **Step 3**

If the complainant is not satisfied with the answer of the building administrator or other administrator, they may submit a written appeal to the district administrator indicating the areas of disagreement with the response and reason underlying such disagreement. Such appeal must be filed within 10 days after receipt of the building administrator's or other administrator's response. The district administrator shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time, to discuss the appeal. The district administrator shall give a written response to the complainant's appeal within 30 days after receipt of the notice of appeal. The district administrator may exercise authority to discipline the person involved if they feel satisfied that the evidence as presented warrants the discipline. If the party involved is a BOE member, findings and recommendations shall be made to the full BOE.

### **Step 4**

If the complainant or the district administrator is not satisfied with the results of Step 3, they may file an appeal requesting a hearing with the BOE president within 10 days after the decision in Step 3 has been rendered. If the BOE president is allegedly involved, party to or the focus of the complaint, the appeal in Step 4 shall be filed with the BOE.

### **Step 5**

If the complainant or the district administrator wishes to pursue the matter further, either party may file an appeal requesting a hearing with the BOE within 10 days after the decision in Step 4 has been rendered. The BOE will conduct a hearing about the matter and may take appropriate action in order to resolve any misconduct and/or the complaint.

**FILE: JFC**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: May 20, 1999**                      **FILE SECTOR: STUDENTS**  
**DATE REVISED: September 19, 2002**        **POLICY TITLE: CODE OF CLASSROOM**  
**DATE REVISED: April 16, 2009**                      **CONDUCT**  
**DATE REVISED: April 21, 2011**  
**DATE REVISED: December 18, 2014**  
**DATE REVISED: November 30, 2020**

Medford Area Public School District (MAPSD) is committed to maintaining a favorable academic atmosphere. Every member of the school community is expected to cooperate in this mission. Staff, including teachers and administration, must work to create positive learning climates and maintain proper order in their classrooms. Students must come to school ready and willing to learn. Students are expected to abide by all rules of behavior established by the Board of Education (BOE), administration and their classroom teachers as outlined in the student handbook and referenced policies. Parent(s)/guardian(s) should be aware of their child's behavior in school and are asked to cooperate and consult with the school to prevent or address misbehavior.

MAPSD shall not discriminate in standards and rules of behavior, including student harassment, or in disciplinary measures, including suspension and expulsion, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability. Discrimination complaints shall be handled in accordance with established procedures.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement procedure as outlined in this policy. In addition, the student may be subject to other disciplinary action in accordance with established BOE policies and school rules.

**CROSS REFERENCE: JF, JFCH, JFCJ, JFCJA, JFCN, JFG, JFI and JGA**  
**LEGAL REFERENCE: §118.164 & 120.13(1)(a), Wis. Stats. and 20 USC 1415(k)**

**FILE: JFC-R**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: May 20, 1999**                      **FILE SECTOR: STUDENTS**  
**DATE REVISED: September 19, 2002** **POLICY TITLE: CODE OF**  
**DATE REVISED: April 16, 2009**                      **CLASSROOM CONDUCT**  
**DATE REVISED: April 21, 2011**  
**DATE REVISED: December 18, 2014**  
**DATE REVISED: November 30, 2020**



This Code of Classroom Conduct applies to all students in grades PreK-12.

For purposes of this policy only, a “teacher” *is defined as a person holding a license or permit issued by the State Superintendent whose employment by MAPSD requires that they hold that license or permit, including teacher assistants.*

For purposes of this policy only, “class/classroom” *is defined as school premises or environment including, but not limited to: buses, classroom, hallways, parking lot, and out of district events (academic and athletic).*

### **Reasons for Student Removal from Class**

A teacher may remove a student from class for the following reasons:

- Dangerous, disruptive or unruly behavior or inappropriate behavior of a serious nature that interferes with the ability of the teacher to teach effectively. This type of behavior may include, but is not limited to:
  - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
  - Being under the influence of alcohol, controlled substances or controlled substance analogs, or otherwise in violation of MAPSD student alcohol, tobacco and other drug policies.
  - Sexual or other harassment, including behavior that interferes with another student’s work or school performance or creates an intimidating, hostile or offensive classroom environment.
  - Fighting or taunting, baiting, inciting and/or encouraging a fight or disruption.
  - Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
  - Inappropriate physical contact such as biting, pinching, pushing or striking another person.
  - Obstruction of classroom activities or other intentional action of a serious nature taken to prevent the teacher from exercising their assigned duties.
  - Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
  - Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
  - Repeated disruption or violation of classroom rules, confronting staff argumentatively, or refusing to follow directions.
  - Behavior that causes the teacher or other students fear of physical or psychological harm.
  - Physical confrontations or verbal/physical threats.
  - Willful damage to school property or that of another student.
  - Possession of personal property which is prohibited by school rules and disruptive to the teaching and learning of others.
  - Repeated use of profanity and obscenities.

When a teacher removes a student from class, the reason must be consistent with provisions outlined above, reasonable, serve a legitimate educational purpose and be nondiscriminatory.

### **Procedures for Removing a Student from Class**

When a student is removed from class for a violation(s) of this Code of Conduct, the teacher shall send the student to the building principal or designee and inform them of the reason(s). The teacher (using an appropriate form) shall provide a written explanation of the reason(s) to the principal or designee within 24 hours.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present their version of the situation. The principal shall then determine the appropriate educational placement for the student.

### **Placement Procedures**

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- An alternative education program if available.
- Another class in the school or another appropriate place in the school as determined by the building principal or their designee.
- Another instructional setting.
- The class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

When making placement decisions, the building principal or designee should consider the following factors:

- The reason the student was removed from the class (severity of the offense), the type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, location supervision).
- The estimated length of time of placement.
- The student's individual needs and interests.
- Whether the student has been removed from a teacher's class before (repeat offender).
- The relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and or after the suspension?)

The building principal or designee may consult with other appropriate school personnel when making or evaluating placement decisions. A student's parent(s)/guardian(s) may also be consulted regarding student placement decisions when determined by the building principal or designee to be in the best interests of the persons involved or as required by law.

- All placement decisions shall be made consistent with established BOE policies and in accordance with state and federal laws and regulations.
- The parent(s)/guardian(s) of a minor student shall be notified of a student's placement in an alternative educational setting.
- Except that a student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

**Parent(s)/Guardian(s) Notification Procedures**

The building principal or designee shall notify the parent(s)/guardian(s) of a minor student when a teacher has removed a student from a class for violation(s) of this Code of Conduct. The initial notice must be attempted by phone and shall be followed, within one day of receipt of written notice from the teacher, by a written parental/guardian notice. The written notification to parent(s)/guardian(s) should be completed on the appropriate form and shall include the reasons for the student’s removal from class along with any placement decision involving the student.

If the removal from class and change in educational placement involves a student with a disability, parent(s)/guardian(s) notification shall be made consistent with state and federal laws and regulations.

If the student removed from a class is also subject to additional disciplinary action for the particular classroom conduct (i.e., detention, suspension or expulsion), the student’s parent(s)/guardian(s) shall also be notified of the disciplinary action in accordance with legal and policy requirements.

**Exceptions**

Instances may occur when a teacher sends a student to the principal, designee, or office for reasons other than those described in this Code of Conduct (i.e. minor recess playground rule violations, lunchroom rule violations, counseling, etc.). In these cases it shall be the principal’s or designee’s determination as to whether a teacher must file a written report and if parent(s)/guardian(s) notification is required.

**FILE: JICA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: January 19, 2004**                      **FILE SECTOR: STUDENTS**  
**DATE REVISED: October 23, 2006**                **POLICY TITLE: STUDENT DRESS**  
**DATE REVISED: October 27, 2008**  
**DATE REVISED: August 20, 2015**  
**DATE REVISED: June 28, 2021**

Medford Area Public School District is committed to student safety, providing a high quality learning environment and preventing learning distractions. Students are encouraged to dress for success promoting common respect and projecting an image of high self-esteem, confidence and school and community pride.

School administration will determine if student dress is appropriate and the consequences for wearing inappropriate clothing. These guidelines will be posted in student handbooks. Refer to each building’s student handbook for details.

**CROSS REFERENCE: JFC**  
**LEGAL REFERENCE: §120.13(I) Wis. Stats.**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 11, 1990      FILE SECTOR: STUDENTS  
DATE REVISED: September 19, 1996    POLICY TITLE: STUDENT USE OF TWO-  
DATE REVISED: June 19, 1997            WAY COMMUNICATION DEVICES  
DATE REVISED: July 18, 2002  
DATE REVISED: August 17, 2006  
DATE REVISED: October 27, 2008  
DATE REVISED: May 20, 2010  
DATE REVISED: February 19, 2015  
DATE REVISED: December 21, 2020

**Grades PK-8**

Student use or possession of electronic communication devices on district premises, owned or rented by, or under the control of MAPSD is prohibited. During the instructional day all communication devices shall be stored in the student's locker/storage area and turned off. Use may be permitted during the instructional day if the administration finds that such a device is required for medical, school, educational, vocational or other legitimate needs. Decisions on requests for exception to this prohibition will be made on a case-by-case basis by a building administrator or their designee. Communication devices are not allowed to be used under any circumstances in locker rooms and/or bathrooms.

**Grade 9-12**

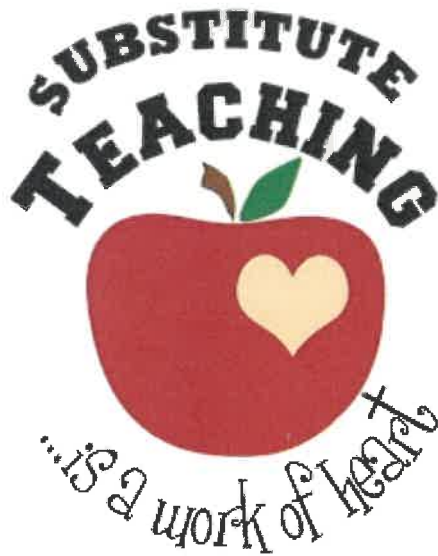
Medford Area Senior High school understands the appropriate use of 21<sup>st</sup> century technology devices. Student use of electronic communication devices is allowed before and after school, during passing periods in the hallways, honors study hall and lunch periods. The expectations for student use of electronic devices within classrooms will be determined by each classroom teacher. Use of electronic communication devices are prohibited in bathrooms and locker rooms at all times. The use of electronic communication devices while on field trips or other school sponsored activities will be at the discretion of the advisor/coach. Electronic communication devices may never be used in a manner that will cause disruption to the educational environment or invade the privacy of another individual. MAPSD will not be responsible for loss, damage, or theft of any electronic or digital device brought to school.

**CROSS REFERENCE:**

**LEGAL REFERENCE:** §118.258 & 120.13(1) Wis. Stats.



# **Substitute Teacher Handbook**



**Stetsonville Elementary School**

# **SES Index**

## **Helpful Information**

- **Your Sub Work Day**
- **Office**
- **Attendance**
- **Breakfast**
- **Duty**
- **Medication**

## **Staff Bathroom**

- **Lunch and Recess**
- **Discipline Plan**
- **Phones**

## **Discipline Referral Form and Shields**

## **Emergency Situations**

## **Fire Evacuation Plan**

## **Severe Weather Plan**

# Stetsonville Elementary School

Welcome to the Stetsonville Elementary School. We're very pleased that you are able to be a substitute teacher for us. Contact the office, principal or another teacher regarding any questions or concerns. We all hope you enjoy your day here. Thanks for working with us.

Office, Barb Noeldner, ext. 1121

Principal, Dan Miller, ext 1123  
Vice Principal Shelly Crank-Woller, ext 1123



## Your Sub Work Day

Our school day is from 7:15 a.m.- 3:15 p.m.

## Check in at the Office

Please check in at the office upon arriving at school. We will make sure you get credit for subbing and provide your room assignment. Lesson plans and a seating chart are located in the teacher's room as well as a crisis plan. If there is a lock down, remove the magnetic strip on the doorframe that is blocking the lock mechanism.

## Attendance

Please take attendance. Write down the names (first and last) of the students who are absent and send the list to the office. If a student comes late or leaves early, they must sign in or out in the office. Students will bring a pass from the office to enter class.

## Breakfast

Breakfast will be served from 7:15 a.m. to 7:45 a.m. Students that participate in the breakfast program will come to the gym for breakfast. Classes begin at 7:48 a.m. Students can begin arriving in the classroom at 7:35 a.m.

## Duty

You may be required to cover a lunch duty and/or recess duty. So please come prepared with appropriate footwear and outdoor clothing. If you have a duty, please take a walkie talkie located in the main office. If you need help, please ask.

## Medication

Some students take medication on a daily basis. If a student asks for his/her medication, please send them to the office or the health room.

## Illness/Injury Within the Classroom

If a student becomes ill or is injured in the classroom, please fill out a yellow HEALTH ROOM PASS for the student and send them to the office

## Staff Bathrooms

The staff bathrooms are located between the workroom and the teacher's lounge.

## Lunch and Recess

Grade	Recess	Lunch
PreK	9:35-9:50 11:05 - 11:35	11:40 - 12:15
K	9:35 - 9:50 11:05 - 11:35	11:40 - 12:15
1	11:15-11:40 2:35 - 2:55	11:45 - 12:20
2	11:50 - 12:15 2:35 - 2:55	12:20 - 12:45
3	11:55 - 12:20 No p.m.	12:25 - 12:50
4	11:55 - 12:20 No p.m.	12:30 - 12:55



## Discipline Plan

Teachers use the progressive discipline plan along with PBIS. Each teacher has their set of rules posted on their classroom wall. We utilize shields which are positive rewards to be given to students meeting expectations. Students attach these to the large shield in the front entrance area. Punch cards can also be used for more challenging students. Check in with the front office for this idea. Also attached is a behavioral report form to use for more negative behavior.

