

Gilles-Sweet Elementary School Staff Handbook 2018-19

THE FAIRVIEW ADVANTAGE



P R E F A C E

The intent of this handbook is to help ensure success in giving our students the best education possible. An attempt is made to guide the Gilles-Sweet Elementary School staff to work as a team and to consistently operate as smoothly and efficiently as possible.

Please read the contents of this handbook early in the year and refer to it as needed throughout the year. It is probable that these rules and policies do not contain answers to all questions that will arise in the day-to-day operation of this school. It is also probable that changes will need to be made from time-to-time. Your suggestions for changes and improvements in helping to make our school an effective learning environment will always be welcomed and given careful consideration.

Barbara J. Brady
Principal

Matthew J. Krivak
Associate Principal



Gilles-Sweet Elementary School Philosophy

The staff of Gilles-Sweet Elementary School recognizes that each child develops in his/her own unique way. We believe that we need to offer an educational experience that will provide for these individual differences--intellectually, socially, physically, and emotionally. We feel that this can best be accomplished through a partnership with students, teachers, parents and the community.

The educational program at Gilles-Sweet Elementary School is in concert with the philosophy of the Fairview Park Board of Education. We recognize and understand that it is our responsibility to foster, develop, and model positive attitudes and to provide citizenship experiences for our students to be able to successfully function in our democratic society.

At Gilles-Sweet, we want to learn and grow in a culture of respect. In order to accomplish this, we want our staff, students, parents, and community to know and understand the values that guide us to build this culture. Our school-wide positive behavior intervention and support support plan (**SW-PBIS**) focuses on supporting positive behaviors in order to maximize successful academic achievement and and social proficiency for all students. This plan is the culmination of SW-PBIS professional training and SW-PBIS collaboration meetings developed specifically for Gilles-Sweet Elementary by our PBIS team. Below is an overview of Gilles-Sweet Elementary School's SW-PBIS, our mission statement, student behavior expectations, acknowledgement matrix, undesirable behavior definitions, consequences and procedures as well as supporting materials.

Gilles-Sweet Elementary PBIS Team:

Mrs. Valerie Garcia, 1st Grade Teacher
Miss Olivia Hvizdos, 1st Grade Teacher
Mr. Matt Krivak, Associate Principal
Mr. Jeffery Lefevre, Art Teacher
Mrs. Amanda McDevitt, Intervention Specialist
Mrs. Nicole Prunte, 4th Grade Teacher
Mr. Brian Schulenberg, 5th Grade Teacher
Mrs. Meredith Schulte, School Counselor



SW-PBIS Definition

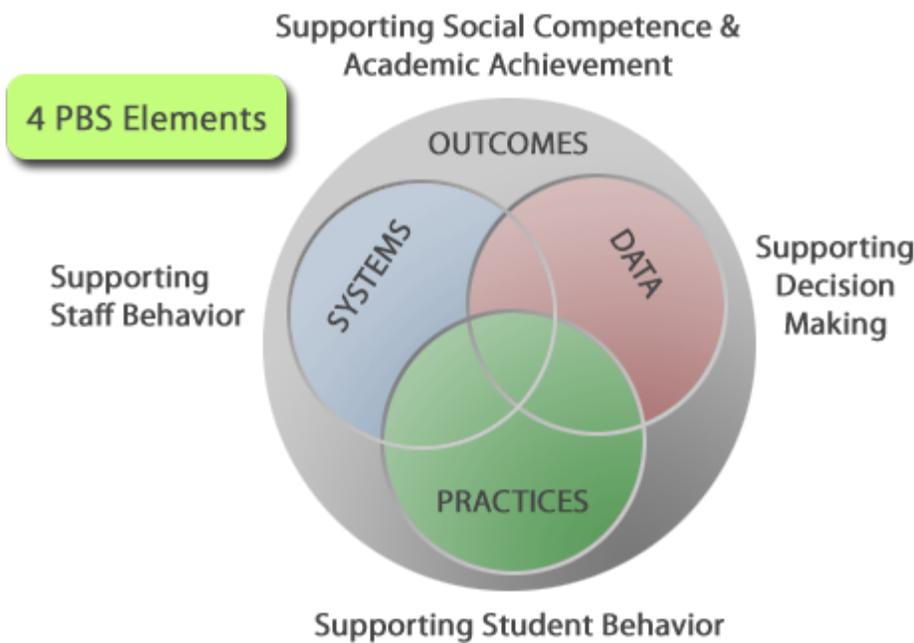
School-wide positive behavior intervention and supports (SW-PBIS) is a system of tools and strategies for defining, teaching, acknowledging and correcting both appropriate and inappropriate behaviors. It is a framework for creating customized school systems that support student outcomes and academic success. SW-PBIS is for the whole school, it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions.

The four main elements within SW-PBIS:

- 1) Customized practices to support student behavior, such as defining and teaching appropriate behaviors.
- 2) Systems of support for educators in the school; such as school-wide behavioral expectations, indicators and coaching.
- 3) Data-based decision making, which is the cornerstone of the behavior problem-solving process.
- 4) A combination of these elements to enable school-wide outcomes, which promote social proficiency and academic success.

PBIS MISSION STATEMENT

At Gilles-Sweet Elementary School, we are committed to providing a safe, positive, quality learning community through collaboration, high expectations, and respect.



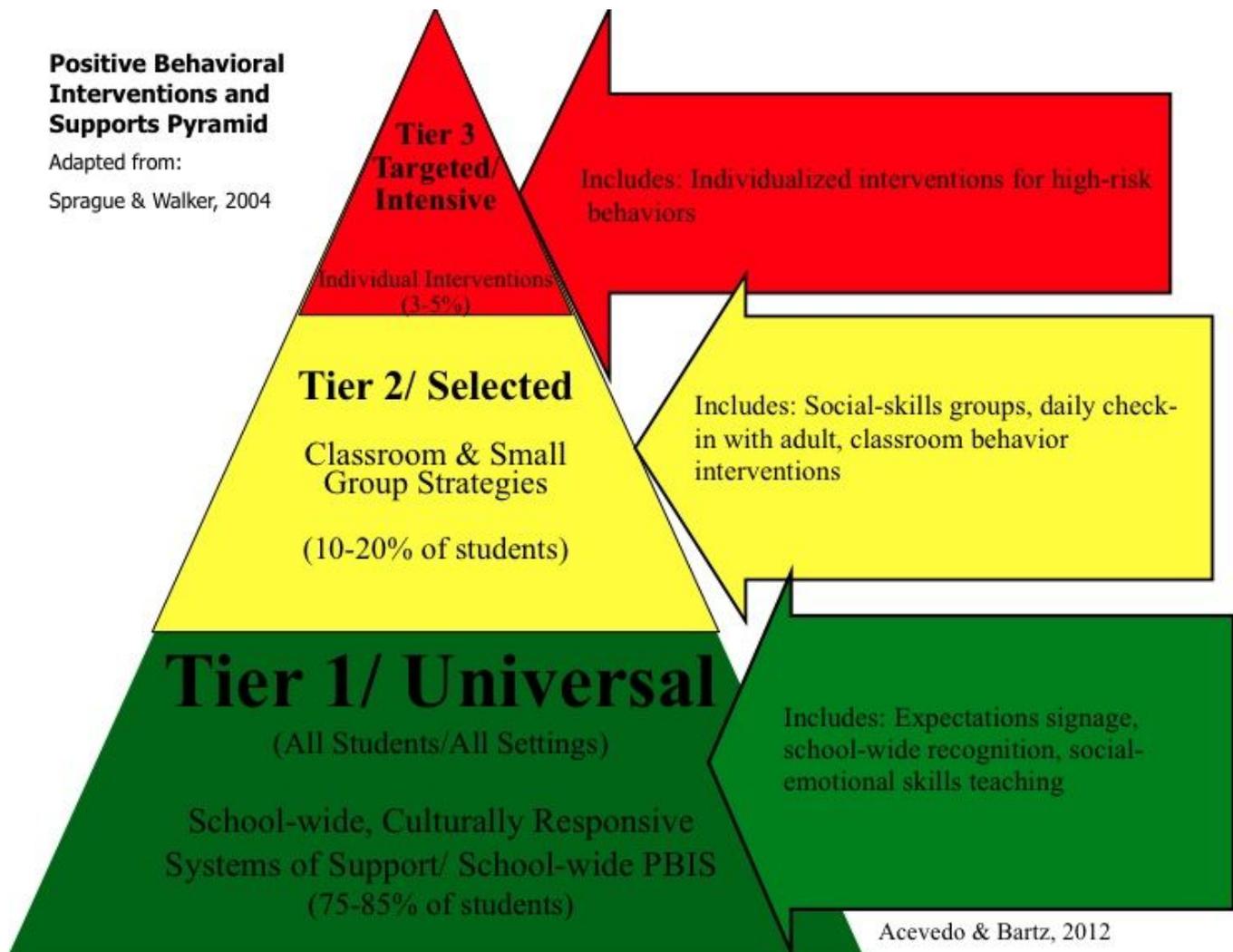
Multi-tier Support

School-wide means that educators and staff support appropriate behavior in classroom and non-classroom areas such as restrooms, school bus, hallways, cafetorium, gymnasium, etc. This support happens along a continuum from **Tier 1 for ALL STUDENTS**, **Tier 2 for a small group of students**, to **Tier 3 for individual students**. The goal is to create a learning environment that sets up ALL students for success.

Positive Behavioral Interventions and Supports Pyramid

Adapted from:

Sprague & Walker, 2004



An important aspect of SW-PBIS is the understanding that appropriate behavior and social competence is a **SKILL** that **requires direct teaching** to students just like reading or math instruction. There is no assumption with SW-PBIS that students will learn social behavior automatically or pick it up as they proceed through school. Teaching students appropriate behavior is a critical feature of SW-PBIB to lead to effective student behavior management and success.

Behavior Teaching Matrix

The behavior teaching matrix clearly identifies and communicates Gilles-Sweet Elementary Schools expectations for positive behaviors in specific school locations. It assists teachers, administrators and staff in teaching, modeling, and reinforcing SW-PBIS in these locations at school and at home. Students at Gilles-Sweet Elementary School will learn to have Warrior **P.R.I.D.E.** in themselves, our school, and our district. Warrior **P.R.I.D.E.** stands for:

Positive Choices
Respect
Integrity
Determination
Engaged

PBIS Restraint and Seclusion Policy

Board Policy 6.50

The Board requires the implementation of an evidence-based, school-wide system or framework of non-aversive Positive Behavior Intervention and Supports (“PBIS”) by its employees to address inappropriate behavior by district students. As part of this framework, the district’s educational environments shall be structured to greatly reduce, and in most cases eliminate, the need to use the techniques of restraint or seclusion on district students. The PBIS prevention oriented framework applies to all students, all staff, and in all settings.