## Phones

Each classroom has a phone. If you have discipline problems or questions, please call Barb in the office at ext. 1121 or the SES administrator—either Dan Miller or Shelly Crank-Woller at ext. 1123.

For emergency purposes only, you can make an all call by dialing 1730 from the classroom phone. Hit Send. You will hear a ring and then a beep. Talk after the beep.



## Medford/Stetsonville School Office Discipline Referral Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ (in 15 minute intervals) Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ Referring Staff: \_\_\_\_\_ IEP: yes or no

### Location (choose one)

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> Classroom  | <input type="checkbox"/> Bathroom        | <input type="checkbox"/> Art Room          |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Gym             | <input type="checkbox"/> Computer Lab      |
| <input type="checkbox"/> Commons    | <input type="checkbox"/> Library         | <input type="checkbox"/> Music Room        |
| <input type="checkbox"/> Hallway    | <input type="checkbox"/> Bus             | <input type="checkbox"/> Distance Learning |
| <input type="checkbox"/> Cafeteria  | <input type="checkbox"/> Stadium (Media) | <input type="checkbox"/> Other Location    |

### Minor Behavior or Major Behavior (only choose one minor or one major)

Minor Behavior	Major Behavior	
<input type="checkbox"/> Inappropriate Language	<input type="checkbox"/> Abusive/Inappropriate Language	<input type="checkbox"/> Disruption
<input type="checkbox"/> Physical Contact/Aggression	<input type="checkbox"/> Physical Aggression	<input type="checkbox"/> Property Damage/Vandalism
<input type="checkbox"/> Defiance	<input type="checkbox"/> Defiance	<input type="checkbox"/> Forgery/Theft
<input type="checkbox"/> Disrespect	<input type="checkbox"/> Disrespect	<input type="checkbox"/> Inappropriate Location
<input type="checkbox"/> Disruption	<input type="checkbox"/> Lying/Cheating	<input type="checkbox"/> Other Behavior
<input type="checkbox"/> Property Misuse	<input type="checkbox"/> Bullying	
<input type="checkbox"/> Other Behavior	<input type="checkbox"/> Fighting	
*Minors filed with teacher.	*3 Minors (same behavior)=Major	

### Possible Motivation (must choose one)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Obtain Peer Attention   | <input type="checkbox"/> Avoid Tasks/Activities | <input type="checkbox"/> Other Motivation   |
| <input type="checkbox"/> Obtain Adult Attention  | <input type="checkbox"/> Avoid Peer(s)          | <input type="checkbox"/> Unknown Motivation |
| <input type="checkbox"/> Obtain Items/Activities | <input type="checkbox"/> Avoid Adult            |   |

### Other Involved in Incident (only choose one)

- None     Peers     Staff     Teacher     Substitute     Unknown     Other

### Administrative/Teacher Decision (choose one)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Time in Office          | <input type="checkbox"/> Time Out/Detention                | <input type="checkbox"/> In-School Suspension (___ hrs)     |
| <input type="checkbox"/> Loss of Privilege       | <input type="checkbox"/> Restitution/<br>Community Service | <input type="checkbox"/> Out-of-School Suspension (___ hrs) |
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Individualized Instruction        | <input type="checkbox"/> Bus Suspension                     |
| <input type="checkbox"/> Parent Contact          |  | <input type="checkbox"/> Other Action Taken                 |

### Brief explanation (50 words or less)

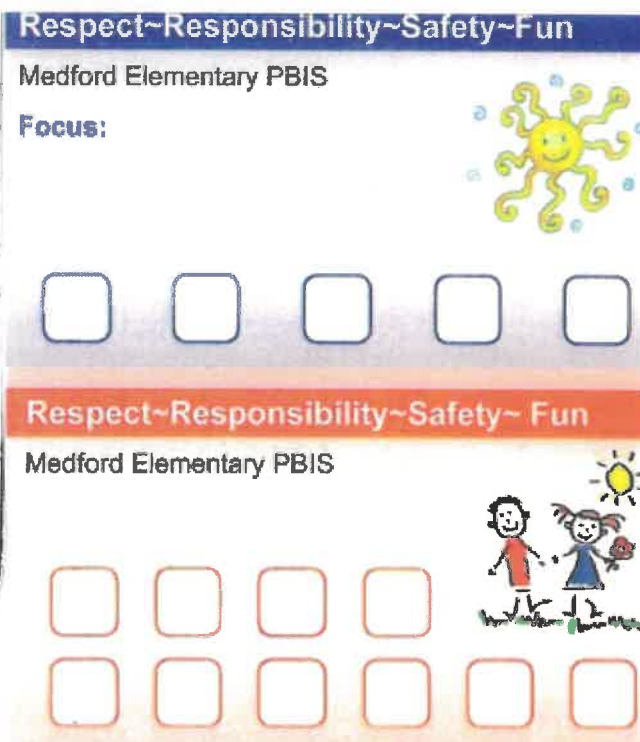
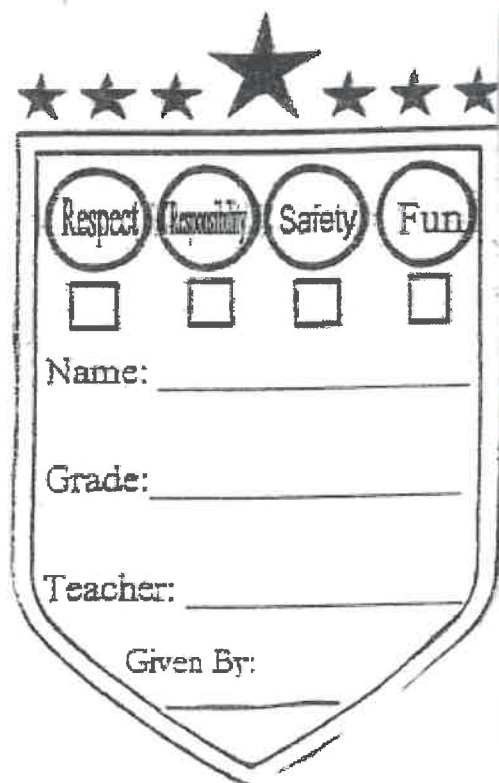
# Shields & Punch Cards

## Shield:

Our expectations at school are Respect, Responsibility, Safety and Fun. Students are given a shield when caught following one of these expectations. When a student receives a shield they place it on the school-wide shield. A school-wide celebration is held when the big shield is filled. Examples of school-wide celebrations include: Raider Pride Day, Beach Day, Egg Hunt, Movie & Popcorn, and Hot Chocolate Party.

## Punch Cards:

Punch cards are used to target specific behaviors. A student could get a punch card to target: extra academic practice, test motivation, transitioning off of Check In Check Out (CICO), attendance concerns, helping to develop a positive attitude, lunchroom or recess behavior, coping with life changes such as divorce, death of a loved one, moving, bullying concerns, ect. Staff acknowledge students using punch cards to reinforce appropriate behavior. Once a punch card is filled they cash it in for a reward.



Ask for either item in the office if you would like to use these as a support in the classroom.

## Emergency Situations

Fire and severe weather drill charts with locations are posted on the front wall of each classroom. Please see pages 8 & 9 in this handbook as well.

The Crisis Response Plan is a verbal signal through the P.A. system.

### 1. Caution–verbal announcement

- Check hallways for students, bring them in – lock all doors.
- Continue class as usual. Keep the computer on.
- Take attendance – list absent students with their possible locations.
- Follow any directions from proper authorities.
- Release students for breaks sparingly. Cancel outdoor activities.
- Listen for all clear or secure conditions.

### 2. Secure–verbal announcement

- Get everyone in the room away from doors and windows but do not huddle together. Scatter students on the floor.
- Check hallways for students, bring them in.
- Lock doors, turn off lights.
- Maintain silence – don't use radios or T. V.
- Cover the inside windows completely.
- Release no one. Ignore bells and fire alarms. No restroom breaks.
- Be prepared to stay in lock down for extended time.
- Do not leave the area until all clear is given.
- Flee the room if it is breached.

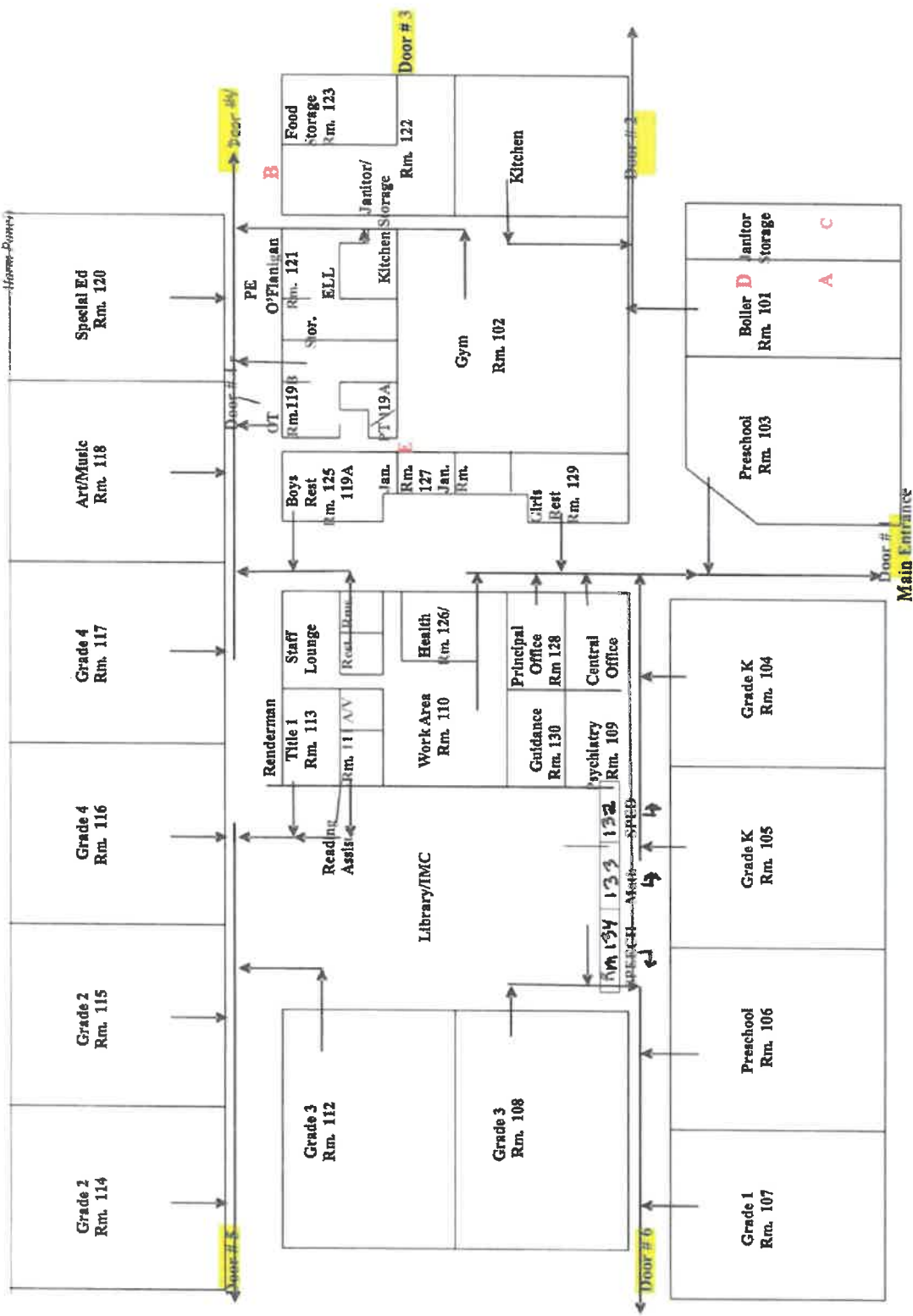
### 3. Evacuate–verbal announcement and dismissal directions

- Allow students to get jackets and backpacks if approved by administration.
- Give directions and follow the last student from the classroom.
- Flee the building either out a door if it's safe to do so or climb out the window in the classroom.
- Take a pen, class roster, activity folder if time allows.
- Lights off and doors closed.
- Proceed to church on Stetsonville A–Sacred Heart Catholic Church
- If escape is not possible, follow the procedure for secure lock down listed above.