Physical restraint and/or seclusion may only be used by trained district employees, and only when the dangerous behavior of a student creates an immediate risk of physical harm to the student or others and no alternative safe and effective intervention strategy is possible. Further, those techniques must be used in a manner that is age and developmentally appropriate. District employees shall utilize physical restraint and seclusion only in a manner that protects the safety of all children and adults within the district. Practices that do not adhere to the standards and requirements set forth in this policy are prohibited. **Please refer to Board Policy 6.50 for more detailed information and definitions.*

Gilles-Sweet Elementary School Behavior Teaching Matrix

(This is how we show) Warrior PRIDE

<p><u>PRIDE</u></p> <p><i>We have pride in ourselves, our buildings, and our district</i></p>	<p><u>Positive Choices</u></p> <p><i>We make positive choices when we....</i></p>	<p><u>Respect</u></p> <p><i>We are respectful of our building, our staff, our students, and ourselves when we.....</i></p>	<p><u>Integrity</u></p> <p><i>We are honest and always do the right thing when we.....</i></p>	<p><u>Determination</u></p> <p><i>We have determination to be the best we can be when we....</i></p>	<p><u>Engaged</u></p> <p><i>We are active and engaged in our learning when we...</i></p>
<p>In the Classroom & Specials</p> <p>Voice Level: 1-3</p>	<p>Keep hands, feet, & objects to ourselves</p>	<p>Listen when others speak.</p> <p>Are kind to others</p>	<p>Complete our work on time</p> <p>Use school appropriate language</p>	<p>Ask questions when we do not understand</p> <p>Try our best without giving up</p>	<p>Listen when the teacher is speaking</p> <p>Ask and answer questions</p> <p>Listen to other's ideas</p>
<p>In the Hallways</p> <p>Voice Level: 1</p>	<p>Walk in the hallways</p> <p>Walk on the right side of the hallway</p>	<p>Are quiet as we work or walk in the halls</p>	<p>Go directly to our destination</p>	<p>Get to class on time</p> <p>Have our materials and supplies</p>	<p>Walk quietly down the hallway</p>

<p><u>PRIDE</u></p> <p><i>We have pride in ourselves, our buildings, and our district</i></p>	<p><u>Positive Choices</u></p> <p><i>We make positive choices when we....</i></p>	<p><u>Respect</u></p> <p><i>We are respectful of our building, our staff, our students, and ourselves when we.....</i></p>	<p><u>Integrity</u></p> <p><i>We are honest and always do the right thing when we.....</i></p>	<p><u>Determination</u></p> <p><i>We have determination to be the best we can be when we....</i></p>	<p><u>Engaged</u></p> <p><i>We are active and engaged in our learning when we...</i></p>
<p>In the Restroom</p> <p>Voice Level: 2</p>	<p>Wash our hands with soap and water when finished</p>	<p>Patiently wait our turn.</p> <p>Clean up when we are finished</p> <p>Maintain privacy for others</p>	<p>Use the restroom quickly and return to class</p>	<p>Keep restrooms clean and tidy</p> <p>Paper towels in trash can</p> <p>Flush the toilet when finished</p> <p>Keep water in the sink</p>	<p>Return to class quickly</p>
<p>On the Playground</p> <p>Voice Level: 3-4</p>	<p>Include others in play</p> <p>Use all equipment correctly and return when finished</p> <p>Solve problems in a kind manner</p>	<p>Treat others the way you want to be treated</p> <p>Listen to the recess monitor and follow the rules of the playground</p>	<p>Report bullying behavior to an adult</p> <p>Include all</p> <p>Play fairly with others</p>	<p>Show good sportsmanship (congratulate others for winning)</p> <p>Are a good friend (Include others, share equipment, avoid rumors/gossip/unkind words)</p>	<p>Listen when others speak</p> <p>Are mindful of others to keep ourselves and others safe</p>
<p>In the Library</p> <p>Voice Level: 1-2</p>	<p>Keep hands, feet, and objects to ourselves.</p>	<p>Take care of materials and use them the correct way</p>	<p>Return materials in a timely manner so others can use them</p>	<p>Choose materials that challenge us</p>	<p>Choose materials at our reading level</p>

<p><u>PRIDE</u></p> <p><i>We have pride in ourselves, our buildings, and our district</i></p>	<p><u>Positive Choices</u></p> <p><i>We make positive choices when we....</i></p>	<p><u>Respect</u></p> <p><i>We are respectful of our building, our staff, our students, and ourselves when we.....</i></p>	<p><u>Integrity</u></p> <p><i>We are honest and always do the right thing when we.....</i></p>	<p><u>Determination</u></p> <p><i>We have determination to be the best we can be when we....</i></p>	<p><u>Engaged</u></p> <p><i>We are active and engaged in our learning when we...</i></p>
<p>In the Cafetorium</p> <p>Voice Level: 1-3</p>	<p>Keep hands, feet, and objects to ourselves</p>	<p>Clean up our area as we eat lunch</p> <p>Are kind to others</p>	<p>Use table manners and</p> <p>Say please and thank you</p>	<p>Finish our lunch so food is not wasted</p>	<p>Listen when others speak</p>
<p>During Arrival and Dismissal</p> <p>Voice Level: 2</p>	<p>Keep hands, feet, and objects to ourselves</p> <p>Help clean up the room at the end of the day</p> <p>Keep cell phones off and in our backpack until we are out of the building</p>	<p>Listen when others speak</p> <p>Are kind to others</p> <p>Help others</p>	<p>Go directly to our classroom or locker in the morning.</p> <p>Leave with our proper dismissal group</p>	<p>Are on time and prepared for class</p> <p>Are packed up and ready to go at the end of the day</p>	<p>Are ready to learn</p> <p>Eyes forward</p> <p>Using voice level indicated by adult</p> <p>Listen to and follow adult directions.</p> <p>Have our learning tools ready (planner, homework, etc.)</p>

<u>PRIDE</u>	<u>Positive Choices</u>	<u>Respect</u>	<u>Integrity</u>	<u>Determination</u>	<u>Engaged</u>
<i>We have pride in ourselves, our buildings, and our district</i>	<i>We make positive choices when we....</i>	<i>We are respectful of our building, our staff, our students, and ourselves when we.....</i>	<i>We are honest and always do the right thing when we.....</i>	<i>We have determination to be the best we can be when we....</i>	<i>We are active and engaged in our learning when we...</i>
On the Bus Voice Level: 2	Sit in our seats at all times Keep hands, feet, and objects to ourselves.	Use only kind words with our neighbors Keep food and drink inside our backpacks	Use school appropriate language	Listen to and follow the rules set by our bus driver	Watch for our stop and are ready to go
On Field Trips Voice Level: 1-2	Keep hands, feet, and objects to ourselves Stay with the group	Listen to speakers and guides	Represent Gilles-Sweet Elementary in a positive way	Listen to the rules set by our bus driver. Learn something new from each experience	Ask and answer questions
In the STEAM Lab Voice Level: 1-2	Follow the posted STEAM Lab rules	Use all equipment carefully	Are careful with other's projects	Try our best without giving up even when we are frustrated	Participate fully and share our ideas with others
Safety Drills Voice Level: 1	Keep hands and feet to ourselves Walk carefully to our destination	Listen to adult directions and announcements	Walk quietly and stay with our class	Walk quietly and stay with our class	Listen to adult directions and announcements Are aware of our surroundings

<p><u>PRIDE</u></p> <p><i>We have pride in ourselves, our buildings, and our district</i></p>	<p><u>Positive Choices</u></p> <p><i>We make positive choices when we....</i></p>	<p><u>Respect</u></p> <p><i>We are respectful of our building, our staff, our students, and ourselves when we.....</i></p>	<p><u>Integrity</u></p> <p><i>We are honest and always do the right thing when we.....</i></p>	<p><u>Determination</u></p> <p><i>We have determination to be the best we can be when we....</i></p>	<p><u>Engaged</u></p> <p><i>We are active and engaged in our learning when we...</i></p>
<p>iPad Use</p>	<p>Keep iPad closed unless directed by teacher</p> <p>Sarch only school appropriate and educational topics</p>	<p>Carry and use our iPad gently and carefully</p>	<p>Use iPad as a learning tool and not a toy</p> <p>Search only school appropriate and educational topics</p>	<p>Use iPad to research answers to questions we may have</p>	<p>Use iPad as a learning tool and not a toy</p> <p>Remain focused on the assigned task</p>
<p>Assembly</p> <p>Voice Level: 1</p>	<p>Keep hands, feet, and objects to ourselves</p>	<p>Listen to speakers</p>	<p>Sit on our bottoms so others can see</p>	<p>Remain quiet and focused during presentation</p> <p>Learn something new from each experience</p>	<p>Listen to speakers</p> <p>Ask and answer questions</p>
<p>Indoor Recess</p> <p>Voice Level: 3</p>	<p>Choose games that are safe</p> <p>Include others in play</p> <p>Use all materials correctly and return when finished</p> <p>Solve problems in a kind manner</p>	<p>Treat others the way you want to be treated</p> <p>Listen to the recess monitor and follow the rules of the classroom</p>	<p>Report bullying behavior to an adult</p> <p>Include all</p> <p>Play fairly with others</p>	<p>Show good sportsmanship (congratulate others for winning)</p> <p>We will be a good friend (Include others, share equipment, avoid rumors/gossip/unkind words)</p>	<p>Will listen when others speak</p> <p>Are mindful of others to keep ourselves and others safe</p>

Acknowledgement Matrix

Gilles-Sweet Elementary School's acknowledgment matrix are immediate, intermittent, and long term reinforcements given by adults in the school building to any student(s) displaying expected school wide behaviors defined by the behavior teaching matrix. The goals of providing our students with reinforcements are:

- Reinforce the teaching of new behaviors
- Harness the influence of students who are showing expected behaviors to encourage other students who many not.
- Strengthen positive behavior(s) that may compete with problem behavior(s)
- Prompt for aduts to recognize behavior(s)
- Encourage school-wide behaviuros to be displayed in the future
- Improve our school climate
- Create postive interactions and rapport between staff and students
- Overall, we maximize instructional time and keep students in the classroom

PBIS School-wide Acknowledgement Matrix

TYPE	What	When	Where	Who
Immediate/High Frequency In the moment, predictable (PRIDE Tickets)	STUDENTS: Pride Tickets	High frequency for a short time when first teaching desired behavior or re-teaching identified problem behavior from data, and to reinforce desired behaviors Student earns when PRIDE expectations are demonstrated.	All building locations, buses, field trips, and safety drills.	Staff gives to students
Redemption of high frequency (e.g. PBIS Prizes, drawings)	STUDENTS: Chooses a prize from the prize store and name on announce.	STUDENTS: Weekly Drawing (3 students per grade level) on Fridays during morning announcements--collect prize immediately Quarterly BIG Drawing	Office	Morning announcer pulls student PRIDE tickets Office staff assists with prize selection

TYPE	What	When	Where	Who
	STAFF: For every 5 sheets of tickets taken, one teacher PRIDE ticket given	STAFF: Monthly drawing (1 teacher PRIDE ticket)	Office	Office staff gives staff PRIDE ticket Morning announcer pulls one staff PRIDE ticket
Intermittent/ Unpredictable (e.g. surprise homework completion treat, random use of gotchas in hallways)	STUDENTS: Receiving PRIDE ticket or Principal Proud Call STAFF: Staff of the Month STAFF: Teacher PRIDE ticket	To maintain a taught behavior (fading) TBD When displaying Warrior Pride	All building locations, buses, field trips, and safety drills.	Staff gives PRIDE tickets to student(s) Staff gives Proud Call to student(s) Admin. calls parent for Proud Call PBIS Team Admins.
Long term schoolwide celebrations (schoolwide not individually based) FOR: e.g. ODR reduction, school-wide target met for certain setting/behavior area Activity: (e.g. ice cream social, dance, game day)	STUDENTS: PEACE DAY STAFF: Special luncheon, snacks, coffee cart, juice cart, smoothie cart	Ongoing, Grade level earns when target # of days w/out office referral is reached. (5, 15, 30, 50, 75, 100 etc.) Office referrals are reduced by _____% (percentage to change as needed)	All building locations buses, field trips, and safety drills. All building locations buses, field trips, and safety drills	SWIS Data Manager/ Candace SWIS Data Manager/ Candace PBIS Team decides reward

Undesirable Behavior(s) Definitions, Consequences and Procedures

What one staff member may consider undesirable behavior(s) another staff member may not. For this reason, behaviors have been organized into two categories called major and minor infractions. A minor infraction(s) is/are undesirable behavior(s) that are staff managed. A major infraction(s) is/are undesirable behavior(s) that are office managed. The following table lists undesirable behaviors and corresponding major or minor identification.

Major Infractions Vs. Minor Infractions

Behavior	Teacher Managed Minor Infraction	Consequences for Minor Infraction	Office Managed Major Infraction	Consequences for Major Infraction
Inappropriate Language	Name-calling Non-threatening profanity Unkind words (i.e. stupid, ugly)	First infraction: Verbal reminder by Staff of school-wide expectations	Threatening profanity towards staff or students Abusive language toward staff or students	**All consequences for major infractions are subject to district policies and the Ohio Revised Code.
Disruption of Class or Hallway	Running Horseplay Dress code violation Throwing a small object (ex: pencil) Talking out, laughing, screaming Making annoying noises Loud outbursts Cell phone Crawling - rolling on the floor		Second Infraction: AM: Verbal reminder by Staff of school-wide expectations complete "Think About It" form PM: Verbal reminder by Staff of school-wide expectations and student completes "Think About It" form	
Behavior	Teacher Managed Minor Infraction		Office Managed Major Infraction	Consequences for Major Infraction

<p>Disruption of Class or Hallway cont.</p>	<p>Hiding</p> <p>Excessive restroom breaks</p> <p>Pencil tapping</p> <p>Singing, humming, whistling Intentional body noises</p> <p>Passing notes</p> <p>Slamming door</p> <p>Refusing to follow directions</p> <p>Repeated dress code violation</p>	<p>Consequences for Minor Infraction</p> <p>Third infraction: AM: Verbal reminder by Staff of school-wide expectations and staff contacts parent, loss of lunch/recess w/peers</p> <p>PM: Verbal reminder by Staff of school-wide expectations and Teacher contacts parent, loss of next days lunch/recess w/peers</p>		<p>Second Infraction: Conduct report submitted by staff. Student sent to office. Student completes "Think About It" with admin. Disciplinary removal up to 1 day. Parent contact by administrator.</p> <p>Third Infraction: Conduct report submitted by staff. Student sent to office. Students completes "Think About It" with admin. Disciplinary removal and/or suspension. Parent contact by administrator. Schedule IAT and begin Tier II Interventions/Support.</p>
<p>Destruction or theft of School or Personal Property</p>	<p>Destruction of minor personal items</p> <p>Unintentional damage</p>	<p>Fourth infraction: Staff completes conduct report. Now becomes first Major infraction.</p>	<p>Vandalism, destruction: of building, iPads, furniture, books</p> <p>Theft</p>	
<p>Teasing / Taunting Others</p>	<p>Name calling Gossiping, spreading rumors</p> <p>Mocking</p> <p>Exclusion</p>		<p>Bullying</p> <p>Derogatory remarks based on race, religion, disability, physical features, or sexual identity</p> <p>Sexual harassment</p>	

Behavior	Teacher Managed Minor Infraction	Consequences for Minor Infraction	Office Managed Major Infraction	Consequences for Major Infraction
Threatening or Physical Contact	<p>Wrestling/rough housing</p> <p>Touching someone</p> <p>Tackling someone</p> <p>Bumping into someone</p> <p>Pushing someone during play</p> <p>Hitting someone</p> <p>Kicking someone in the legs</p> <p>Poking someone</p> <p>Verbal fighting</p> <p>Pulling someone's hair</p> <p>Argument over things/objects</p> <p>On-purpose physical contact</p> <p>WITHOUT INTENT TO HARM</p>		<p>Verbal, written, or gestural threatening of other students or staff</p> <p>Wrestling, pushing, shoving, kicking, hitting, biting pulling hair</p> <p>Using an object to hit someone</p> <p>Punching, hitting, kicking, slapping someone hard enough to leave a mark</p> <p>Any facial contact (slapping, hitting, punching, kicking, etc.)</p> <p>Tackling someone with the intent to cause harm</p> <p>Wrestling to the extent of needing to be pulled apart</p> <p>Shoving someone with the intent to harm</p> <p>Choking</p> <p>Verbal fighting with profanity</p> <p>Pulling someone's hair out</p> <p>Making a serious threat towards someone</p>	

Behavior	Teacher Managed Minor Infraction	Consequences for Minor Infraction	Office Managed Major Infraction	Consequences for Major Infraction
Threatening or Physical Contact cont.			Ganging up on someone with the use of physical contact Being an instigator of a physical confrontation WITH INTENT TO HARM	
Disrespect or Defiance	Using negative tone of voice towards staff Rolling eyes Mumbling Stomping feet Sticking out tongue Talking over teacher Being sarcastic Being dishonest Taking another's property without permission Refusing to follow directions Saying no to staff Turning back to, ignoring or walking away from staff		Using profane words/gestures Profanity/foul language Spitting at/on people Exposing private areas Touching private areas Refusing to sit out of activity when asked by staff. Refusing to follow directions Intentional disobedience Refusing to work	

Conduct Report

The following conduct report is used by an administrator to communicate and document undesirable student behavior(s) to the parent(s)/guardian(s).

Gilles- Sweet Conduct Report Major Infraction

Student Name _____	Class Code _____
Date of Infraction _____	Time: _____
Location: _____	
Referring Staff Member _____	

Major Behavioral Infraction	Description of specific behavior
<ul style="list-style-type: none"> <input type="checkbox"/> Disrespect <input type="checkbox"/> Defiance <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Disruption of classroom or hallway <input type="checkbox"/> Theft <input type="checkbox"/> Property Damage <input type="checkbox"/> Teasing/taunting <input type="checkbox"/> Threatening (physical or verbal) <input type="checkbox"/> Physical contact <input type="checkbox"/> Technology misuse <input type="checkbox"/> Fourth minor infraction <input type="checkbox"/> Other: _____ 	<hr/>

Action Taken	
<ul style="list-style-type: none"> <input type="checkbox"/> "Think About It" form filled out <input type="checkbox"/> Loss of lunch and recess <input type="checkbox"/> Disciplinary removal from classroom <input type="checkbox"/> Suspension 	<ul style="list-style-type: none"> <input type="checkbox"/> Parent contacted by teacher <input type="checkbox"/> Parent contacted by administrator <input type="checkbox"/> Parent meeting with administrator

Administrator Comments
<hr/> <hr/>

Parent Signature: _____ Date: _____

___ I need to speak with my child's teacher. ___ I need to speak with an administrator.

Arrival & Dismissal Procedure

In order to provide for a safe and orderly arrival to and dismissal from school, please review the following guidelines and procedures.

- Students in grades one through five residing **one mile** or more from Gilles-Sweet will be bused to/from school.
- **NO parent or guardian should use the front or back parking lots to drop off children. This presents a very dangerous situation for all children. These lots are for staff members only.**
- Should you have any specific questions regarding school transportation, please contact Belinda Younkoff, Executive Secretary or Mike Matthews, Director of Operations at 440-331-5500, ext. 1180.
- Students who are driven to school by parents may only be dropped off and picked up at the designated drop-off lane created on Alexander Road heading east and West 222nd Street heading east.
- To minimize traffic around Gilles-Sweet and provide as safe an environment as possible, we encourage all families to take advantage of the transportation provided by the district, carpools or have students walk to and from school.

ARRIVAL	(As stated in the August Student/Parent Letter)
8:00 a.m.	Southwest door (back of the school) is open to students arriving for early/breakfast.
8:20 a.m.	All other students are allowed to arrive at school.
8:25 a.m.	First Bell - students are allowed in the building.
8:40 a.m.	Final Tardy Bell – students in classrooms.

Please note: **ALL** Bus riders enter through NW and playground doors.
ALL students dropped off on West 222nd Street must enter through the front doors.



DISMISSAL	(As stated in the August Student/Parent Letter)
2:50 p.m.	All car riders and special transportation dismissed.
2:55 p.m.	All walkers and bike riders dismissed.
2:55 p.m.	All bus riders escorted to the cafeteria/gymnasium for dismissal.
Please note:	ALL students picked up on West 222th Street must exit through the front doors.

Listed below are instructions given to all parents regarding arrival and dismissal procedures in the August Student/Parent letter.

***Students not picked up by 3:10 p.m. are returned to the school office. In the event that you will be late due to an emergency, please contact the school office at 440-356-3525. Any child not picked up by 4:00 p.m. will be sent to the Fairview Park Police Department. It is essential that you reinforce with your child that if you are not there to pick them up at the appointed time that they report to the school office.**

PARENT REMINDERS ... our goal is to keep our students safe! We ask that you observe the following rules when picking your child up from school:

1. Students **should** enter and exit cars only when they are in the curb lane.
2. Do **not** double park in loading zones.
3. Do **not** block the bus loading zones.
4. Do **not** allow your child to walk between cars or buses to get to your vehicle.
5. **Use** designated crosswalks if you have parked across the street. ***Jaywalking is unsafe and illegal!***
6. **Do not use the front and back parking lots as a drive through to drop off or pick up your child. Please do not park in the back lot. Only authorized vehicles (special education vans, buses, etc.) are permitted to use these parking lots.**

Revisions to this plan may need to be made once we experience and work through the procedure in the first few weeks of school.

ARRIVAL/DISMISSAL DUTY

***WILL UPDATE IN AUGUST**

First Semester Schedule:

August 21, 2017 - January 19, 2018

The arrival schedule is for every morning all year. Please limit conversation with colleagues. Active monitoring is critical to keep our students safe.

Morning:

8:25-8:40 a.m.

NW Door	Howe
NE Door	Williams
NE Stairs Landing	Lefevre
Front Door	Mazzolini
Front Driveway Patrol	Zeleznik/Linch <i>(Please continually walk the sidewalk checking for SpEd permits)</i>
Front Door Stairs	Holder
West Door	O'Toole
West Door Landing	Stadnik
West 222 Patrol	Zeszotek <i>(Please continually walk the sidewalk as students are being dropped off)</i>
Bike Racks	McDevitt-8:15-8:40 AM
Breakfast:	Taylor - 7:45-8:20 AM/J.Davis 8:20-8:40 AM
Bus Greeter:	Hyatt/L.Davis-8:15 AM <i>(Please greet students at sidewalk near bus dropoff)</i>
Alex./W.222 Dropoff:	Kull <i>(Please walk Alexander sidewalk greeting students/discouraging loitering)</i>
Homework Help:	Schirhart/Shaffer
Student Assignment:	Potrafke
Safety Patrol:	Maeder/Kenney

Afternoon:

2:50 - 3:10 p.m.