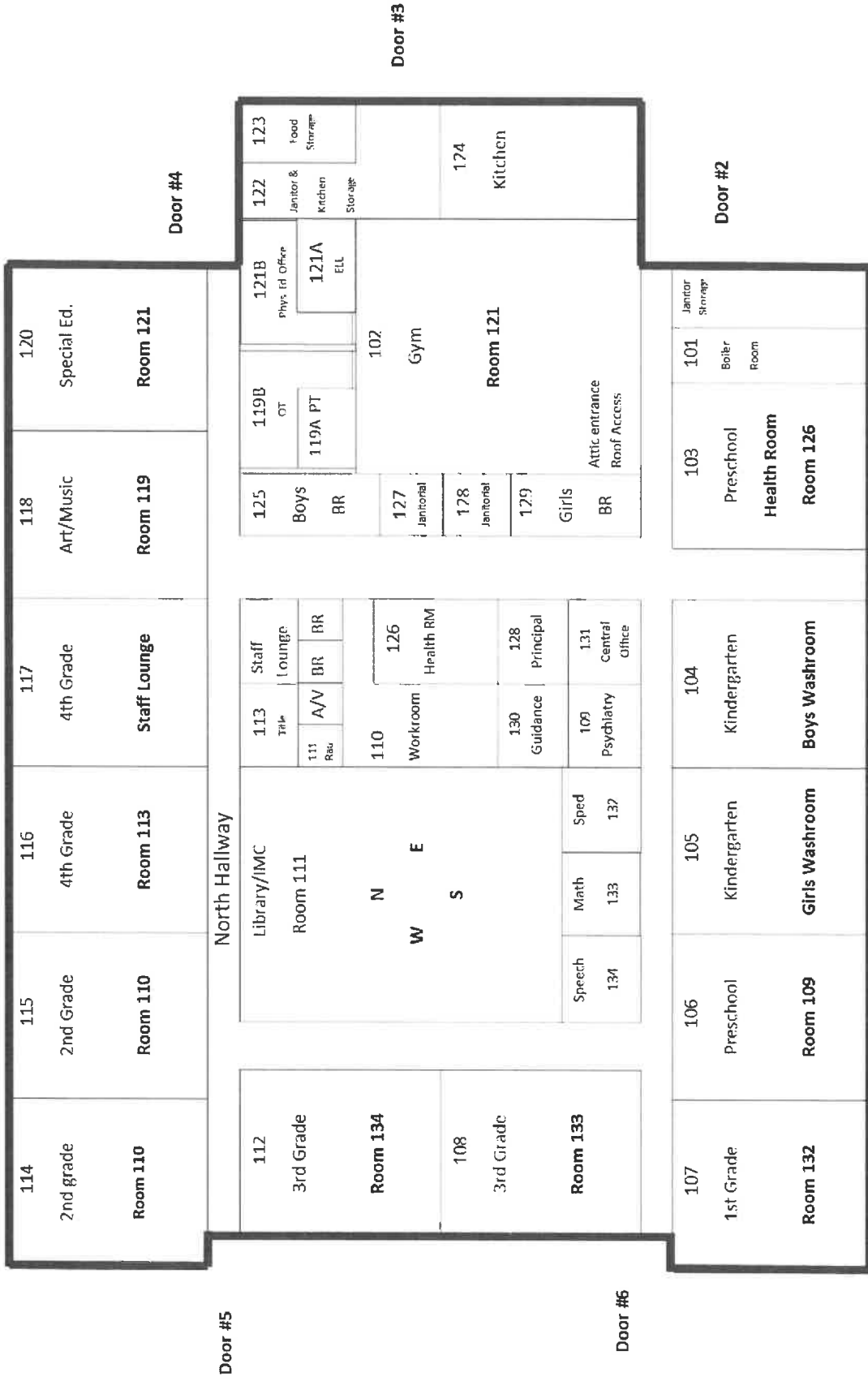
# STETSONVILLE ELEMENTARY SCHOOL

## Fire Evacuation Plan rev. 8/23

- A** Electrical Shutoff – South-East Wall Room 101
- B** Water Shutoff – North wall Room 122
- C** Gas Shutoff – outside South-East Wall
- D** Alarm Control – East Wall – Room 101 (Box marked Alarm Panel)
- E** Fire Alarm Reset – Janitor's Rm 127 (Box marked Alarm Panel)



# SES SEVERE WEATHER PLAN



# Substitute Teacher Manual



**Medford Area Elementary School**



# **MAES Index**

## **What To Do When You Arrive**

### **ABC's of Life at MAES**

**Attendance**

**Audio-Visual Supplies**

**Bell Schedules**

**Dismissal**

**Illness or Injury**

**Medications**

**Phones**

**Releasing Students**

### **Fire Evacuation Plan**

**North Wing**

**West Wing**

### **Severe Weather Plan**



# What To Do When You Arrive At Medford Area Elementary School:

Unless you have received a late morning phone call for some reason, you are expected to arrive at school by 7:30 a.m. When you arrive, please report to the office and see Lesia Fuchs. Let her know that you are subbing and who you are subbing for. You will sign out a key to the classroom in which you are subbing for use in the event of a crisis or lock-down and receive any other information that you may need. Sign the key back in at the end of the day, 3:50 p.m.

Check the teacher's mailbox (grades EC-4 in the teacher's workroom) before going to class in case there are any items that demand immediate attention. Please leave personal or United States mail in the mailbox. Then report to the classroom. If there are no lesson plans in the classroom and if you have not received any plans from the office when you checked in, please contact the principal immediately.

Eat lunch at the time that your students eat lunch and please feel free to go to the head of the line. (Rank does have a few privileges!) You may eat in your classroom or in the cafeteria with students. At the end of the day, please leave a note for the teacher about what was covered and any problems which you might have encountered.

If you have any questions, do not hesitate to ask a neighboring teacher or to contact the office at ext. 3321 or 3322 to get an answer to your question.

## ABC's of Life at MAES



### Attendance

Each teacher must keep an accurate account of each student's attendance. This information will be available for quarterly reporting and annual district attendance audit. If a student has been absent, a teacher must require a parental note upon return. If a student does not return with a parental note, a gold absentee note needs to be sent home with the student. All parental notes need to be turned into the office. Please be certain the parental note has the student's full name, date absent, and the teacher's name. A phone call does not replace a parental note.

A student will be considered to have a completed full day of attendance if they arrive before 10:00 a.m. and leave after 2:00 p.m. Morning attendance must be taken and hung on the door by 8:30 a.m. Record if a student is late. If a student leaves before dismissal, make sure they sign out in the office.

Student and teacher notes are delivered to the classroom around 8:45 a.m. and 2:00 p.m. Be sure to check the outside of your doorway for notes. If you receive any lunch money or attendance notes from students, please place them on the outside of your door for pickup at 8:30 a.m.



## Audio-Visual Supplies

Audio-visual supplies are housed in the IMC. If you need a piece of equipment which is not already in your room, please contact the librarian at ext. 3369.

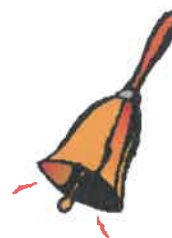
## Bell Schedules

The MAES bell schedule is as follows:

Beginning of school day: 8:15 a.m.

Pre-Dismissal: 3:30 p.m.

Dismissal: 3:34 p.m.



## Dismissal

Many of our students are dropped off at locations other than home. Some have multiple drop-offs. Please be sure to put students on the correct "slots" when departing. If you are not sure about any of the students' bus assignments or have any other questions, please call Mya at Ext. 3321 or Lesia at Ext. 3322. **Please review the student's dismissal prior to 1:30 p.m. so calls can be made early enough if there are questions as to where a student should go.**

## Illness or Injury (Student)

In case of serious injury in your classroom, notify the health room by calling ext. 3328 or 3389. Several staff people are certified in CPR. MAES office ext. 3321 or 3322.

Under no circumstances should a student be allowed to use the classroom phone to contact his/her parent to make arrangements to go home. The health room staff will make the determination if a student should go home.

**Sick Room visits:** If a student has any of the following symptoms: congestion, runny nose, nausea, headache, vomiting, diarrhea, sore throat, muscle aches, loss of taste or smell, difficulty breathing or a new cough, the student will go to the Health Room. Call ext. 3328 to let them know the student is coming.

**Health Room visits:** Students with non-Covid like symptoms will also go to the health room. Please fill out a health room slip and send it with the student. Some examples of a health room visit include: earache, lost tooth, medications, scrapes, cuts, toothache, diabetics, etc.

If you are concerned about a student's condition, have another student accompany him/her to the office. Report any student injury to the office for insurance purposes.

## Medications

A number of students take medication on a daily basis. Medications are administered by the school's health room assistant. If you have any questions regarding administration of prescription medication, please contact the health room at ext. 3328 or 3389.

## Phones

There are phones located in each classroom. To access an outside line, dial 9 and the number you require. To call any extension, dial that extension directly. The following extensions may be helpful to you:

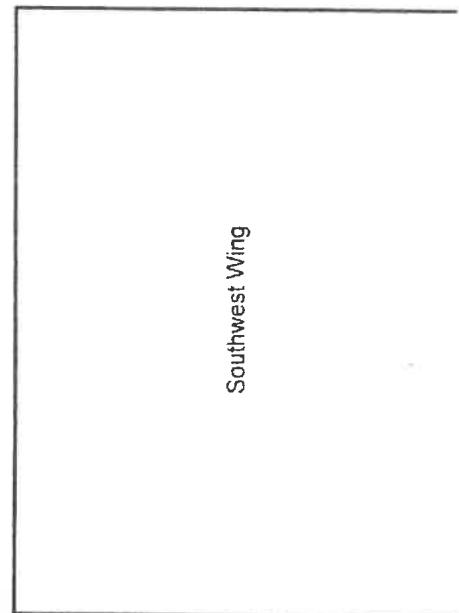
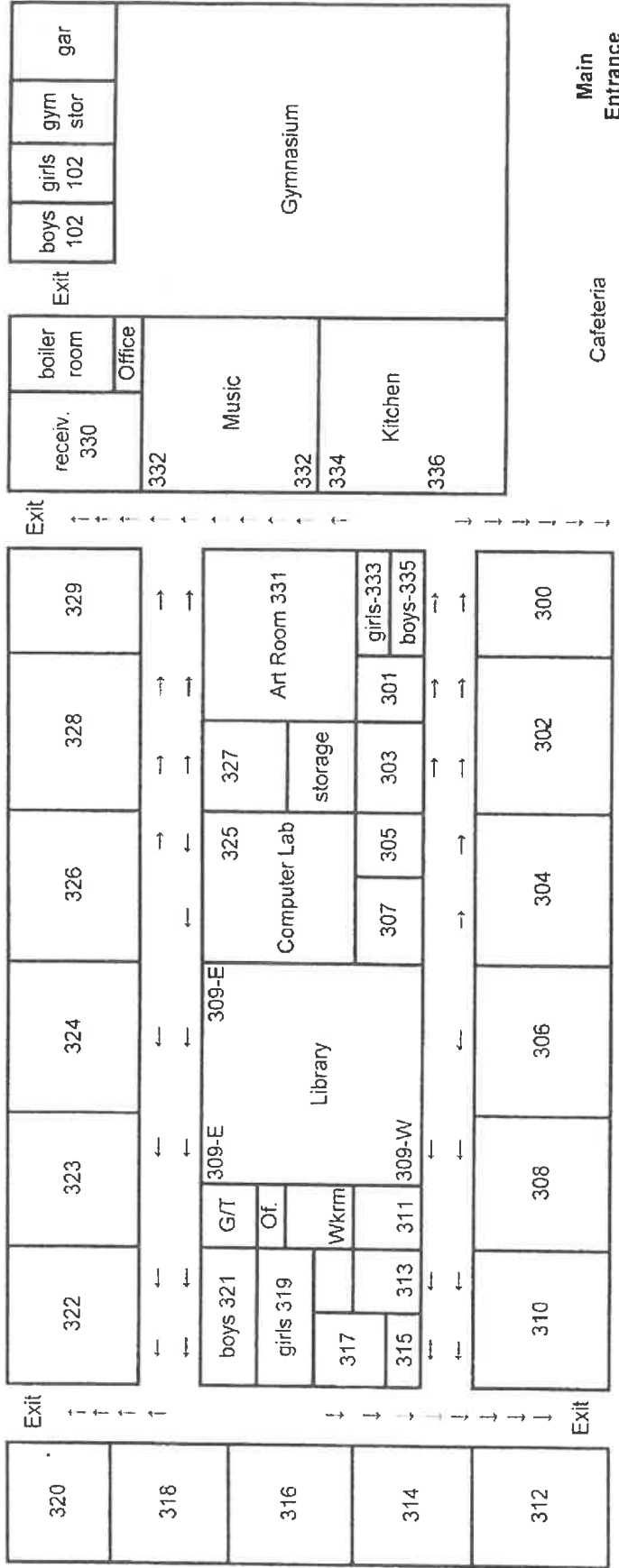
Dan Miller, Elementary Supervisor	3323
Mya Larocque, Office Secretary	3321
Lesia Fuchs, Office Secretary	3322
Amanda Wille, Health Room	3328
Shannon Wiegel, Health Room	3389



If you must call 911 from your room, **dial 911**.

## Releasing Students during the School Day

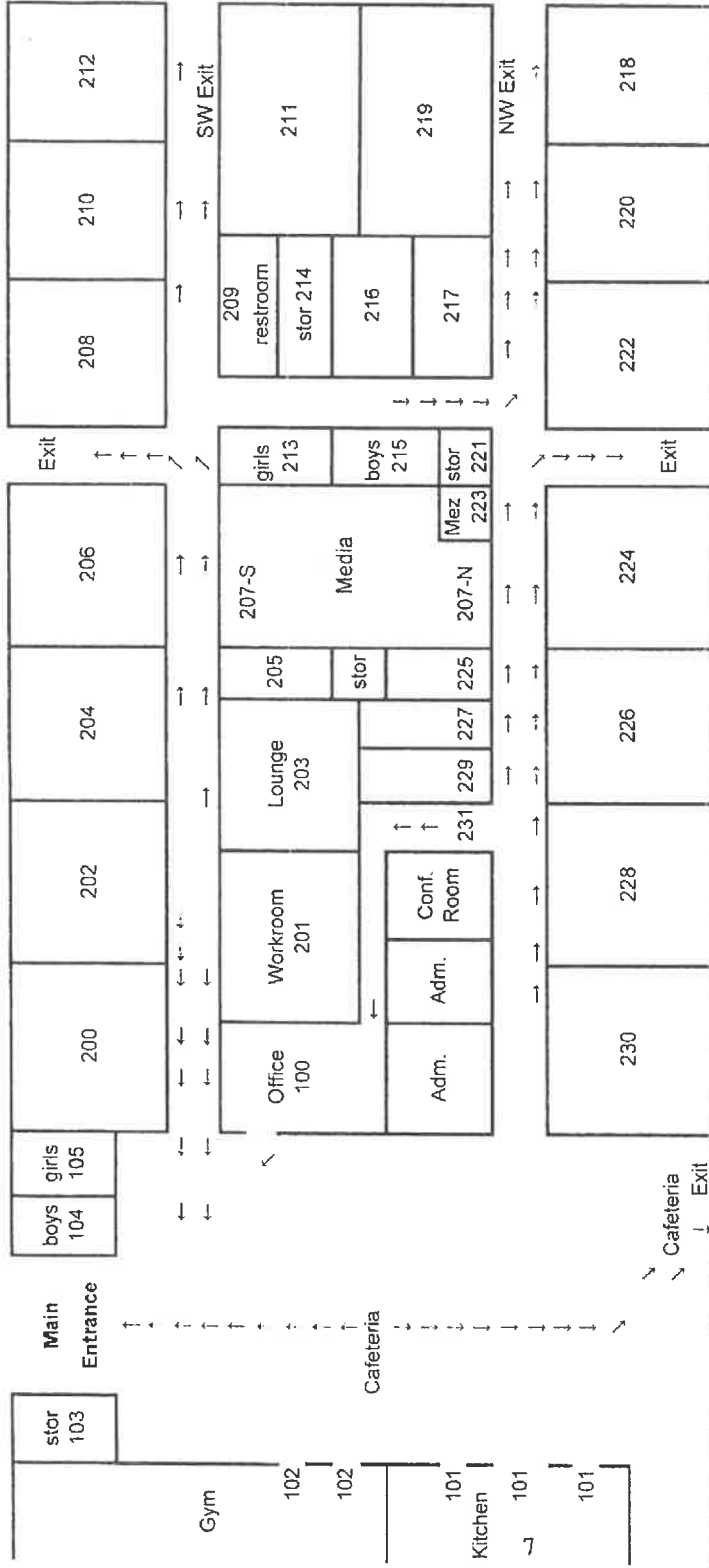
Do not release students to any adults from your classroom; all student pickups must occur at the office where the student will be signed out by an authorizing adult. If the student has a note to be picked up at a certain time, please send the student to the office at that time or we will call your room while the adult remains in the office.



**MEDFORD AREA ELEMENTARY SCHOOL  
NORTHEAST WING  
FIRE DRILL**

E + S  
N + W

revised: 5.1.15



**MEDFORD AREA ELEMENTARY SCHOOL**

**SOUTHWEST WING**

**FIRE DRILL**

S  
E + W  
N

Staff/students using front exit should go to the outdoor classroom.

revised: 5.1.15

## Severe Weather Plan

The following plan is established so that we might be better prepared in case of severe weather in our area. The chances for severe weather in our area are significant enough so that we must prepare and train our school population to “be prepared”. This preparation should offer some degree of insurance that we can control our chances for safety in the event of severe weather.

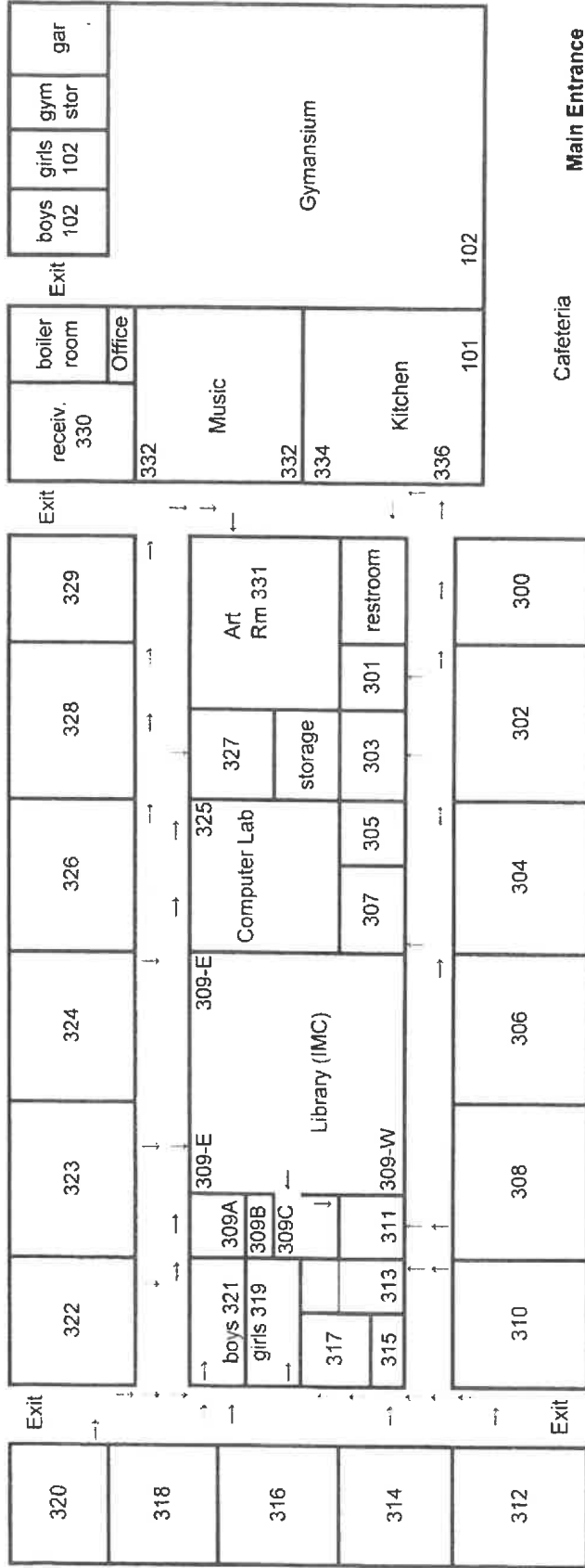
We will do all that we can to combat confusion and hysteria during such times. The first rule that must be complied with is “no talking”. Idle or seemingly innocent remarks can be exaggerated to screams of terror and result in mass hysteria. We must safeguard against this.

Each room has a particular severe weather station to go to. When the warning is announced, we will proceed immediately, without question to these stations and remain there quietly until an all clear announcement is given.

If the warning comes during the evening, we should follow the plan to the letter. Staff members should unlock doors and remain in the assigned area to keep order. Evening visitors should be ushered to the same assigned areas of safety if they are present during such a warning.

Once students are in an assigned area, all teachers will take roll call for their particular groups to assure that all children are accounted for. A staff member will check with each group and report to the principal.

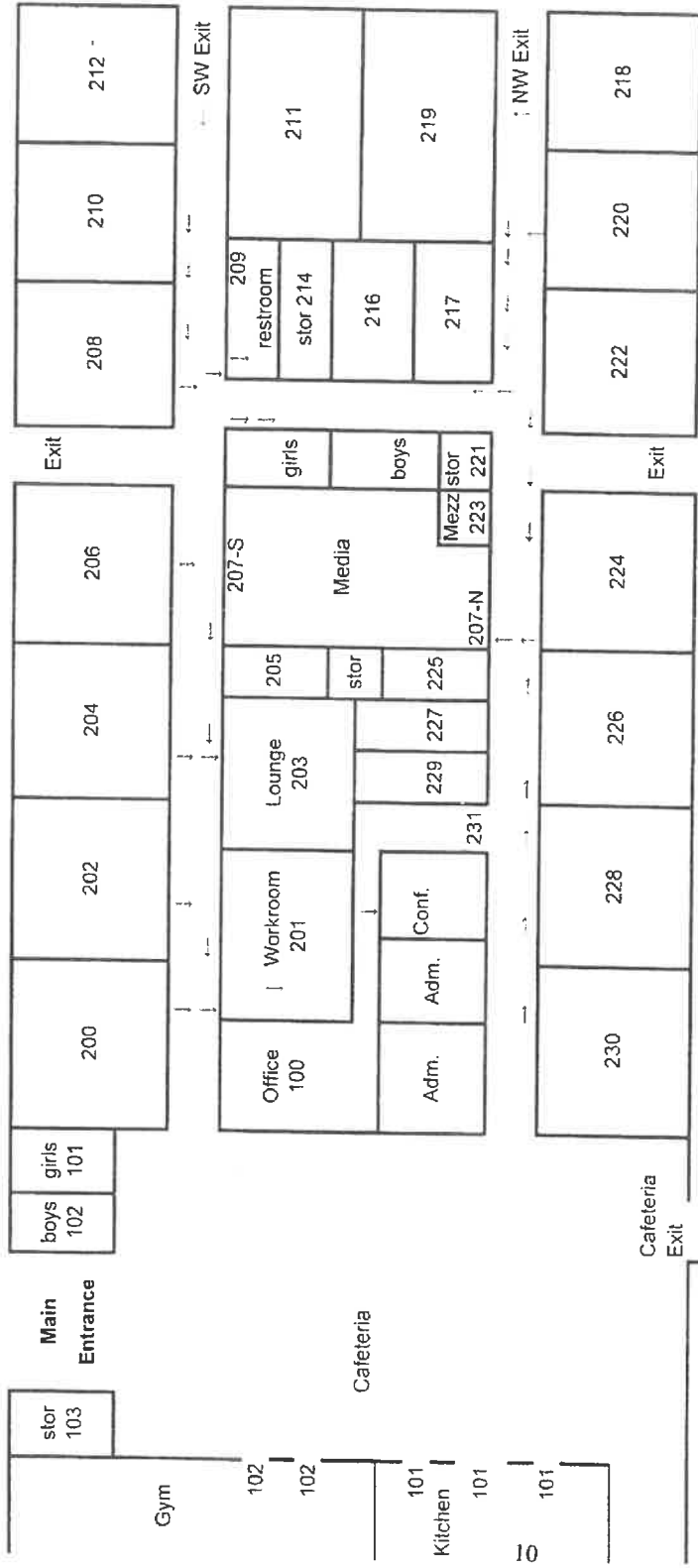




**MEDFORD AREA ELEMENTARY SCHOOL  
NORTHEAST WING SEVERE WEATHER PLAN**

- rooms 300 & 302 go to bathroom by art room
- room 304 splits and goes to rooms 301 & 303
- room 306 goes to room 307
- room 308 goes to room 311
- room 310 goes to room 313
- rooms 312 & 314 go to girls bathroom
- rooms 315, 318 & 320 go to boys bathroom
- room 322 goes to 309A
- room 323 goes to 309B
- room 324 goes to room 327
- rooms 326, 328 & 329 go in art room
- Library class goes to 309C along west side
- \*All interior rooms stay put

E + S  
N + W

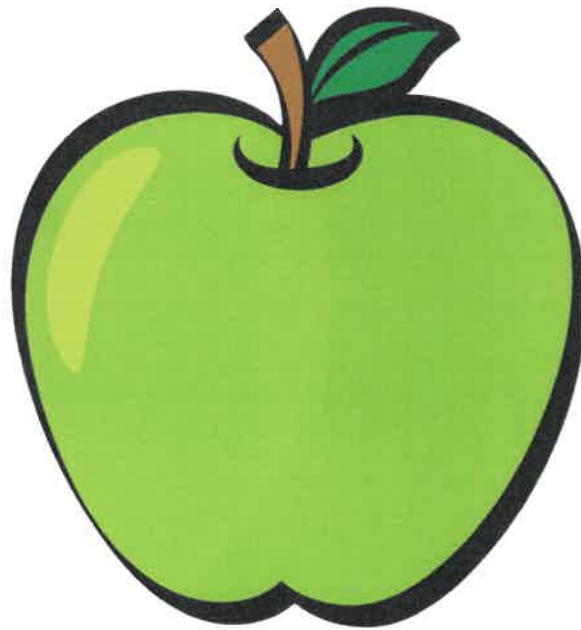


**MEDFORD AREA ELEMENTARY SCHOOL  
SOUTHWEST WING SEVERE WEATHER PLAN**

- room 200 & 202 go to conference room
- room 204 & 206 goes to lounge
- room 208 goes to EC bathroom
- room 210 & 212 go to girls bathroom
- rooms 218 & 220 goes to boys bathroom
- rooms 222, 224, 226, 228, 230 go to media room
- \*All interior rooms stay put

revised 5.1.15

# Substitute Teacher Manual



**Medford Area Middle School**





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# What to Do When You Arrive At The Middle School

Unless you have received a late morning phone call for some reason, you are expected to arrive at school by 7:30 a.m. Report to the office to fill out any necessary paperwork (for payroll purposes), pick up lesson plans, key for the classroom and any other information that you will need. If you have any questions, do not hesitate to ask a neighboring teacher or contact the office to get an answer to your question.

## Hours of Duty

Normally, subs are expected to report by 7:30 a.m. and may leave after school is dismissed. Subs are expected to assume the assigned duties (except detention) of the teacher whom they are replacing.

## Lesson Plans

Lesson plans should be on the teacher's desk. If there are no lesson plans in the classroom and if you have not received any plans from the office when you checked in, please contact the principal immediately. At the end of the day, please leave a note for the teacher about what was covered and any problems which you might have encountered.

## Attendance

A current class list and/or seating chart should be located either in or on the teacher's desk. Subs should keep an accurate account of each student's attendance. Each building currently has a computerized attendance system. If you cannot access the attendance system, call Linda at ext. 2221 to inform her of any absent students. If a student has been absent, a teacher must require an admit slip from him/her before admitting him/her to class. (The students receive an admit slip by presenting a note to Ms. Linda in the office.) If a student does not have an admit slip, send him/her to the office to get one.