NE Stairs Landing	Zemek
Front Door	Mazzolini
Front Driveway Patrol	O'Toole <i>(Please continually walk the sidewalk checking for SpEd permits)</i>
Front Door Stairs	Stadnik
West 222nd Patrol	Taylor <i>(Please watch for students who try to cross street without using crosswalk)</i>
Bike Racks	Zeszotek
SpEd Dismissal:	Halligan, Buher, Shaffer, Samide, Bean, Bilinsky Horstman
Safety Patrol:	Maeder/Kenney

DISMISSAL DUTY:

Schedule rotates weekly. Please refer to weekly schedule.

	<u>Team A</u>	<u>Team B</u>	<u>Team C</u>
Alexander Sidewalk A	PT Sobera	Weir Zeleznik	Lamb Chapman
Alexander Sidewalk B	Lehman	Seghi	Kotlarsic
NE Door	Petruzzi	Scotta	Schirhart
Bike Racks	Stevens	Rushnok	Williams
Gymnasium	Miller Potrafke Pruente Fleischer Howe Holder Toner Hvizdos Arbogast	Faris Linch Goldberg L. Davis Koenig Chambers Lefevre Salco Klodnick	Eppler Garcia Schulenberg Gallagher Keitlen Gallas Ponsart Buher Sheldon

ARRIVAL/DISMISSAL DUTY

Second Semester Schedule:

January 22, 2018 - May 31, 2018

The arrival schedule is for every morning all year. Please limit conversation with colleagues. Active monitoring is critical to keep our students safe.

Morning:

8:25-8:40 a.m.

NW Door	Howe
NE Door	Williams
NE Stairs Landing	Lefevre
Front Door	Mazzolini
Front Driveway Patrol	Zelesnik/Linch <i>(Please continually walk the sidewalk checking for SpEd permits)</i>
Front Door Stairs	Holder
West Door	O'Toole
West Door Landing	Stadnik
West 222 Patrol	Zeszotek <i>(Please continually walk the sidewalk as students are being dropped off)</i>
Bike Racks	McDevitt-8:15-8:40 AM
Breakfast:	Taylor - 7:45-8:20 AM/J.Davis 8:20-8:40
Bus Greeter:	Hyatt/L.Davis-8:15 AM <i>(Please greet students at sidewalk near bus dropoff)</i>
Alex./W.222 Dropoff:	Kull <i>(Please walk Alexander sidewalk greeting students/discouraging loitering)</i>
Homework Help:	Schirhart/Shaffer
Student Assignment:	Potrafke
Safety Patrol:	Maeder/Kenney

Afternoon:

2:50 - 3:10 p.m.

NE Stairs Landing	Zemek
Front Door	Mazzolini
Front Driveway Patrol	O'Toole <i>(Please continually walk the sidewalk checking for SpEd permits)</i>
Front Door Stairs	Stadnik
West 222nd Patrol	Taylor <i>(Please watch for students who try to cross street without using crosswalk)</i>
Bike Racks	Zeszotek
SpEd Dismissal:	Halligan, Buher, Shaffer, Samide, Bean, Bilinsky Horstman
Safety Patrol:	Maeder/Kenney

DISMISSAL DUTY:

Schedule rotates weekly. Please refer to weekly schedule.

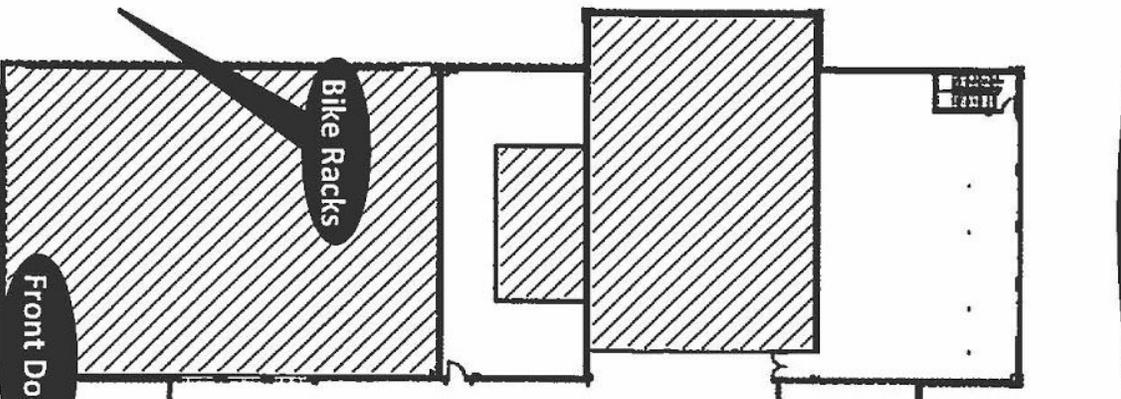
	<u>Team A</u>	<u>Team B</u>	<u>Team C</u>
Alexander Sidewalk A	Arbogast	Salco	Buher
	Hvizdos	Lefevre	Sheldon
Alexander Sidewalk B	Toner	Chambers	TBA
NE Door	Holder	Koenig	Keitlen
Bike Racks	Howe	L.Davis	Gallagher
Gymnasium	Fleischer	Goldberg	Schulenberg
	Pruente	Linch	Garcia
	Potrafke	Faris	Eppler
	Miller	Rushnok	Williams
	Stevens	Scotta	Schirhart
	Petruzzi	Seghi	Kotlarsic
	Lehman	Zelesnik	Chapman
	Sobera	Weir	Lamb
	PT	Klodnick	Ponsart

***SEE
Arrival/Dismissal
Map
below**

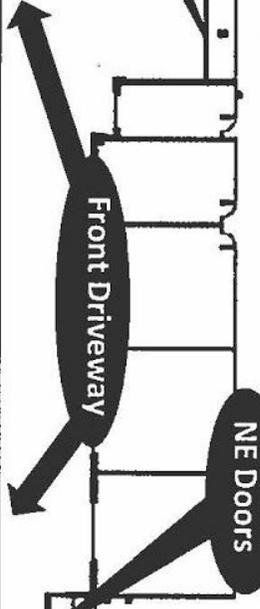
West 222nd Street

West 222nd Entrance

Parking Lot



Arrival and Dismissal
Duty Map



Alexander Sidewalk (A)

Alexander Sidewalk (B)

Alexander Street

ARRIVAL/DISMISSAL DUTY SCHEDULE
2017-18

TEAMS: A, B, and C

Week of August 20:	Team A
Week of August 27:	Team B
Week of September 3:	Team C
Week of September 10:	Team A
Week of September 17:	Team B
Week of September 24:	Team C
Week of October 1:	Team A
Week of October 8:	Team B
Week of October 15:	Team C
Week of October 22:	Team A
Week of October 29:	Team B
Week of November 5:	Team C
Week of November 12:	Team A
Week of November 26:	Team B
Week of December 3:	Team C
Week of December 10:	Team A
Week of December 17:	Team B
Week of December 31:	Team C
Week of January 7:	Team A
Week of January 14:	Team B
Week of January 21:	Team C
Week of January 28:	Team A
Week of February 4:	Team B
Week of February 11:	Team C
Week of February 18:	Team A
Week of February 25:	Team B
Week of March 4:	Team C
Week of March 11:	Team A
Week of March 18:	Team B
Week of March 25:	Team C
Week of April 1:	Team A
Week of April 8:	Team B
Week of April 15:	Team C
Week of April 22:	Team A
Week of April 29:	Team B
Week of May 6:	Team C
Week of May 13:	Team A
Week of May 20:	Team B
Week of May 27:	Team C

CLARIFICATION OF ARRIVAL/DISMISSAL DOOR DUTY RESPONSIBILITIES

To make things go as smoothly as possible at arrival and dismissal, please be reminded of the following clarifications:

- All car and van riders will be dismissed at **2:50 p.m.** **All others (walkers, bike riders and bus riders) are NOT to be released until the bell rings at 2:55 p.m.** Make sure you are aware of how all your students are leaving the building. This will ensure that they are released at the appropriate time.
- At **3:10 p.m.** please bring any remaining students to the office for pick up. Do NOT leave students unattended outside.
- Bike riders are to enter and exit through the front doors.
- Please make sure you arrive promptly at your assigned duty. If you have duty for car riders, please find a grade mate to assist with dismissal of your walkers, bike riders and bus riders, so that you will be at your duty by **2:55 p.m.**
- Please make sure you are **ACTIVELY MONITORING** your assigned location by limiting your conversation with colleagues and not using a device.
- All bus duty staff must be in the cafeteria/gymnasium and will be expected to escort at least one group of students to the bus. While in the cafeteria, please help with management of all the students. If you experience major problems with students, please inform Barb or Matt immediately.
- Front Door duty staff – at dismissal, please have one person stand at the side of the building on West 222nd Street to watch the bike racks.
- All staff with Middle Stairway duty (playground doors) please have one person on the landing, one by the door, and one person outside the door to make sure students go out the gate and down the sidewalk to Alexander Road.



BUILDING SECURITY PLAN

7:30 a.m. The right front door to Gilles-Sweet School is opened each morning at 7:30 a.m. to allow for the entry of staff members, students, and parents with business in the building. Teachers may use their key cards at anytime to enter the building.

All doors except the front entrance door are securely locked after the final bell rings.

The following security measures are stressed with the staff and student body:

1. Students and staff in the building are instructed not to open doors for persons unknown to them, who may tap on the locked doors. All persons entering the building should enter through the front entrance door or the doors opened for the particular event they are attending.
2. Visitors and/or strangers **MUST** be directed to the office upon entering the building.
3. Staff members should be aware of unknown visitors to the building and should see to it that they report to the office. If that is not possible, staff members should call the office to notify office personnel of unknown visitors in the building.
4. Students dropped off outside the building before 8:00 a.m.(exception: breakfast or approved early drop off in the back) or not picked up at a designated spot by 3:10 p.m. are to be brought to the school office.
5. Students are instructed to leave the school premises immediately upon dismissal from the building. They may return to use the playground area only after they have checked in at home.
6. **Teachers and other staff members are instructed not to prop entrance doors open.**
7. Teachers and other staff members returning to the building in the evening or on weekends are cautioned to do so only if they are accompanied by another adult.
8. Staff members are instructed to check the closure of doors when leaving the building, making sure that the lock has latched securely.
9. When leaving the building after evening events, staff members should use the "buddy system".
10. All visitors and/or volunteers to the building are to sign in at the office and pick up a badge to wear if they will be working in the building for a while.

CODE OF CONDUCT FOR PUPILS

Students of the Fairview Park Schools are expected to conduct themselves in a proper manner in school, at school-sponsored events, and while traveling to and from school.