Other than a student who is ill (see ILLNESS), a student may only be released from class to leave the building if s/he has a pre-approved dismissal slip from the office. If a student requests to leave and does not have such a permission slip, please contact the office. NEVER release a child to any adult who appears at your classroom door.

## Phones

There are phones located in each classroom. To call any extension, dial that extension directly. The following extensions may be helpful to you:

Justin Hraby, Principal - Extension 2223 (Cell Phone: 715-965-7376)  
Jodi Butler, Assistant Principal - Extension 2225 (Cell Phone: 715-560-0855)  
Amy Gilles, Head Office Secretary - Extension 2221 (Cell Phone: 715-965-0111)  
Linda Rundquist, Office Secretary - Extension 2222  
Sam Brandner, Student Service Secretary - Extension 2224

**MAMS PHONE/ROOM DIRECTORY 2023-24**

**MAMS Fax Number: 715-748-1213**

**MAMS Phone Number: 715-748-2516**

NAME	EXT	ROOM
Avery, Tiffany	2244	A123
Brandner, Heidi	2272	D119
Brandner, Kris	2287	D133B
Brost, Nikki	2247	D136
Brushaber, Andree	2285	B118
Buck, Jake	2254	C103
Buskerud, Jenn	2269	B111
Carlson, Subreana	2296	D104
Crass, Callie	2263	D137
Daniels, Mike	2264	B115
Dassow, Annette	2252	C106
Dassow, Christine	2285	B118
Decker, Eliza	2229	B115
Donyes, David	2257	D134
Farmer, Maridd	2291	Girl's Locker Room
Galan, Kasey	2235	D105
Gelhaus, Gabe	2280	A113/A119
Gierl, Jeanette	2298	Wilson D133D
Gowey, Lea	2229	B115
Grunewald, Jacque	2297	D133C
Gumz, Malinda	2235	D105
Haase, Matt	2259	D113
Hoffmann, Dylan	2261	D110
Johannson, Tessa	2235	D105
Junk, Kendra	2281	Band Room (A131)
	2290	Band Office
Kawa, Zach	2265	D127
Keech, David	2286	D108 (AM)
	2244	A123 (PM)
Kloth, John	2281	Band Room (A131)
	2282	Voicemail
Klapatauskas, Greg	2237	D131
Klemm, Jenny	2250	C105
Kohn, Katy	2255	C101
Komanec, Bob	2273	B116
Kraegenbrink, Brenda	2238	B104
Kramer, Ross	2286	D108
Krueger, Jessie	2258	D112
Krug, Grace	2236	D132
Leiby, Heidi	2274	B113
Mann, Mark	2232	D124
Marcis, Brandon	2252	C106
Murphy, Deanna	2262	D109
Nelson, Brandi	2235	D105
Nelson, Dan	2238	B104
Netzer, Kaitlyn	2235	D105
Nordgren, Matt	2265	D127
Nowak, Caleb	2260	D135
Ognenoff, Carmen	2277	A127
Ognenoff, Josh	2277	A127
Orth, Libby	2246	C112
Pernsteiner, Cathy	2239	B106
Poetzi, Denice	2268	D128
Prihoda, Julie	2246	C112
Rachu, Elizabeth	2251	C111
Rachu, Kasey	2275	B117
Radlinger, Caroline	2293	D106
Rappe, Jason	2243	Boy's Locker Room

NAME	EXT	ROOM
Renly, Tammy	2268	D128
Reynolds, Stephen	2243	Boy's Locker Room
Riemer, Amber	2278	Art Room (A121)
Risch, Becky	2277	Choir Room
	2270	Office A124
Rudolph, Kaelee	2235	D105
Shear, Lisa	2240	B105
Shipman, Garrett	2248	C113
Sova, Justine	2234	D120
Stibbe, Angela	2253	C102
Stockwell, Stephanie	2233	D121
Ulrich, Rebecca	2235	D105
Urmanski, Michelle	2231	D111
Wampole, Destiney	2283	C107
Weber, Tara	2249	D133
Band Room	2281	A131
Cardio Room	2279	A166
Choir Room	2277	A124
Conference Room	2295	Office
Counter Phone	2230	Office
General Music Room	2219	A156
Kitchen	2242	A175
Library	2267	
Teacher's Lounge	2288	D126
Workroom	2292	B132

**MAIN OFFICE**

Hraby, Justin	2223	Principal
Butler, Jodi	2225	Asst. Principal
Gilles, Amy	2221	Principal's Secretary
Rundquist, Linda	2222	Office/Attendance Secretary

**STUDENT SERVICES**

Brandner, Sam	2224	Student Services Secretary
Bridge Room	2283	C107
Demi, Michelle	2205	School Social Worker
Farmer, Jan	2206	Guidance Counselor
Health Room	2256	
Hedtke, Tate	2226	School Psychologist
Peterson, Amanda	2227	School Nurse
CARES Office	2276	
Fleegel, Anne	5534	SPED Administrative Assistant
Greget, Joe	3324	Director of Student Services/SPED
Schwarz, Mindy	4432	District Nurse

**Library/Tech/ELL**

Buehler, Lori	2267	Library
Schultz, Pam	2266	ELL
Schumacher, Tracy	2267	Library
	2289	Library Office

**Activities & Athletics**

Hartl, Casey	4424	Athletic Secretary
Pilgrim, Ryan	4484	Athletic Director
Sackmann, Katie	2299	CLC

District Buildings
MAES: 715-748-2316
SES: 715-678-2600
MASH: 715-748-5951
DO: 715-748-4620
Alt. School: Ext. 4550
SOAR: Ext. 4551

PAGING
Dial: 2730
Listen for two beeps.
Enter location:
All Locations - 00
Classrooms - 01
Outside - 03
Gymnasium - 04

Custodial Staff
Ext. 2241
Amundson, Stu
Ewer, Cameron
PM Staff
Durham, Tristan
Metzger, Peggy
Smith, Dana

MISC.	
Berger, Nick	Ext. 4429
	715-965-3980
Sheriff's Depart.	715-748-2200 X 5
Human Services	715 748-3332
Krug's Bussing	715-748-3194
Aviands	Ext. 4455
	715-748-5951

# 2023-24 TIME SCHEDULE

6:30 a.m. Supervision in Gym

7:30 - 8:10 Breakfast Served

<b>8th Grade</b>	
WIN	7:52 - 8:10
Period 1	8:13 - 8:56
Period 2	8:59 - 9:42
Period 3	9:45 - 10:28
Period 4	10:31 - 11:14
Period 5	11:17 - 12:00
Period 6	12:03 - 12:46
<b>Lunch</b>	12:46 - 1:16
Period 7	1:18 - 2:01
Period 8	2:04 - 2:47
Flex	2:50 - 3:20

<b>7th Grade</b>	
WIN	7:52 - 8:10
Period 1	8:13 - 8:56
Period 2	8:59 - 9:42
Period 3	9:45 - 10:28
Period 4	10:31 - 11:14
<b>Lunch</b>	11:14 - 11:44
Period 5	11:46 - 12:29
Period 6	12:32 - 1:15
Period 7	1:18 - 2:01
Period 8	2:04 - 2:47
Flex	2:50 - 3:20

<b>6th Grade</b>	
WIN	7:52 - 8:10
Period 1	8:13 - 8:56
Period 2	8:58 - 9:41
Period 3 (Rel. Arts A)	9:44 - 10:14
Period 4 (Rel. Arts B)	10:14 - 10:44
Period 5 (Rel. Arts C)	10:44 - 11:14
Flex/Recess	11:16 - 11:42
<b>Lunch</b>	11:44 - 12:14
Period 6	12:16 - 12:59
Period 7	1:01 - 1:44
Period 8	1:47 - 2:30
Period 9	2:32 - 3:15
Homeroom/Flex	3:15 - 3:20

<b>5th Grade</b>	
WIN	7:52 - 8:15
Period 1 (ELA)	8:15 - 9:35
Period 2 (Math)	9:35 - 10:30
Period 3 (Intervention)	10:31 - 11:14
Period 4 (Specials 1)	11:16 - 11:46
Period 5 (Specials 2)	11:46 - 12:16
<b>Lunch</b>	12:16 - 12:46
<b>Recess</b>	12:46 - 1:10
Period 6 (SS/Sci)	1:15 - 1:50
Period 7 (SS/Sci)	1:50 - 2:25
Period 8 (Intervention)	2:25 - 3:05
Homeroom/Flex	3:05 - 3:20

## **Fire Drill Procedures**

1. The major purpose of the fire exit drills is to ensure the safe evacuation of the building by the orderly use of all available exit facilities. Preservation of life takes priority over preservation of property. It is of utmost importance that fire drills be carefully organized and properly supervised to ensure effective and efficient operation. Generally speaking, the loss of life in school fires has been due to the following: delays in detecting the presence of fire, delays in sounding the alarms and delays in leaving the building.
2. Students and teachers are not panic proof. Knowledge and training to meet emergencies are the best guarantee against panic. To help guard against panic, fire drills will be held without advance notice and specific exits will sometimes be blocked.
3. In case of actual fire, the following procedures will be followed:
  - A. Sound the alarm - evacuate the building (see "Evacuation Plan").
  - B. Notify the fire department.
  - C. Search for the exact location of the fire. If feasible, fire extinguishers will be utilized by custodial personnel or teachers pending arrival of the fire department.
4. Although rapid evacuation of the building is important, orderly and controlled movement is even more important. Upon leaving the room, close all doors and windows.
5. Students must be taught to remain silent while the fire drill is in progress. Students must be able to hear the teacher's instructions when and if needed.
6. Custodians will turn off central ventilation fans, man the fire extinguishers and attempt to locate the fire. Any non-teaching employee not performing protective functions and visitors are to evacuate the building.
7. Shop students will be instructed to turn off motors, torches, forges and other equipment that might create a hazard while they are out of the building. Similar action will be taken in laboratories, home economics classes and the lunchroom kitchen.
8. After evacuation of the building, each class/student should move to a predetermined area, away from the danger zone or interference with fire fighters, at least 50 feet from the building, clear of fire hydrants and electric power lines. A definite evacuation area for each class will help prevent panic should there be a fire and anxious parents are attracted to the scene.
9. It is vital that each teacher remember to carry the fire evacuation roster so that they can take roll immediately on arrival at the evacuation area. If any student is unaccounted for, contact the Assistant Principal (715) 560-0855 who will be located by the northeast corner of the building.
10. Each class should remain at its assigned area until the recall signal is given to return to the building, or when dismissed. Because re-entry can be dangerous, no re-entry will be permitted until the re-entry signal has sounded.
11. Upon return to the classroom following a drill, teacher and class will discuss the good and bad features of the drill and plan for improvement of future drills.

# Fire Evacuation Plan at MAMS

Northeast Parking Lot - 7th Grade  
(By last name)

Nordgran: A-C	Urmanski: D-F
Haase: G-J	Kawa: K-L
Sova: M	Krueger: N-R
Stockwell: S-T	Hoffmann: U-Z

Northwest Parking Lot  
6th Grade Students & Staff  
Find homeroom teacher  
Kitchen Staff

Mrs. Butler

Mrs. Farmer & Nurse Amanda  
North side traffic control

Mrs. Risch  
Northwest side traffic control

Mr. Hedtke  
Southeast side traffic control

Southeast Parking Lot - 8th Grade  
(By last name)

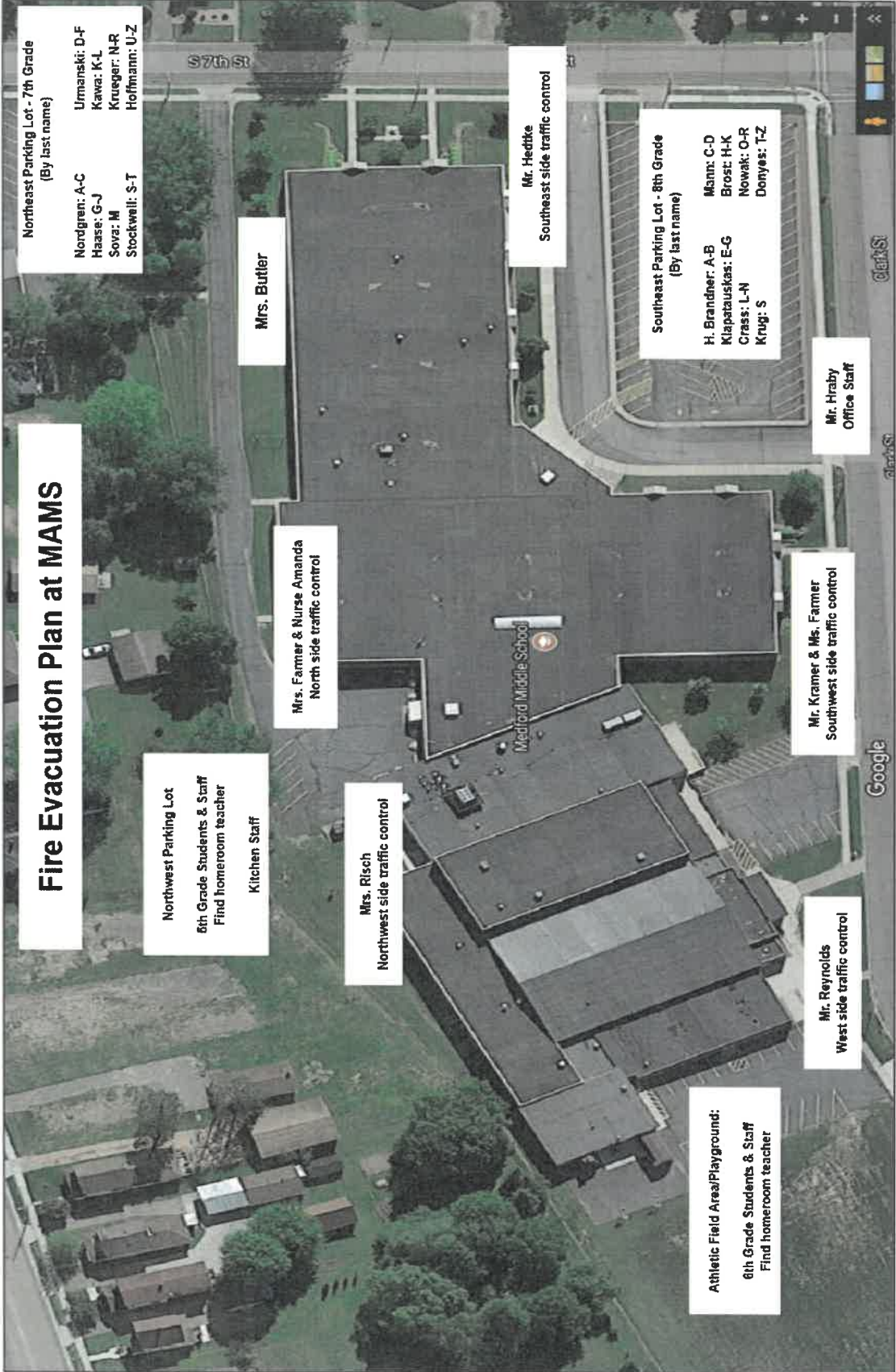
H. Brandner: A-B	Mann: C-D
Klapauskas: E-G	Brost: H-K
Crass: L-N	Nowak: O-R
Krug: S	Donyes: T-Z

Athletic Field Area/Playground:  
6th Grade Students & Staff  
Find homeroom teacher

Mr. Kramer & Ms. Farmer  
Southwest side traffic control

Mr. Hrabý  
Office Staff

Mr. Reynolds  
West side traffic control



## **EVACUATION ROUTES**

**All students will evacuate through the nearest evacuation point. From there, they are to report to their designated location and teacher to be accounted for.**

### **ART (A121, A123)**

Exit through Door 9. (West exit south of tech rooms to the athletic field.) Proceed to the athletic field.

### **AUDITORIUM/GYMNASIUM**

Exit through Door 5. (Auditorium entrance.) Proceed on the sidewalk to the athletic field.

### **5th Grade - B WING (B104 - B118)**

Exit through Door 17. (North door in B Wing.) Proceed to the northwest parking lot.

### **BAND (A131)**

Exit through Door 9. (West exit south of tech rooms to the athletic field.) Proceed to the athletic field.

### **6th Grade - C WING (C101 - C113)**

Exit through Doors 2 & 3. (South doors in C Wing). Proceed right down Clark Street past the loading dock & parking lot.

### **CAFETERIA**

Exit through Door 16. (North cafeteria doors.) Proceed to the assigned location (5th Grade & 6th Grade - Report to homeroom teachers. 7th & 8th Grade to report to assigned locations based on last name.)

### **CHOIR (A124)**

Exit Door 13. (North exit in the choir room.) Proceed to the athletic field.

### **LEARNING COMMONS (B138)**

Exit through Door 16. (North cafeteria doors.) Proceed to the assigned location (5th Grade & 6th Grade - Report to homeroom teachers. 7th & 8th Grade to report to assigned locations based on last name.)

### **7th & 8th Grade - D WING (D104 - D137)**

Exit through Doors 19 & 20. (East doors in D Wing.) Turn left and proceed to the northeast parking lot.

### **KITCHEN**

Exit through Door 16. (North cafeteria doors.) Proceed to the northwest parking lot.

### **SECRETARIES**

Exit through Door 1. All secretaries will report to the building principal who will be located south of the main entrance by the Clark Street exit driveway. The attendance secretary will report with the Daily Bulletin, Sign In/Out Sheet and Daily Attendance Report. The principal's secretary will bring out the Emergency Backpack. The student service secretary will bring out the medication backpack.

### **SMALL GYMNASIUM**

Exit through Door 5. (Auditorium entrance.) Proceed on the sidewalk to the athletic field.

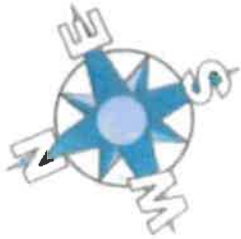
### **TECH ED (A113/A119)**

Exit through Doors 10, 11 or 12. (West doors in tech ed rooms.) Proceed to the athletic field.

### **ALTERNATE PLAN**

It is the duty of the teacher to designate the evacuation route necessary to evacuate his/her class in the safest possible manner.

# Medford Area Middle School



5<sup>th</sup> Grade  
 6<sup>th</sup> Grade  
 7<sup>th</sup> + 8<sup>th</sup> Grade  
 Tech Ed / Art / Music  
 Office



### **Illness or Injury (Student)**

In case of serious injury in your classroom, notify the health office by phone (ext. 2224 or 2227). If a student does not feel well, she/he should go to the health room. If you are concerned about a student's condition, have another student accompany him/her to the office. You need to report any student injury to the health office for insurance purposes.

### **Medications (Student)**

If a student tells you that they need to go to student services to take medication, call the student services secretary, Sam Brandner (ext. 2224) and verify the time with her before sending the student to the office.

### **Passes**

Any student who leaves the classroom (to go to the bathroom, the office, the resource center, or another classroom) should have a pass.

### **School Wide Rules**

The following are the School Wide rules. Violation of these rules may result in detention or suspension:

1. Students will follow directions.
2. Students will promote a positive learning environment.
3. Students will respect others and property.
4. Students will use appropriate language and gestures.

Each teaching pod/team has also developed a classroom set of rules. These should be posted in the classroom.

If it is necessary to send a student to the office, please call the principal, describe the incident and send the student to the office.



## Severe Weather Plan

This plan offers some degree of assurance that we can control our chances of safety in the event of severe weather. Confusion and hysteria must be avoided at such a time, therefore, the first rule is NO TALKING; idle remarks can lead to mass hysteria.

When the warning is announced, you are to proceed immediately without question to your assigned area and remain there quietly until the "all clear" is announced.

These rules apply during evening activities as well as when school is in session during the day.

### Things to Remember:

- A. Middle school teachers are to lead their students to their proper places. Assign students to close windows and doors and turn off the lights.
- B. **No** windows or exterior doors should be left open.
- C. Students should be seated facing the wall.
- D. Students are not allowed to talk during this drill. Staff members are to talk only when necessary.
- E. The plan which has been developed for each handicapped student will be followed.
- F. When the situation is "all clear", the PA should be used to announce the return to class.

### ASSIGNED AREAS

<b>B Wing (5th Grade Wing)</b> B104 to B111 B105 to B111 B106 to B111 B111 to remain in the classroom B113 to B117 B116 to B117 B117 to remain in the classroom.	<b>D Wing (7th &amp; 8th Grade)</b> D105 to D120 D108 to D120 D109 to D120 D110 to D121 D111 to D121 D112 to D121 D113 to D127 D120 to remain in the classroom. D121 to remain in the classroom. D124 to remain in the classroom. D127 to remain in the classroom. D128 to D127 D131 to remain in the classroom. D132 to D120 D133 to D120 D134 to D124 D135 to D124 D136 to D124 D137 to D124
<b>C Wing (6th Grade Wing)</b> C101 to B133 C113 to B133 C102 to C107 C103 to C107 C105 to C106 C106 to remain in the classroom C107 to remain in the classroom. C111 to C106 C112 to the conference room in the main office.	
<b>Art Rooms</b> to the Clay Room <b>Auditoriums (Large &amp; Small Gym)</b> Girls to the girl's locker room. Boys to the boy's locker room. <b>Band</b> to the general music room & practice rooms. <b>Cafeteria</b> to the main hall leading to the office. <b>Choir</b> to the band practice rooms adjacent to the choir room, band office & connecting hallways if needed.	<b>General Music Room</b> to remain in room. <b>Kitchen</b> to the kitchen storeroom. <b>Library/Learning Commons</b> to the library office/workroom. <b>Office</b> to the office hallway. <b>Tech Ed</b> to the Clay Room.

# Substitute Teacher Manual



Medford Area Senior High



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## MASH BELL SCHEDULE 2023 - 2024

Hour	Regular Schedule
1	8:00 - 8:45
2	8:50 - 9:35
XLT	9:40 - 10:01
3	10:06 - 10:51
4	10:56 - 11:41
5A Lunch 5B Class	11:41 - 12:07 12:12 - 12:57
5A Class 5B Lunch	11:46 - 12:31 12:31 - 12:57
6	1:02 - 1:47
7	1:52 - 2:37
8	2:42 - 3:27
Class Periods - 45 minutes Passing Time - 5 minutes Lunch - 26 minutes XLT - 21 minutes	

Hour	Early Release
1	8:00 - 8:34
2	8:39 - 9:13
XLT	9:18 - 9:39
3	9:44 - 10:18
4	10:23 - 10:57
6	11:02 - 11:36
5A Lunch 5B Class	11:36 - 12:02 12:07 - 12:41
5A Class 5B Lunch	11:41 - 12:15 12:15 - 12:41
7	12:46 - 1:20
8	1:25 - 1:59
Class Periods - 34 minutes Passing Time - 5 minutes Lunch - 26 minutes XLT - 21 minutes	

Hour	Finals	
1	2	8:00 - 9:25
XLT	XLT	9:30 - 9:51
3	4	9:56 - 11:21
5A Lunch 5B Class	5A Lunch 5B Class	11:21 - 11:47 11:52 - 12:27
5A Class 5B Lunch	5A Class 5B Lunch	11:26 - 12:01 12:01 - 12:27
5	6	12:32 - 1:57
7	8	2:02 - 3:27
Class Periods - 85 minutes Passing Time - 5 minutes Lunch - 26 minutes XLT - 21 minutes		

# Medford Area Senior High

## 2023 - 2024

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	NT	NT	25	26
27	28	IN	IN	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	LD	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	ER	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	PT	IN	20	21
22	23	24	25	26	27	28
29	30	31				

*Homecoming Week October 2-7*

November 2023						
S	M	T	W	T	F	S
			1	2	Q1	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	ER	22	TG	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
CE	CD	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	NYD	2	3	4	5	6
7	8	9	10	11	12	13
14	Q2	16	17	18	IN	20
21	22	23	24	25	26	27
28	29	30	31			

*Winter Carnival Week Jan. 29-Feb. 3*

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	ER	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	Q3	23
24	25	26	27	IN	GF	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	ER	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	ER	16	17	18
19	20	21	22	23	Q4	25
26	MD	28	29	30	31	

**Early Registration**  
 In-Service Days before school year  
**NO SCHOOL**  
**EARLY RELEASE**  
 Quarters End:  
 Nov. 3, Jan. 15, March 22, May 24

## 2023-2024 STUDY HALLS

<u>Hour 1st Semester</u>			<u>Hour 2nd Semester</u>		
1st	Danielle Diedrich	Guided	1st	Lynn Lindau	Guided
	Alexa Vaughn	Guided		Alexa Vaughn	Guided
	Tracy Swedlund	CoLab		Danielle Diedrich	CoLab
	Ryan Brown	Sands		Sean Porten	CoLab
				Terry Werner	Sands
2nd	Kris Gingras	Guided	2nd	Kyle Ranum	Guided
	Karla Klapatauskas	Guided		Ross Hackbarth	Guided
	Alaric Huls	CoLab		Alaric Huls	CoLab
	Brady Wert	Sands		Brady Wert	Sands
3rd	Tana Rosemeyer	Guided	3rd	Tana Rosemeyer	Guided
	Ross Hackbarth	Guided		Morgan Wilson	Guided
	Casey Anderson	CoLab		Joe Gasser	CoLab
	Logan Peissig	Sands		Logan Peissig	Sands
4th	Jackie Lemke	Guided	4th	Casey Anderson	Guided
	Sean Porten	Guided		Sean Porten	Guided
	Doug Eichman	CoLab		Doug Eichman	CoLab
	Terry Werner	Sands		Jackie Lemke	CoLab
				Jason Rappe	Sands
5th	Joanna Messmann	Guided	5th	Joanna Messmann	Guided
	Brad Paff	Guided		Brad Borchardt	Guided
	Brad Borchardt	CoLab		Kris Gingras	CoLab
	Jason Rappe	Sands		Brad Paff	Sands
	Makayla Strassburger	LD/Detentions		Tracy Swedlund	LD/Detentions
6th	Marshall Vaughn	Guided	6th	Marshall Vaughn	Guided
	Makenzie Flynn	Guided		Mackenzie Flynn	Guided
	Casey Anderson	CoLab		Makayla Strassburger	CoLab
	Karli Jopp	Sands		Karli Jopp	Sands
7th	Morgan Wilson	Guided	7th	Lisa Kopp	Guided
	Lynn Lindau	Guided		Lynn Lindau	Guided
	Kyle Ranum	CoLab		Karla Klapatauskas	CoLab
	Joe Gasser	CoLab		Ryan Brown	Sands
	Lisa Kopp	Sands			
8th	Samantha Eckert	Guided	8th	Samantha Eckert	Guided
	Rachel Hovde	Guided		Cullin Peterson	Guided
	Cullin Peterson	CoLab		Tracy Swedlund	CoLab
	Becky Heikkinen	Sands		Rachel Hovde	CoLab
				Becky Heikkinen	Sands