Students shall be subject to disciplinary action including suspension or expulsion for the following offenses:

1. A student shall not by use of violence, force, coercion, threat, verbal or nonverbal disturbance, cause material disruption of, or obstruct any part of the school program.
2. A student shall not willfully, or shall not attempt to steal, damage, deface, or write on public or private property. In addition to disciplinary action, restitution will be required.
3. A student shall not engage in any act, which intimidates, threatens, degrades, hazes, disgraces, or tends to intimidate school personnel, fellow students, visitors, or members of the school board by written, verbal, or gestural means.
4. A student shall not possess, handle, transfer, or conceal any object, which could cause injury to others. Examples of such objects are guns, fireworks, knives, clubs, and chains.
5. Narcotics, alcoholic beverages, drugs (including marijuana and drug paraphernalia) or other intoxicants:
 - a) A student shall not possess, use, transmit, sell, offer to sell, conceal, consume, or be under the influence of any of the above or any substance purported to be any of the above.
 - b) A student who is present and is aware of the violation of this rule by another student is obligated to report the violation immediately to a member of the faculty or staff. Failure to report is a violation of this rule.
6. On school property or in all areas adjacent to the school grounds, a student may not smoke a pipe, or have in the hand or mouth a pipe containing lighted or unlit tobacco, or have in the hand or mouth or exhibit any lit or unlit tobacco product.
7. A student shall comply with specific directions of all school personnel.
8. No student shall set a fire, or set off a false fire alarm.
9. No student shall act in a manner that could incite others or cause a disruption of an event.
10. No student will gain, or attempt to gain entrance for self or others to school activities without paying admission, or enter another's desk or use another's property without authorized permission.
11. A student shall not exhibit obscene gestures or use obscene or disrespectful language at any time.
12. A student shall not harass, vandalize, physically abuse, or be disruptive in any way towards school personnel during non-school time, at school, or away from school.
13. No student shall be involved in pushing, running, or throwing objects or in behavior, which may be detrimental to the safety or health of self or others.

14. Students shall not be truant from or tardy to classes, study halls, assemblies, or any required school activities.
15. No student shall be involved in lying, cheating, forgery, or similar acts of dishonesty.
16. There will be no unauthorized presence on school property, or unauthorized use of school facilities or equipment by students.
17. No student shall loiter in school buildings, on school grounds, or on adjacent properties.
18. The act of selling or distributing or attempting to sell or distribute any object or substance, which has not been authorized for sale or distribution by the building principal to any person on property owned by the Board of Education, is prohibited.
19. No student shall dress in a manner that is deemed unsafe, unhealthy, or unkempt or is destructive to floors or furnishings or includes obscene, drug and/or alcohol messages; or causes, or is likely to cause disruption of the educational process. No student may carry items or wear apparel that advertises activities considered illegal to young people, which are related to drug, alcohol, and tobacco use, promiscuity and/or sexual implication. Likewise, any garment that displays any obscene word or symbol, racial slurs, ethnic, or sexist attitudes is inappropriate.

VIOLATION OF SCHOOL RULES

Failure to comply with school rules listed in this Code of Conduct or the Student Handbook may be cause for suspension or expulsion.

BOE POLICY (JFC-R)

CUSTODIAN

Our school custodians will assist staff personnel with equipment adjustments, movement, and other special custodial services as soon as possible. Requests should be completed on Schooldude located on the district website under STAFF.

DAILY CLASS SCHEDULE

ALL STAFF must complete a daily schedule. One copy is for the principals and one is to be kept in your lesson plan book or guest teacher folder. Please make sure they are specific and include where you will be and when, and the student's names you will be servicing.

DAMAGE TO DISTRICT-ISSUED EQUIPMENT

In cases of accidental damage to district-issued equipment, the staff member responsible will not be charged for repair or replacement costs resulting from the first claim. For any subsequent damage, to either the same piece of equipment or a different one, the staff member will be charged the full repair or replacement cost, whether accidental or not. The decision to repair or replace will be at the sole discretion of district administration.



DUPLICATED MATERIAL

Copy machines are located in the office, office workroom and the library. Each staff member is given an allotted amount of copies per school year. Copy amounts will be given out at our opening staff meeting.

FIRST and SECOND FLOOR ROOMS

GROUP # 3

Sandy Vetrovsky

216-789-4260

Rooms: 116, 118, 119, 121, 123, 127, 128, and 129

Exit Northwest (NW) door – Walk the students to the back corner of the parking lot. Move down Alexander to allow room for the second floor rooms if needed.

Rooms: 221, 223, 225, 227, 228, 229, 230, 231, and 232

Exit middle rear door – Follow Sidewalk to the Northwest (NW) corner of the building – Walk to the back corner of the back parking lot to allow for any first floor rooms.

GROUP #4

Matt Krivak

440-567-0607

Rooms: 108, 111, 113, 115, and 117

Exit Northeast (NE) door – Follow sidewalk closest to West 220th St. – Cross Alexander Rd. using cross walk – Line up on Alexander Road.

Rooms: 207, 208, 209, 211, 213, 215, 216, 217, 218, and 219

Exit Northeast door – Stay on sidewalk closest to the building – Safely cross Alexander Road – Line up on Alexander Road (**note there is no crosswalk).

Revised 6/2017

EMERGENCY EVACUATION ROUTES ARE POSTED IN EACH CLASSROOM
Emergency Operations Plan binders are located near the room's exit.

EMERGENCY EVACUATIONS (Rapid Dismissal) - TORNADO

A **tornado watch** indicates conditions are right for a tornado to develop. A **tornado warning** means a tornado has been sighted. If the weather becomes very threatening or there is a tornado warning, you will be notified through the PA system. A bullhorn will be used, as a backup alarm should the electric power fail.



RAPID DISMISSALS ARE A SERIOUS MATTER. The following procedures will be followed:

- students will be called down by grade level starting with the fifth grade. Older students will be against the wall. We will begin double rows with the younger students.
- Once the second floor is in place, we will call the first floor by grade level. Because of limited room, we want to do this a few groups at a time.
- All students must be on the first floor due to the amount of windows. These safe areas have been designated for the students in case of a tornado.

EAST HALLWAY (front of building): All second floor students should use the FRONT stairs and line up in the East hallway.

Rooms: 201, 203, 205, 206, and 207

Rooms: 202: Students will go to the boy's Restroom across from gym
204: Students will go to the girl's Restroom across from gym

All first floor rooms will be called after second floor students are in place and line up in the East hallway.

Rooms: 102, 104, 106, 108, and 111

SOUTH HALLWAY: All students should use the Library Loft Stairs (exit the library and go through the first set of glass doors at the SE corner of the building). Students will line up in the "L" shaped hallway leading to the loading dock.

Rooms: 232, 234, 235, and 236

Rooms: 231 & 233 All Students will go to the teacher's lounge

NORTH HALLWAY: All students should use the NORTHEAST (NE) Stairs and line up in the North Hallway.

Rooms: 209, 211, 213, 215, 217, and 219

All first floor rooms will be called after second floor students are in place and line up in the North Hallway.

Rooms: 113, 115, 116, 117, 118, and 119

WEST HALLWAY: All students should use the West stairs and line up in the West hallway.

Rooms: 208, 216, 218, 221, 223, 225, 227, 228, 229, and 230

All first floor rooms will be called after second floor students are in place and line up in the West Hallway.

Rooms: 127, 128, 129, 130, 131, 132, and 133

Rooms: 123: Students will go to the boy's restroom across from music
121: Students will go to the girl's restroom across from music

Special Considerations:

- If the Cafetorium is in use, students will be moved to the kitchen behind the serving line.
- If the loft is in use, students will be moved into the book room.
- If the library is in use, students will be moved into the book/storage room.
- If the gym is in use, the students will be taken into the equipment storage room.

SAFETY DRILLS

Safety drills specifically address evacuation of students when a sudden emergency is caused by an act of violence-such as an act of terrorism or a person possessing a deadly weapon or dangerous ordnance.

CODE RED

Used during dangerous or threatening situations causing serious concern for the safety of students and staff members. Drills will be announced over the PA and SST member will say: “**ATTENTION STAFF AND STUDENTS, CODE RED INITIATE LOCK DOWN PROCEDURES**”

Examples:

1. Bomb threat/explosion
2. Unwanted or suspicious intruder
3. Biological or radiological attacks
4. Hostage situation
5. Mass transit disaster

Staff Responsibilities:

Teachers and school staff are responsible for all students under their supervision at the time of the incident. Please refer to the ALICE acronym below for all Code Red directions.

A lert:

- Gunfire
- Witness
- PA Announcement

L ockdown:

- Close and lock the door
- Keep students quiet and calm
- Cover door windows
- Barricade the door with desks, chairs, shelves, etc.
- Look for alternate escape routes in case of evacuation (windows, doors, etc.)

I nform:

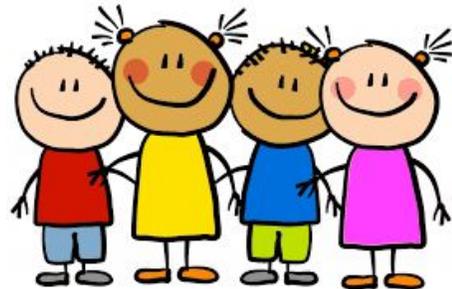
- Pass on real time information using a PA announcement
- Who, what, where, when and how information

C ounter: IF CONFRONTED BY SHOOTER

- Throw things at the shooter
- Create as much noise as possible
- Run around the room
- Attempt to incapacitate shooter.
- Grab shooters limbs and head, take them to the ground and hold them there

E vacuate

- Decide if you can safely evacuate students through alternate escape route
- Escape to reunification point or other safe shelter



Stay in Lockdown until an SST member or a law enforcement personnel instructs you to do otherwise. During drills, the school PA system will be utilized. When the drill is over, an SST member will announce: “**ATTENTION STAFF AND STUDENTS: Code Green.**”

CODE YELLOW

Used during non-dangerous, non-threatening situations or as a step down from a CODE RED. Drills will be announced over the PA and the SST member will announce “**ATTENTION STAFF AND STUDENTS, CODE YELLOW, INITIATE STAY IN PLACE.**”

Examples:

1. Serious medical situations
2. Utility power outages
3. Serious student disturbance
4. Student runaway or abduction
5. Death/suicide
6. Law enforcement request

Teacher Responsibilities:

- Staff are responsible for all students under their supervision at the time of the incident.
- Staff are to close the classroom door.
- Staff and students are required to stay in their respective area. No one may leave the area for any reason until instructed to move by an SST member or law enforcement personnel.
- Ignore all bells and tones signaling a class change.
- Staff must take attendance and be ready to account for anyone who is missing.
- Staff Will keep students “on task” unless a situation exists where this cannot be accomplished.
- When the drill is complete, the SST member will use the PA system to announce: “**ATTENTION STAFF AND STUDENTS - CODE GREEN**”

CODE GREEN

A CODE GREEN will be announced over the school’s PA system when there is NO longer a code red or yellow situation. Code Green signals “all clear” and students and staff may resume normal classroom/school activities.

*SST Member (Safe and Security Team Member)

TO: All Staff
FROM: Barb Brady
DATE: August 2017
RE: School Crisis/Safety Plan

Under district policy, it is understood that the principal of a school is charged with the responsibility for students and staff. Therefore, it is the responsibility of the principal to designate a certificated staff member to be responsible and to make decisions during a crisis in his absence. A list of 3-5 persons who may be called upon in the event of an emergency/crisis will be established at the beginning of each school year. Persons on this list will be thoroughly familiar with the district Safe Schools Crisis Handbook and our school safety plan and will be notified by the principal or secretary when they are "on call".