# 2023-24 Teacher Utilization Chart

Reg Bell Schedule	Teachers	8:00 - 8:45	8:50 - 9:35	10:06 - 10:51	10:56 - 11:41	11:46 - 12:31	12:32 - 12:57	1:02 - 1:47	1:52 - 2:37	2:42 - 3:27
		1	2	3	4	5	6	7	8	
Swanson, L.	Driver Education	220	220							
FAM/CONS SCIENCE	LIFE MANAGEMENT (A - C1)	110	110	110	110	110				
Gelhaus, B.	LIFE MANAGEMENT	110	110	110	110	110				
Peterson, Heather	APP BUS CON 51*	SANDS	SANDS	SANDS	SANDS	SANDS	APP BUS CON 51*	SANDS	APP BUS CON 51*	SANDS
	APP BUS CON 52*	SANDS	SANDS	SANDS	SANDS	SANDS	APP BUS CON 52*	SANDS	APP BUS CON 52*	SANDS
Srassburger, M.	GLOBAL KIT	109	109	109	109	109	CoLab	215A	FOOD EXPLORE	109
	CREATE COOK	109	109	109	109	109	CoLab	215A	FOOD EXPLORE	109
EDBEIGN LANG	SPANISH I	101	101	101	101	101	Guided Study Hall	214A	SPANISH I	101
Flynn, M.	SPANISH II	103	103	103	103	103	Guided Study Hall	214A	SPANISH II	103
Wilson, M.	SPANISH III	103	103	103	103	103	Guided Study Hall	214A	SPANISH III	103
MUSIC	MUSIC THEORY	225/226	225/226	225/226	225/226	225/226	Band	225/226	Band	225/226
Kloth, J.	MUSIC THEORY	225/226	225/226	225/226	225/226	225/226	Band	225/226	Band	225/226
Kent, T.	MUSIC HIST/UT	215/226	215/226	215/226	215/226	215/226	Band	215/226	Band	215/226
Ognenoff, C.										
Ognenoff, J.										
PHY ED	PHY ED 9/10	GYM	GYM	GYM	GYM	GYM	PHY ED 9/10	GYM	PHY ED 9/10	GYM
Brown, R.	PHY ED 9/10	GYM	GYM	GYM	GYM	GYM	PHY ED 9/10	GYM	PHY ED 9/10	GYM
Houde, R.	PE JUST BOYS	GYM	GYM	GYM	GYM	GYM	PE JUST BOYS	GYM	PE JUST BOYS	GYM
	PE LOW IMPACT	GYM	GYM	GYM	GYM	GYM	PE LOW IMPACT	GYM	PE LOW IMPACT	GYM
	HEALTH(A)	122	122	122	122	122	HEALTH	122	HEALTH(A)	122
Rappe, J.	MAANS									
TECH ED	BUILDING CONST	401	401	401	401	401	INT TO CONST	401	INT TO CONST	401
Eichman, D.	BUILDING CONST	401	401	401	401	401	WOOD MFG	401	WOOD MFG	401
Gasser, J.	ELECTROMECH 1	218	218	218	218	218	METAL MFG 2	218	METAL MFG 2	218
	METAL MFG 1	218	218	218	218	218	METAL MFG 1	218	METAL MFG 1	218
Diedrich, C.	SMALL ENGINE	219	219	219	219	219	INTRO TECH A	219	INTRO TECH A	219
	SMALL ENGINE	219	219	219	219	219	SMALL ENGINE	219	SMALL ENGINE	219
Sapinski, D.	HMV	407	407	407	407	407	ABC'S OF AUTO	407	ABC'S OF AUTO	407
	ABC'S OF AUTO	407	407	407	407	407	AUTO MECH I	407	AUTO MECH I	407
ELL										
Soto, G.										

**ADMINISTRATION**  
 Jill Lybert  
 Andy Gudun  
 Principal  
 Assistant Principal

**STUDENT SERVICES**  
 Nick Berger  
 Mindy Schwartz  
 Tolea Kamm-Feisig  
 Terry Lybert  
 Police/School Liaison Officer  
 School Health Nurse  
 Guidance Counselor (A-K)  
 Guidance Counselor (L-Z)



Updated 08-18-2023

2023-24 Teacher Utilization Chart

SPED 08-17-23 SIMPLE

Reg Bell Schedule	Lunch	8:00 - 8:45	8:50 - 9:35	10:06 - 10:51	10:56 - 11:41	A Class: 11:46 - 12:31 B Class: 12:12 - 12:57	1:02 - 1:47	1:52 - 2:37	2:42 - 3:27
CERTIFIED STAFF	5	1	2	3	4	5	6	7	8
Beilke, Jamie - 115	A	Resource Room 116	GEOMETRY (A) 112	MATH 1*(A) 111A	ALGEBRA A (A) 108	Resource Room 116	ENGLISH 9 (A) 102	PREP	PRE-ALGEBRA (A) 104
Dittrich, Oratee - 111B	A	SKILLS/SUCCESS 111B	DIY LIV MATH*(A) 111B	DIY LIV SCI*(A) 115	Resource Room 116	EBD	EBD	PREP	SOCIAL SKILLS* 111B
Hartl, Samantha - 115	A	PREP	LIT/COMP 12*(A) 115	Instructional Mentor	DIY LIFE MGT*(A) - DUMG/02	FINANC LIT*(A) 115	CONNS MATH 2*(A) 115	Resource Room 116	CONNS MATH 1*(A) 115
Kozey, Heather - 111A	LD	SKILLS/SUCCESS 111A	EBD	Resource Room 116	PREP	Lunch Duty	DIY LIV SOCS/STUD* 111A	HEALTH*(Acc) 111A	LANG/COMP 11 (A) 212
Meerstein, Tim - 115	LO	APPL CHEM (A) 203	APPL CHEM (A) 203	DIY LIV SCI*(A) 115	GEDO 2	PREP	BIOLOGY*(A) 115	CHEMISTRY (A) 203	Resource Room 116
Turner, Citony - 111A	A	PREP	Resource Room 116	PHYSICAL SCIENCE (A) 203	MATH 2*(A) 111A	Resource Room 116	Resource Room 116	DIY LIV ENG*(A) 115	Resource Room 116
Wilson, Kim - 111B	A	ALGEBRA I (A) 108	PREP	ENGLISH 10*(A) 111B	ENGLISH 10 (A) 102	ALGEBRA B (A) 120	Resource Room 116	ENGLISH 10 (A) 102	US GOV*(A) 111A

Reg Bell Schedule	Lunch	8:00 - 8:45	8:50 - 9:35	10:06 - 10:51	10:56 - 11:41	A Class: 11:46 - 12:31 B Class: 12:12 - 12:57	1:02 - 1:47	1:52 - 2:37	2:42 - 3:27
Assistants	5	1	2	3	4	5	6	7	8
Johnson, Jaime - 111B	A	LANG/COMP 11 (A) 102	ALGEBRA A (A) 120	LANG/COMP 11 (A) 102	US HISTORY (A) 121	US HISTORY (A) 121	ALGEBRA A (A) 108	MENTORSHIP - MENTS/04 - (ES)	MENTORSHIP - MENTS/04 - (ES)
Krause, Dawn - 111A	A	US GOV (A) 123	DIY LIFE MGT*(A) 115	LIT/COMP 12 (A) 211	US HISTORY (A) 121	US GOV (A) 123	LIT/COMP 12 (A) 211	US GOV (A) 119	LIT/COMP 12 (A) 211
Makovsky, Stacy - 115	A	DIY LIV RES*(A) 115	DIY LIV MATH*(A) 111B	DIY LIV SCI*(A) 115	DIY LIFE MGT*(A) 115	FINANC LIT*(A) 115	Resource Room 116	DIY LIV ENG*(A) 115	SOCIAL SKILLS* 111B
Ready, Jenna - 111A	LD	SKILLS/SUCCESS 111B	DIY LIFE MGT*(A) 115	MENTORSHIP (A) - MENTS/02 (LL)	MENTORSHIP (A) - MENTS/02 (LL)	Lunch Duty	HEALTH(A) 122	HEALTH(A) 122	ENGLISH 9 (A) 102
Redmann, Carrie - 111B	A	HUMAN GEO (A) 118	HUMAN GEO (A) 118	US HISTORY (A) 123	DIY LIFE MGT*(A) 115	UNIFIED AG BARN2	DIY LIV SOCS/STUD* 111A	Resource Room 116	SOCIAL SKILLS* 111B
Schaefer, Michelle - 111B	LO	DIY LIV RES*(A) 115	DIY LIV MATH*(A) 111B	ALGEBRA B (Acc) 120	Resource Room 116	Lunch Duty	DIY LIV SOCS/STUD* 111A	DIY LIV ENG*(A) 115	SOCIAL SKILLS* 111B
Taufges, Elizabeth - 115	A	Resource Room 116	Resource Room 116	ENGLISH 9 (A) 213	HUMAN GEO (A) 123	UNIFIED AG	ENGLISH 9 (A) 213	ENGLISH 9 (A) 213	HUMAN GEO (A) 123
Waldhart, Jenel - 115	B	SOLOS (A) 207	FIN LIT (A) 209	BIOLOGY (A) 207	TC-TRADE MAT (A) 113	ENGLISH 10 (A) 211	BIOLOGY (A) 207	PHYSICAL SCIENCE (A) 204	PHYSICAL SCIENCE (A) 203

ADMINISTRATION  
Jill Lybert  
Principal  
Andy Guden  
Assistant Principal

STUDENT SERVICES  
Nick Berger  
Police/School Liaison Officer  
Mindy Schwartz  
School Health Nurse  
Tolar Kamm-Peissig  
Guidance Counselor (A-K)  
Terry Lybert  
Guidance Counselor (L-Z)



Updated 08-18-2023

# Staff Severe Weather Drill Procedures -- MASH

1. **Keep Crisis Clipboard** in an easily accessible location. Have the following items on the clipboard:
    - a. Pen
    - b. List of each class of your students to be able to take attendance

**\*\*Make sure your substitute teacher knows where your Crisis Clipboard is.**
  
  2. **Prepare in advance.** Staff, be aware of protocol for different areas of the building where you may be throughout the day. Have already discussed this plan with students. Remind them to comply with these guidelines:
    - a. Take notice in each of their classrooms as to where the designated safe areas are.
    - b. No talking during drills, so we can hear announcements and instructions.
    - c. In an emergency, students will face walls, crouched in a 'duck and cover' position, covering their head. If in the lower level hallway, fire doors will be closed (on the east end of the main building) and students should take the same position.
    - d. Stay clear of windows that may implode during severe weather, causing glass and debris to scatter.
    - e. Flashlights will be located in lower level rooms, if needed, for electrical outage. Teachers, please also keep at least one bottle of water in your room for emergencies.
  
  3. **When the Severe Weather warning is alerted/drill is begun :**
    - c. If you are in your classroom:
      - Grab your Crisis Clipboard, cell phone or Chromebook, and flashlight (if you have one).
      - Shut windows, shut off the lights, and lock the classroom door on the way out. This will let others know that no one is in the room.
      - Take your class to the designated safe zone below.
    - b. If you are a lunch supervisor:
      - Help with getting students to the designated safe zone. Note that attendance will not be taken if severe weather occurs during lunch. Teachers will ask students if they have noticed another student is missing when you get to the lower level. Forward any missing students' names to Mr. Guden.
    - c. If you are outside of the building:
      - Move the students to indoor safe zones.
- 

When the warning is announced by the P.A. system, we will proceed immediately to these stations and remain there quietly until the all-clear announcement is given.

- **Fitness Room** - All P.E. classes (from Raider Hall, Pool, outside, etc.)  
Use the Raider Hall stairway A and B by the music rooms, or enter the building and go to the Fitness Room.
- **Wrestling Room** - Rooms 222, 223, 224, 225, 226 (Band and Choir), Sands and/or lunch B  
Use the Raider Hall stairway A and B
- **Girls' Locker Room** - Rooms 216, 217-Studio, 219 (when class is in session), 220  
Use the Raider Hall stairway A and B.
- **Boys' Locker Room** - Rooms 214-Guided, 215A-Colab, 215 B-Workshop, 218  
Use the Raider Hall stairway A and B
- **Boys' "Team" Room** - Rooms 201 and 203  
Use the main office stairway and go to the team room.
- **Tech Ed Building** - Rooms 401, 407  
Students will remain in these rooms, away from doors and windows.
  - Rooms 402 and 405 go to room 401
  - Rooms 406 and 408 got to room 407
- **Barn/Classroom - New\***  
If there is no time to get over to the main building, remain in the new barn. Move into the two bathrooms and utility room in the center of the structure.

\*If we are under a Severe Weather Watch, we will move classes to the main building.

- **Vault Area/ Main Office** - Office Staff

Jill Lybert, Andy Guden, and Jed Miller will search restrooms, workrooms, etc. and report to the vault area to be readily available.

Jed Miller and Rick Wegerer will shut off all gas, electric, and water supplies, then report to safe area. Other custodial staff will report to P.E.hallway.

To assure that all students are accounted for, attendance will be taken when the class reaches its assigned area. If you are missing a student, please contact Mrs. Lybert or Mr. Guden via text or email.

**When school is not in session, i.e. after normal school hours, weekends, games, etc.**

1. **Students and Faculty**
  - a) Wrestling Room
2. **Support Staff and Visitors**
  3. Male - Boys' Locker and Team Room (downstairs)
  4. Female - Girls' Locker Room and lower level in PE hallway.

MASH support staff and faculty should unlock needed classrooms/areas and remain in the areas for supervision.

We will usher the evening spectators or visitors to the downstairs area if they are present during a severe warning.

# Staff Fire Drill Procedures -- MASH

1. Keep **Crisis Clipboard** in an easily accessible location. Have the following items on the clipboard:
  - a. Pen
  - b. One complete and updated list of all XLT teachers.
  - c. One complete and updated list of all XLT students by teacher.
  - d. Multiple copies of your roster of XLT students.
  - e. Make sure your substitute teacher (when warranted) knows where your Crisis Clipboard is.
  
2. **Fire alarm sounds :**
  - a. *Make sure this is a real fire alarm (i.e. not an intruder).*
  - b. If you are in your classroom:
    - Grab your Crisis Clipboard and exit the building from the pre-assigned door.
    - Close and lock the classroom door and shut off the lights.
  - c. If you are at another location in the building.
    - Exit the building at the closest location.
  
3. **Once you have exited the building:**
  - a. If you are with a classroom of students:
    - Lead your students around the building to the Raider Field.
    - Instruct students to go to their XLT teacher's line on Raider Field (see list). They should line up alphabetically on the yard lines of Raider Field with their XLT teacher standing on the sideline closest to the bleachers and the students single-file sitting behind the teacher on the line.
  - b. If you are not with a classroom of students:
    - If you are an XLT teacher, go to your assigned spot on Raider Field and line your students up.
    - If you are not an XLT teacher, direct students around the building and assist them with finding their XLT teacher. Cover for any missing staff due to being in another building or having a substitute; share an extra copy of the master XLT list. Otherwise gather at the center of the field close to the bleachers to assist administration with attendance and other duties.
  
4. **Staff and students are lined up on the Raider Field\*:**
  - a. If you have an XLT:
    - Take attendance on the individual XLT sheets. If you do not have a Crisis Clipboard due to being in another location in the building, use a master list from another teacher standing near you. On your attendance sheet, circle any missing students. On the top of the roster, write the number of students that are absent from your class; circle the number so we know

Jed Miller rings drill bell, checks and exits building.  
Office staff brings megaphone, keys, lists and exits building.  
Trevor Kent, Ted Wilson, and Officer Berger check hallways those needing assistance in evacuation and exit building.  
Principals report to field/parking lot to begin collecting attendance.  
Assistants (not with a class) and office staff help to collect attendance after homeroom teachers have circled absent students on their rosters. Give to Mr. Guden.

211, 212	Turn left-keep left	Northeast Exit, Door 18
AV Room, AD and AD Asst/ Mentoring	Turn left-keep left	North Exit, Door 17
213,214,215,216,217	Turn right-keep right	North Exit, Door 17
Library	Turn right, South exit OR Turn left to North exit	South Exit, Door 1 North Exit, Door 17
"M" Rm, South Hall Cafeteria, Kitchen	Main exit & Cafeteria	Cafeteria Exits, Doors 2 and 5
Red/White Theater	Exit rear doors-turn left	Cafeteria Exit, Door 2
Raider Hall	Exit west gym doors	Southwest Exit, Door 5
Team Rm & Boys Locker Rm	Exit the Mud Room	P.E. Exit, Door 14
Girls Locker Rm	Exit the Mud Room	P.E. Exit, Door 14
Wrestling Rm	Turn right to Fitness Center, then exit	Fitness Center Exit (NW corner), Door 11
Fitness Center	Fitness Center exit	Fitness Center Exit (NW corner), Door 11
Swimming Pool & Swim lockers	Turn left, keep left	West and Northwest Exits, Doors 8 and 9
Sands	Southwest exit	Southwest Exit, Door 5
Central Office & Guidance	South exit	South Exit, Door 1

**TECH ED BUILDING \***

Welding, Room 408	Exit north door	North room exit, Door 22
Auto Shop & classroom Rooms 406,407	Exit north door	North room exit, Door 23
Building Trades &	Exit east door	East room exit, Door 24

Jed Miller rings drill bell, checks and exits building.  
Office staff brings megaphone, keys, lists and exits building.  
Trevor Kent, Ted Wilson, and Officer Berger check hallways those needing assistance in evacuation and exit building.  
Principals report to field/parking lot to begin collecting attendance.  
Assistants (not with a class) and office staff help to collect attendance after homeroom teachers have circled absent students on their rosters. Give to Mr. Guden.

# Active Intruder Drill Procedures -- MASH

## Evacuate or Barricade

1. Keep **Crisis Clipboard** in an easily accessible location. Have the following items on the clipboard:
  - a. Pen
  - b. List of each class of your students to be able to take attendance**\*\*Make sure your substitute teacher knows where your Crisis Clipboard is.**

### 2. Prepare in advance.

Staff should be aware of protocol for different areas of the building where they may be throughout the day. Know what you have in your classroom(s) that can be used to barricade your door and protect you and your students in the event of lockdown/barricade and evacuation. Have already discussed this plan with students in advance.

#### In case of an intruder, use PA system to alert:

- Dial **4730**, wait for beep and dial **00** to make an 'all call' announcement
- Give this information:
  - **What is the threat?**
  - **Where is the threat?**
  - **In what direction is the threat moving?**

#### Remind students to comply with these guidelines:

- a. Take notice in each of their classrooms as to what evacuation and barricading options there are.
- b. Listen to alert messages and make decisions based on information provided.
- c. If evacuating, go to the evacuation site discussed.
- d. If barricading in the classroom, move quickly and quietly to barricade the door. Remain quiet in the classroom. Prepare to fight.
- e. Stay clear of windows and doorways.
- f. Do not go to lockers or vehicles.
- g. In a drill, remain in your safe zone quietly until the all-clear announcement is given.

#### Example text on PA:

“There is a (name of threat) in the (specific location).  
The threat is going (direction of travel).”

If safe to do so, also include description of threat:

- Gender
- Clothing
- Name of person, if known...

### ❖ **Keep classroom doors locked at all times, whether or not in a drill.**

- Students should not have access to classrooms without a supervising adult.

### 3. When alerted to an Active Intruder :

#### a. Listen for instructions, and based on the announcements:

- If you are close to the location of the threat:
  - Lock and barricade your door as quickly as possible.
  - Shut the lights off.
  - Look for alternative evacuation routes (ie. breaking windows, etc.)
  - Remain quiet and calm.
  - Move students away from any windows or doors.
  - Prepare to counter the threat.

**When school is not in session, i.e. after normal school hours, weekends, games, etc. all will be advised to leave campus. If there is a need to get inside the building, the following locations will be used as safe zones:**

**1. Students and Faculty**

a) Fitness Center

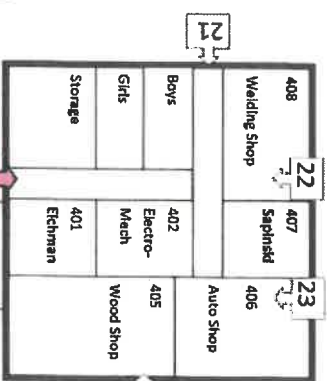
**2. Support Staff and Visitors**

3. Male - Boys' Locker and Team Room (downstairs)

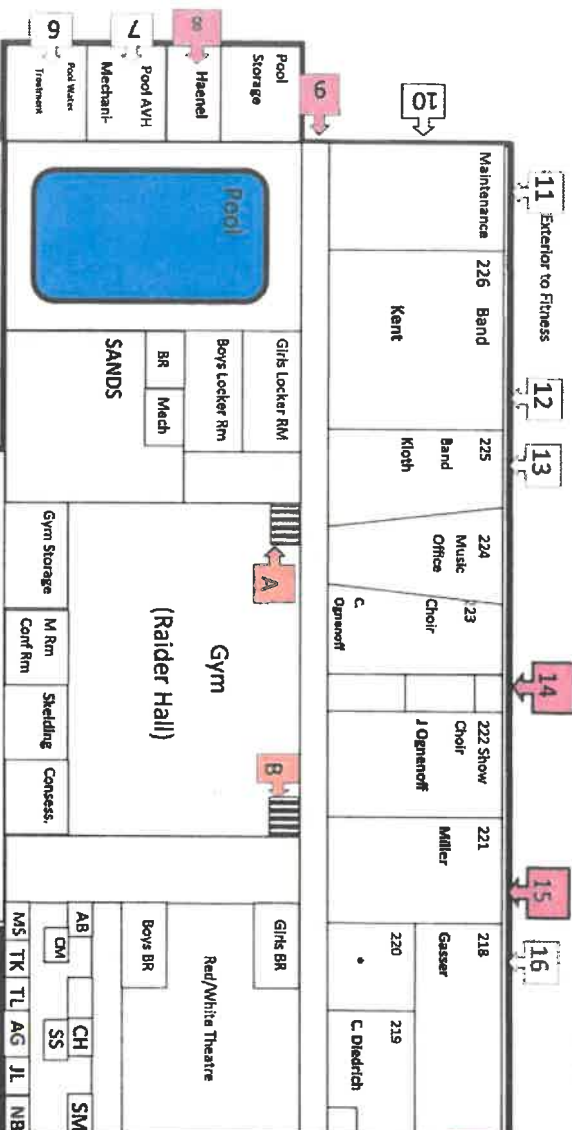
4. Female - Girls' Locker Room and lower level in PE hallway.

MASH support staff and faculty should unlock needed classrooms/areas and remain in the areas for supervision. We will usher the evening spectators or visitors to the downstairs area if they are present during a severe warning.

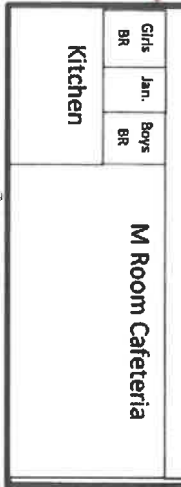




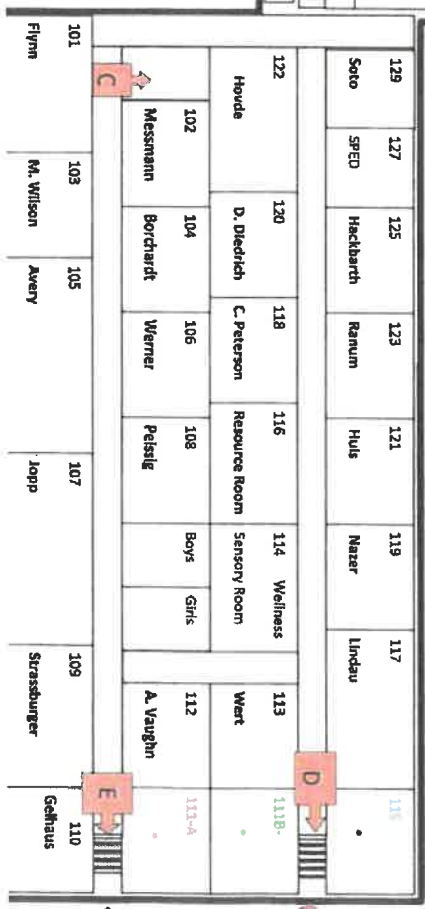
# MASH - Tech Ed Building



\* 220 Drivers Ed / H. Peterson



\* 115 S. Hardt / Meerstein  
 \* 111B K. Wilson / Dittrich / Bleike  
 \* 111A Kozey / Turner



# Medford Schools Staff Response Emergency Guidelines

## Stay Calm Don't Speculate Act with Professional Judgement

Reviewed: September 2020

1. Caution	2. Secure	3. Evacuate
<p>Verbal Announcement</p> <p>Check hallways for students, bring them in - lock all doors</p> <p>Continue class activities</p> <p>Take attendance</p> <p>Release students for breaks sparingly. Cancel outdoor activities.</p> <p>Keep computer turned on for information sharing</p> <p>Wait patiently for directions or "all clear" signal</p> <p>In case of a fire alarm, wait for further instructions before evacuating</p>	<p>Verbal announcement</p> <ul style="list-style-type: none"> <li>• "Immediately implement secure lock down - stay in the building"</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• "Secure lock down - evacuate, if possible"</li> </ul> <p>Check hallways for students, bring them in - lock all doors</p> <p>Turn off lights</p> <p>Cover inside windows completely</p> <p>Scatter all students on floor away from door</p> <p>Take attendance</p> <p>RELEASE NO ONE. Ignore bells and fire alarms. NO restroom breaks</p> <p>Keep computer turned on for information sharing</p> <p>Those staff assigned to lock outer doors will be notified to do this if needed</p> <p>Flee the room if it is breached</p>	<p>Verbal announcement to evacuate and dismissal directions</p> <p>Allow students to get jackets and backpacks, if approved by administration</p> <p>Give directions and follow last pupil from classroom</p> <p>Take pen, class roster, purse, briefcase, activity folder if time allows</p> <p>Lights off and doors closed</p> <p>Report to designated area</p> <p>Take attendance</p> <p>Remain in evacuation area until advised by administration</p> <p>RELEASE NO ONE</p>

**REMEMBER: Staff are not to speak to the media unless authorized. Media will receive consistent, factual, regularly updated information from a district spokesperson.**

	<u>Evacuation Site</u>	<u>Alternate Site</u>
<b>MAES</b>	<b>Krug's Bus Garage (715-748-3194)</b>	<b>MASH (715-748-5951)</b>
<b>SES</b>	<b>Sacred Heart Catholic Church (715-678-2395)</b>	<b>Zion Lutheran Church(715-678-2208)</b>
<b>MAMS</b>	<b>Immanuel Lutheran Church (715-748-2891)</b>	<b>First Baptist Church (715-748-4936)</b>
<b>MASH</b>	<b>Krug's Bus Garage (715-748-3194)</b>	<b>MAES (715-748-2316)</b>
<b>TCEB</b>	<b>Taylor Co Human Services (715-748-3332)</b>	<b>UW-Extension Bldg (715-748-3327)</b>