In light of the above stated policy and the fact that there have been some concerns expressed, I need to inform you by memo of the list of persons to be called upon in my absence. Please look to these people in a crisis situation in my absence. They are:

Matt Krivak	Cell: 440-567-0607
Meredith Schulte	Cell: 330-466-3860
Erica Wiegand	Cell: 440-567-1792 – Medical emergencies

Should an administrator be needed, the following is a list of administrators to be contacted:

		<u>Phone Number</u>	<u>Building</u>
Bill Wagner	Superintendent	331-5500, ext. 1110	Parkview
Mr. Mike Matthews	Director of Operations	331-5500, ext 1128	Parkview
Mr. Chris Vicha	FHS Principal	356-3500, ext. 4100	MMS/FHS
Mr. Chris Honeck	Associate Principal, 9-12	356-3500, ext. 4101	FHS
Ms. Trish Moran	EEC principal/Day Care/Testing	331-5500, ext. 1129	Parkview
TBA	MMS Principal	356-3500, ext. 3100	MMS

Thank you for your cooperation and understanding in this matter.

Barb Brady
C: 440-781-7257

FIELD TRIPS

Field trips are excellent learning experiences. Please make reservations early in the school year. The grade level leader is responsible for making the reservation and confirming dates with Ray Mohr/Ana Tieri for transportation. Once the reservation is made, please forward the confirmation letter and dates to Sandy (1-3) and/or Candace (4-5). The office will complete the field trip permission form and purchase order. The grade level leader is requested to develop an outline, which lists an appropriate field trip for their grade level. These lists will help ensure that our students experience rich and varied field trip experiences as they progress through Gilles-Sweet. **In an effort to be fiscally responsible, each grade level should plan one (1) educationally based field trip per year. Students are not permitted to participate in extracurricular field trips unless school fees are paid. NO field trips will be allowed during the last week of school, with the exception of the PTA sponsored fifth grade celebration.**

*Advance notice must be given to the cafeteria via email to Diana Hill @ dhill@fairview.k12.oh.us anytime students will not be in the building to participate in the lunch program. Notice must be given at least **48** hours in advance in order to alert the cafeteria so we do not prep for students who will not be participating. The breakfast and lunch menus are always posted on the district website if you are unsure of the menu being served on any particular day. Please follow these guidelines and keep communication to the cafeteria open at all times.

LAMINATING MACHINES

1. **SIGN IN** on the User Board – Write your full name & start time.
2. Turn **MACHINE ON** to heat up. The switch is on the back left.
 - a. -Make sure that the machine indicates it is heating up – do **NOT** leave it on Run.
 - b. -Allow approximately 15-20 minutes for machine to warm up. You do not have to stay by the machine as it heats up, but **YOU are responsible** for making sure you turn it off when you finish.
3. Feel free to call down to the library to have the machine turned on for you (x 2177)
4. When using thicker cardstock, run on a slower speed.
5. When inserting items to laminate, **MAKE SURE** that nothing is bunching up in the back.
6. Laminating film can be run until almost the end of the roll – there is a warning line on the film to prevent this.
7. **NEVER change the film yourself. Please ask Lisa Zeszotek.**
8. When done with laminating film and using the attached cutter, press Run again to leave 3-4 inches of film off the back – no more than that, please – it wastes film.
9. After checking that you have left the proper amount of film off the back, **TURN MACHINE OFF!!!**
10. **DO NOT UNPLUG** from the wall.
11. SIGN OUT by erasing your name from the User Board.

Things to remember:

- Mrs. Zeszotek will check the laminating machine each morning and evening around 3:00 p.m. If not in use, it will be turned off if needed.
- Be **SURE** to **sign out** after using the machine. If it is left on and you are the last person on the User Board and you didn't sign out, it will be assumed that any problems occurred with **YOU!**
- You **MUST** be trained to use the machine.

If ever there are any problems:

- **TURN OFF THE MACHINE AND CONTACT Lisa Zeszotek IMMEDIATELY!**
- **Do NOT leave the machine in disarray – be a good citizen!**
Expect the same of yourself as you do of your students.

LIBRARY MEDIA CENTER

The library media center is a cooperative learning environment in which the classroom teacher and school librarian team to create and coordinate instruction relative to the curriculum and state library and technology standards to provide students with a pleasant and effective learning experience.

Please remember that Library is not a Specials class. Teachers are requested to be present during book selection time with their students.

COPYRIGHT

Due to copyright law, all video and DVD usage from the LMC and/or outside sources (rentals or taped television programming) must pertain to classroom curriculum and adhere to copyright law.

We cannot play videotaped copies of movies unless either the teacher or library owns the original. Videos may not be used as rewards or in any manner not related to the curriculum per Fairview Park Schools' district copyright policy adopted by the Board of Education and Federal copyright law. Whenever possible, teachers at each grade level should work together to determine the schedule of videos to be used. Please refer to the district copyright policy regarding the copying of written copyrighted material. The LMC maintains a book on copyright for those interested in learning more about copyright.

STUDENT LOANS AND OVERDUES

Items for students are checked out for a one-week loan period. All students may borrow a maximum of three books, in addition to books; students in Grades 4 & 5 may borrow two magazines at a time and in Grades 1-3 may borrow one magazine. No overdue fines will be charged. Student privileges may be limited to students when materials are not returned on time or are excessively late.



The maximum number of items checked out will be increased as requested by teachers for students working on research reports or at any time when research work is conducted.

Overdue notices will be emailed to classroom teachers at the end of each week for informational purposes. Teachers may print out these notices, as they deem necessary, however, please do not email an entire Overdue Class Report to the parents of your students. This violates student confidentiality and violates privacy guarantees. The Library will send Overdue notices via email to parents for excessively overdue items and at the end of each grading period. Teachers do not need to worry about

If a book that is paid for as lost is then found, refunds will be issued in the form of a credit to the student's unpaid school fees or lunch account. All items that were checked out by students and lost; must be paid for by the end of the school year.

In the event that assemblies or days off from school interfere with book selection, teachers may reschedule their book selection times with the library staff. This rescheduling will not be available for the story/library or computer skills instruction portion of library times.

STORY, DATABASE & LIBRARY SKILLS

The Librarian will teach library, reference, and research skills, in conjunction with classroom units and activities.

TEACHER LIBRARY ROOM

The Teacher Library Room in the LMC will house professional books, periodicals, big books and class sets, which may be checked out by certified staff.

REFERENCE PROJECTS and MATERIALS

Teachers may send individual students or small groups of students to the LMC whenever necessary to obtain reference books, materials needed for classroom work, or to select books if absent for regularly scheduled library time. Prior arrangements should be made for students to remain in the LMC for extended periods of time, for large groups of students to work in the LMC, or for the availability of specific materials. Designated reference books may circulate to the classroom during the day or to the home for overnight use. Overnight loans will be due by 8:30 a.m. the following morning.

DVD VIDEO/COMPUTER SOFTWARE

The district subscribes to Safari Montage which hosts a collection of streaming videos for classroom use. There are some DVDs available upon request. Videos are also available through INFOhio and can be accessed directly through the school library catalog or by going through the infohio.org website.

INTER-SCHOOL LOANS

Materials may be borrowed from the Gilles-Sweet Elementary and Fairview High School Library Media Centers. All requests for such loans should be arranged through the Librarian.

PROFESSIONAL MATERIALS

Professional books and periodicals will be shelved in the LMC and may be checked out for personal use.

CUYAHOGA COUNTY PUBLIC LIBRARY MATERIALS

Upon registration of their Teacher Library Card from the CCPL, Gilles-Sweet Library staff will be able to order materials for teachers at the Fairview Branch of the Cuyahoga County Public Library. Teachers will be responsible for the pickup and return of these materials.

CLASS SETS

The Gilles-Sweet Library maintains a collection of class sets of titles purchased through classroom funds. These sets are color-coded according to the grade level that purchased the set. The Library staff cannot be responsible for which sets of books that teachers check out for classroom use.

GUIDED READING MATERIALS

Guided Reading book sets are housed in the Library.

There are 35 titles per GRL with six books in each set. Teachers may check out sets of books as needed. The Library reserves the right to inform those who inquire to whom sets are checked out.

LUNCH/RECESS SUPERVISION

It is essential and our legal obligation that students be properly supervised at all times. To meet this important responsibility, the following procedures need to be in place:

Students are to go outside for recess unless they have a note from their doctor or arrangements have been made with the student's teacher or school office. If the student has a note from his/her doctor, that note should be sent to the office in the morning and the student is to report to the office during recess.

*Advance notice must be given to the cafeteria via email to Diana Hill at dhill@fairview.k12.oh.us anytime students will not be in the building to participate in the lunch program. Notice must be given at least **48** hours in advance in order to alert the cafeteria so we do not prep for students who will not be participating. The breakfast and lunch menus are always posted on the district website if you are unsure of the menu being served on any particular day. Please follow these guidelines and keep communication to the cafeteria open at all times.

If arrangements have been made with the student's teacher, he/she should be picked up in the lunchroom by his/her teacher at the end of the lunch period and escorted back to the classroom. The teacher is then responsible for that child's supervision. Teachers should make lunch/recess aides aware of all situations that require that students not accompany their class outdoors. Arrangements may not be made by teachers for students to stay in the office during recess.

All students are to take outside clothing with them to the lunchroom. It is the teacher's responsibility of making sure this procedure is followed. Teachers should also check that each child has his/her lunch and knows his/her number before leaving the classroom.

After each recess, each teacher is to meet his/her class at the assigned time either in the Cafetorium or the middle playground doors. During the first two weeks of school, or however long it takes the class to learn and follow proper lining up and quieting down procedures, teachers should walk out onto the playground to assist in demonstrating to students the proper procedure in lining up and quieting voices for entry into the building.

Students should visit the lavatory prior to entering the lunchroom for lunch. Teachers should take responsibility of providing ample time in the student's' schedule for this to take place. Washing hands before lunch should be encouraged. Students coming to lunch from the playground should use the hand sanitizer in the Cafetorium.

Lunch and recess aides will inform the teacher and/or the building principals about any student who misbehaves. Please support our lunch and recess aides with behavior concerns by assisting students with behavioral supports, incentives, and interventions. Recess is a privilege.

LUNCH AND RECESS SCHEDULE

First Grade:	Lunch	10:50 a.m. – 11:15 a.m.
	Recess	11:15 a.m. – 11:35 a.m.
Second Grade:	Lunch	11:15 a.m. – 11:40 a.m.
	Recess	10:55 a.m. – 11:15 a.m.
Third Grade:	Lunch	12:30 p.m. – 12:50 p.m.
	Recess	12:50 p.m. – 1:10 p.m.
Fourth Grade	Lunch	12:05 p.m. – 12:25 p.m.
	Recess	11:45 a.m. – 12:05 p.m.
Fifth Grade	Lunch	11:45 a.m. – 12:05 p.m.
	Recess	12:05 p.m. – 12:25 p.m.

PLEASE NOTE: Change of first and second grade lunch/recess times.

**PLEASE BE PROMPT WHEN TAKING YOUR STUDENTS TO
LUNCH
AND PICKING THEM UP FROM RECESS.**

LUNCH/RECESS SUPERVISION SCHEDULE:

WILL UPDATE IN AUGUST		
10:50-11:15	First Grade Lunch	
	Stoessner, Mazzolini, Shaffer, Samide	
11:15-11:35	First Grade Recess	
	Stoessner, Shaffer, Samide, Mazzolini	
11:15-11:40	Second Grade Lunch	
	Brancatelli, O'Toole, Randall, Halligan, Newby	
10:55-11:15	Second Grade Recess	
	Newby, Brancatelli, O'Toole, Randall, Halligan	
11:45-12:05	Fourth Grade Recess	
	Brancatelli, Stoessner, Stadnik	
12:05-12:25	Fourth Grade Lunch	
	Brancatelli, Stoessner, Stadnik	
12:05-12:25	Fifth Grade Recess	
	Newby, Wilson, Bean, Bilinsky, Schirhart	
11:45-12:05	Fifth Grade Lunch	
	Newby, Wilson, Bean, Blinksy	
12:30-12:50	Third Grade Lunch	
	Brancatelli, Newby, Stoessner, Taylor	
12:50- 1:10	Third Grade Recess	
	Newby, Brancatelli, Stoessner, Taylor	
	Indoor Recess	
ALL INDOOR RECESS WILL BE IN EITHER CLASSROOMS OR THE GYMNASIUM. NO IPADS DURING INDOOR RECESS.		

MAILBOXES

Teachers should check their mailboxes several times during the day. Morning, lunch, and end of the day would be ideal. The school or PTA may be sending home time-sensitive information to parents. Due to the nature of some of the material placed in the mailboxes, and location of mailboxes, students will not be permitted to pick up items from your mailbox.

MEET THE TEACHER NIGHT

Have a packet available for parents with the following information:

- a) Curriculum - Discuss each subject area that you teach. Have books on display.
- b) How you will be sending papers and information home.
- c) Discipline procedure in the classroom. Discuss our school philosophy, PBIS, and school and behavioral expectations.
- d) Schedules
- e) Parent Volunteers
- f) Grading and Conferencing
- g) Opening and dismissal times - Stress that students are not to arrive before 8:20 a.m. and are to be picked up early from school only when absolutely necessary.
- h) Our "Open Door" policy - encourage home/school communication
- i) Encourage the parents to help children memorize their six-digit student ID number and to manage the children's breakfast/lunch account on the Internet.
- j) Please reinforce the need for appropriate lunchroom behavior.
- l) Our Newsletters from the PTA and Principal.



Plan your night with these goals in mind:

- a) The parents know you and each other.
- b) The parents know a little about your objectives and standards.
- c) You've explained your system of pupil evaluation.
- d) You've suggested ways that parents can work with you.
- e) You've helped establish a friendly relationship with the parents.

Providing parents with this information and establishing a strong working relationship with parents early in the year will help avoid some of the common teacher-pupil-parent misunderstandings. Resources in our professional development library can provide you with additional suggestions.

PICTURES

School Pictures are traditionally taken in late September or October. Candid photos are taken in November or December. We also offer a photo shoot in the spring. ALL students are to have photos taken and packages are offered to parents for purchase. We are now with **Ripcho Studio** for all student & staff photos.

PARENT – TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in November and optional Parent-Teacher Conferences are scheduled in March. Sign-up sheets for conferences should be made available at our Meet The Teacher Night. Teachers will be responsible for scheduling these conferences. Teachers requesting administrative support or input at conferences should contact the administrator at least one week prior to the conference.

PLANNING TIME

It is the classroom teacher's responsibility to see that the children arrive and leave the special teacher's room promptly. Should assemblies occur during special periods, the special teacher accompanies that class to the assembly, and the classroom teacher is free to plan for his/her students. It is important that classroom teachers and Intervention Specialists agree upon a time to collaboratively plan at least once a week. Please be flexible in working with each person's busy schedule.

READING RECORD

All standardized test scores must be included in permanent file folders.

REPORT CARD SCHEDULE

Report	Report cards finished in PowerSchool	
Report Card 1	9:00 AM	11/02/2018
Report Card 2	9:00 AM	1/25/2019
Report Card 3	9:00 AM	3/29/2019
Report Card 4	9:00 AM	5/23/2019

Barb Brady: Grades 1, 2 & 3

Matt Krivak: Grades 4 & 5

* In addition to the appointed grade, included should be any students at ANY grade with a concern or a "red flag."

RESOURCE PERSONS

Parents or community friends with special talents should be invited to classrooms to share their expertise with the children. **Please notify the office of all special presentations in individual classrooms.**

SCHOOL FEES

School fees are collected from each student up until the second week of October. Music fees will be collected by the music department and forwarded to the office. CASH WILL NOT BE ACCEPTED.

THE PURCHASING OF NON-ESSENTIAL ITEMS AT SCHOOL (SCHOOL PICTURES, YEARBOOKS, BOOK FAIR ITEMS, CLASSROOM BOOK ORDERS AND OTHER EXTRANEIOUS ITEMS), AND FIELD TRIPS WILL BE PROHIBITED UNTIL SUCH TIME THAT FEES ARE PAID.

Legal Refs: Orc. 3313.642C

Please keep an accurate record of any checks/money orders collected and save your records. **Record next to the student's names - date fee collected, amount paid, and check# on the Fee Collection Envelope given to you at the first of the year.** All checks **must** be sent to the office daily. Checks are not to be kept in the teacher's room at all during the school year. Any checks kept in the classroom are then the responsibility of the teacher. Teachers will be issued a receipt for all checks turned into the office.

SCHOOL HOURS

8:25 AM	First Bell	Grades, 1-5	Children may enter the building
8:40 AM	Tardy Bell	Grades, 1-5	Classes begin
2:50 PM	Dismissal	All Car Riders and Special Transportation	
2:55 PM	Dismissal	Walkers and bike riders are dismissed from the room Bus Riders are to be escorted to the cafetorium/Gymnasium	

Please be at your doors at 8:25 a.m. as children arrive. Supervise conduct in the halls. You are responsible for the students in your classroom from the time they enter your room until dismissal. Please monitor and redirect, as needed, any students you encounter prior to the first bell. Children arriving between **8:25-8:40 a.m.** must enter the building immediately. At the end of the day, please line your students up inside the classroom until the dismissal bells ring. At dismissal time teachers are expected to supervise their children to the dismissal points. If you find it necessary to keep students after school regularly, be sure to arrange a parent conference, especially if the cause is due to the student's behavior at school. Bus students and walkers should not be kept after school without parent's consent.

***Classroom teachers must supervise students kept in at recess or after school for disciplinary means related to classroom behavior.**

GUIDELINES FOR SPECIAL EDUCATION FILES

All Special Education files should be in their own file folder, in a locked filing cabinet somewhere in the main office. Below are guidelines for Special Education files.

Confidential Files - please note change of procedure. Intervention Specialists are responsible for keeping all Confidential Files up to date.

Please keep **only** the current copy of **IEPs** and **ETRs** in the confidential envelope. IATs leading to an IEP should be kept with the IEP. Please shred all old copies. Progress reports only need to come to the Board office when they are completed—showing 4 quarters worth of progress, reviewed, and signed-off on. This will happen at a student's IEP meeting. When you send a new IEP over to Luann, you will attach the old progress report that has been reviewed, signed, and shows 4 quarters worth of data. If a student is dismissed from SPED services or has an ETR and no IEP, please notify Luann Bean before shredding copies of the IEP/ETR. Luann will check to see if they have the last ETR/IEP on file at the board office.

A paper copy of the progress report is no longer needed for the building file, since all documents are electronic in IEP Anywhere. The only paper copy that needs to be printed is the one that goes home to the parent each quarter.

IATs/504s – please note these are not to be kept in the confidential folder.

IAT or 504 plans are to be placed in the back of the student's cumulative file in a manila envelope marked either IAT or 504 Enclosed. **These are not to be kept in the confidential folder.** IATs leading to a 504 Plan should be kept along with the 504 in the student's cumulative file.

WHO CAN VIEW FILES

Building principal, building/guidance secretary, psychologist, guidance counselor, related service staff, classroom teacher, and nurse (for medical plans). There is **no reason** for an **educational aide** to need to view or copy the file.

WHO SHOULD HAVE THE KEY TO THE CABINET

Building Principal or designated staff member assigned by principal (i.e., building secretary)

PROCEDURE FOR VIEWING STUDENT SPECIAL EDUCATION FILE

The staff member must first ask permission to retrieve a file from the Special Education files from the staff member with the key. The approved staff member will then retrieve the file from the files and have the staff member **requesting sign out the file**. The **file should not** be taken out of the main office area or kept for any length of time with the exception of:

- a. The building principal
- b. The school psychologist
- c. Guidance counselor

The file, once viewed, must be returned to the staff member who is the record keeper. (The staff member with the key.) That staff member should then file the student file and mark off the return time and date.

Updated: Connie Obrycki 5-23-13

STAFF ATTENDANCE AND ABSENCE

In the event a teacher will be absent, it is his/her duty to notify AESOP by 7:00 a.m. on the day of the absence. You may either phone in your absence at 1-800-942-3767 or go online at www.aesoponline.com. If you miss the 7:00 a.m. deadline, please make sure you call Sandy at 356-3525, ext. 2104 and leave a message on her voicemail. Please leave any necessary notes regarding your classroom and if you have door duty on Aesop for the substitute.

Please note: Certified staff are not permitted to ask a tutor to cover their class. This is an administrator decision.

Certified: AESOP: Use AESOP only for all absences.

Classified and Tutors: *Time Clock Plus Web Clock

Use Web Clock for all sick leave, personal leave, and vacation requests

PLEASE NOTIFY THE BUILDING PRINCIPAL BY 2:00 PM OF EACH DAY YOU ARE ABSENT AS TO WHETHER OR NOT YOU ARE PLANNING TO RETURN TO SCHOOL THE FOLLOWING DAY.

STAFF DRESS

It is important that each of us present a professional image to our parents, students, and community. Dress slacks/khakis, dresses, skirts, and shirts/tops are appropriate professional attire. Leggings and tight pants are acceptable only when worn with **long** tunic tops, **long** shirts, or dresses. **Tight fitting clothing and shorts are not acceptable attire for a school setting. FLIP-FLOPS ARE NOT PERMITTED.** Blue jeans are not appropriate attire for staff members when students are present (*occasional spirit days may call for the wearing of denim jeans).

STAFF EATING FACILITIES

There is a refrigerator, stove, and microwave in the faculty room for teacher use. **Those using the lounge facilities are responsible for keeping the refrigerator, microwave and sink clean, as well as doing their own dishes. Please be considerate and check the refrigerator often for items you may have left.** The custodian will take responsibility for the floor in the lounge. The remaining area will be the staff responsibility.

STAFF FORMS

The following staff forms are now done online.

All links are located under Frequently Used Forms on the District Website.

1. Summer Hours
2. Staff Emergency Contact Form
3. Change of Address and Family Status
4. Sick Leave Donations
5. Professional Development Request and Expense Form
6. Employee Expense Reimbursement Forms
7. Summer Hour Reimbursement Form
8. Mileage Report Form

All links are located under Employee Benefits on the District Website

1. Employee Benefits/Brovision
2. HR Kiosk
3. Vitality Health Portal
4. American Benefits Group

Please refer to the Staff Website for any additional forms not listed above.

STAFF HOURS

Certified staff hours are **7:35 a.m. to 3:15 p.m.** with 40 minutes for lunch. Classified staff hours are per their contract. If, occasionally, it is necessary to leave early for a special reason, please make arrangements with the principal or associate principal.

STAFF MEETINGS

Please forward any agenda items, suggestions and ideas to the principal. If it becomes necessary to schedule an additional meeting or change the date of an existing meeting, at least three days notice will be given prior to the new meeting date when possible. Times and dates will be announced at the opening staff meeting.

GUEST TEACHER FOLDER

Your guest teacher folder should **ALWAYS** be kept up-to-date. Be sure your guest teacher is aware of all dismissal procedures, students with special transportation, rapid dismissals, safety drills, school map, and your door duty schedule. The guest teacher folder must be kept in a visible location on your desk.

SUPERVISING STUDENTS DURING SPECIAL TIMES

Classroom teachers are to escort their students to specials, lunch/recess and assemblies. The specialist teacher will supervise your class if an assembly is scheduled during your specials.

TEXTBOOKS AND WORKBOOKS

A record should be kept of books given to each child. The condition of each text should be noted. All extra copies should be kept in a central location. Each year you will need to update your textbook inventory report.

STUDENT ATTENDANCE AND ABSENCE

Attendance is taken in the morning. Absenteeism is to be recorded in Pearson PowerSchool by 9:00 a.m. Green attendance sheets will be given to you for your sub handbook. Parents are requested to report student absences. If you receive a note or communication about a student's upcoming appointment, absence, or vacation, please forward to the office.

Excessive absences/tardies should be reported to the building principal early so they can be addressed early. Please report serious illnesses, injuries, and family deaths to the building principal, so that she can express appropriate concern and/or support to the family.

A child is tardy when they arrive after the 8:40 a.m. bell. Students who are tardy should report directly to the office and should not be allowed in class without an admission slip.

Vacation forms must be filled out should the child be absent from school due to a family vacation. Five days are considered excused absences by the Board of Education. Upon return from a Family Vacation, students are expected to ask the teacher for assignments the day of return to class. Students are responsible for the timely return of this work. Assignments not completed will be reflected in the grade. (See student handbook.)

STUDENT ILLNESS AND ACCIDENTS

Children who become ill at school should be sent to the office. If there is doubt whether the child is actually ill, it is better to err on the side of caution. The school nurse will determine whether the child is returned to class, allowed to rest in the office, or sent home.

The nurse will administer basic first aid when a child receives a minor injury. The parents/guardian of a child more seriously injured will be contacted and/or the child will be taken to the hospital. In the event a parent cannot be reached by phone, a staff member will accompany the child to the hospital along with a copy of the child's emergency form. In the principal's absence, decisions about the care and transport of an injured child will be made in conjunction with the district nurse and/or principal's designee.

TIME CLOCKS

All classified employees and tutors must clock in and clock out each day using their staff ID card. There are three time clocks in Gilles-Sweet Elementary School for the convenience of all hourly employees. Locations are: 1) office copy room by the classified mailboxes, 2) northwest door by the back parking lot, and 3) loading dock door by the back parking lot. If you miss a punch in or punch out, please email Barb Brady with the date and time of the missed punch.

STEAM LAB

The STEAM Lab is located upstairs in room 223. Any staff member who would like to use the room must first sign up using the STEAM Lab Google Calendar. Please be courteous to others and return all materials to their identified location within the cupboards and drawers. Before leaving the lab, please be sure to clean up any areas where students were working. For more detailed STEAM Lab information, please see Mr. Austin Fleischer or Mrs. Nicole Prunte.

STAFF CONFLICT OF INTEREST

Employees of the Fairview Park Board of Education will not engage in nor have a financial interest, directly or indirectly, in any activity which conflicts with their duties and responsibilities in the school system.

Employees will not engage in work of any type where information concerning customer, client or employer originates from any information available to them through school sources.

Employees will not sell textbooks, instructional supplies, equipment, reference books or any other school products to the schools in the district. They will not furnish the names of students or parents to anyone selling these materials.

POLICY ON EQUAL TREATMENT OR EQUAL RIGHTS

No student in, or employee of, the Fairview Park Schools shall, on the grounds of sex, race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any programs or activity of the school district.

GRIEVANCE PROCEDURE

A grievance is an allegation by a student or by a student's parents, on his or her behalf, or by any full or part-time employee of the school district, that he or she, on the basis of sex, race, color or national origin, has been excluded from, denied the benefits of, or been subjected to discrimination under any of the programs or activities of the school district.

INFORMAL PROCEDURE

When a student or parent on the student's behalf, feels he or she has a grievance, it shall first be discussed with the person directly involved, generally the classroom teacher. If the problem is not settled satisfactorily, it is to be discussed with the principal of the school. If the principal does not settle it satisfactorily, it is to be discussed with the superintendent of schools. The objective of all parties is to resolve the matter quickly in an informal manner.

When an employee feels he or she has a grievance, it is first to be discussed with the person directly involved, generally the employee's superior. If the problem is not settled satisfactorily, it is to be discussed with the principal of the school. If is not settled satisfactorily by the principal, it is to be discussed with the superintendent of schools. The objective of all parties is to resolve the matter quickly in an informal manner.

FORMAL PROCEDURE

If a grievance is not settled satisfactorily through the informal procedure, the complainant will file a written grievance with the person directly involved who will arrange a meeting with the complainant within three school days and respond with a decision and reasons in writing within three school days after the meeting.

If the grievance is not settled satisfactorily, the complainant shall file a written grievance with the principal of the school within three school days. The principal will arrange a meeting with the complainant and, if necessary, with the person or persons alleged to have caused the grievance and respond with a decision and reasons in writing within six school days after the meeting.

If the grievance is not settled satisfactorily, the complainant shall file a written grievance with the Superintendent of Schools within six school days. The Superintendent will arrange a meeting with the complainant and with any other persons necessary within six school days after receipt of the grievance and respond with a decision and reasons in writing within six school days after meeting.

TITLE IX COORDINATOR

Title IX of the Federal Law requires that each school appoint an individual as a Title IX Coordinator who has the responsibility to insure that no individual is discriminated against on the basis of sex, race, color, or national origin. The Director of Pupil Services, 21620 Mastick Road, Suite A, Phone 440-331-5500, ext. 1115, is the Title IX Coordinator for the Fairview Park Schools.

Google Calendar

A Gilles-Sweet Staff Google Calendar has been created and shared with you to help keep everyone informed of upcoming events at Gilles-Sweet. If you or your grade level is planning a field trip, guest teacher, or special event, please be sure to enter it onto the calendar. Information from the calendar will be inputted into the staff bulletin.

STAFF BIRTHDAYS

AUGUST			SEPTEMBER			OCTOBER		
10	Megan Wellman		05	Cheryl Raimann		01	Pat Stadnik	
17	Katie Shaffer		06	Dan Maeder		02	Nancy Holder	
28	Mary Brancatelli		14	Cheryl Kotlarsic		07	Hillery Needham	
			19	Bridget Chambers		14	Barb Bilinsky	
			21	Irene Gallas		15	Dennis Johnson	
				Jackie Pieffer		16	Courtney Rushnok	
						17	Karen Banks	
						20	Megan Lamb	
						22	Diane Williams	
						27	Jessica Potraffke	
							Maggie Arbogast	
NOVEMBER			DECEMBER			JANUARY		
05	Kris Schirhart		04	Jeffrey Lefevre		04	Melissa Koenig	
06	Anne Marie Carey		05	Jennifer Sheridan		14	Alicia Shepard	
07	Caroline Gallagher		08	Lisa Zeszotek		18	Diana Hill	
16	Laura Toner		10	Nicole Prunte		23	Adam Whitney	
18	Graham Codney		18	Mary Williams		25	Nancy Stoessner	
	Becky Newby		19	Erin Samide		26	Sandy Vetrovsky	
26	Rosemarie Randall		20	Deidra Dunstan			Marilyn Horstman	
FEBRUARY			MARCH			APRIL		
02	Mary Salco		8	Heather Reyna		4	Meghan Zeleznik	
	Amy Stevens			Jeanne Johnson		8	Hal Bean	
06	Meredith Schulte		11	Gail Keitlen		10	Lauren Chapman	
08	Valerie Buher		13	Laura Ponsart		13	Jennifer Sanow	
10	Jennifer Hyatt			Mandy McDevitt		18	Laura Davis	
11	Amanda Faris		18	Erica Wiegand		23	Amanda Peck	
13	Tiffany Zemek		19	Ben Isabell			Lisa Sobera	
14	Matt Krivak		21	Colleen O'Toole		30	Valerie Garcia	
15	Bryan Weir							
24	Leah Taylor							
26	Mary Jo Cooper							
27	Abby Wilson							
MAY			JUNE			JULY		
01	Michelle Seghi		04	Pete Cibulskas		02	Lauren Scotta	
08	Sarah Eppler			Brian Schulenberg		07	Samuel Goldberg	
	Olivia Hvizdos		07	Katyana Speckman		09	Anne Howe	
17	Emily Miller		13	Mauni Khoury		11	Jill Davis	
25	Barb Brady		14	Elizabeth		13	Terry Mazzolini	
				Ptaszek-Templeton		18	Lindsay Wallace	
			16	Kiersten Lehman		24	Jayne Linch	
				Robin Schlesinger			Emily Kenney	
			19	Kerry Sheldon		26	Austin Fleischer	
			20	Colleen Petruzzi		29	Pat Halligan	
			28	Allison Klodnick				
			30	Nathan Kull				

STAFF DIRECTORY

PRINCIPAL

Mrs. Barbara J. Brady (Jim) 36550 Chester Rd.#301 Avon 44011 (440) 781-7257 5/25 2100

ASSOCIATE PRINCIPAL

Mr. Matt Krivak (Danielle) P.O. Box 576 Columbia Station 44028 (440)-567-0607 2/14 2101

Mrs. Maggie Arbogast (Andrew) 2100 Belle Avenue Lakewood 44107 (440) 537-4821 10/27 2128

Mrs. Karen Banks (Matthew) 22379 Spencer Lane Fairview Park 44126 (216) 392-0704 10/17

Mr. Hal Bean (Luann) 22212 Marleen Drive Fairview Park 44126 (440) 360-7633 4/8

Mrs. Barb Bilinsky (Bill) 21950 Clifford Drive Fairview Park 44126 (440) 409-5427 10/14

Mrs. Mary Brancatelli (Carl) 4092 West 217 Street Fairview Park 44126 (440) 532-0536 8/28

Mrs. Valerie Buher (Mike) 33295 Ambleside Drive Avon Lake 44012 (440) 670-3122 2/8 2164

Mrs. Anne Marie Carey 22278 Spencer Lane Fairview Park 44126 (440) 554-3458 11/6 2170

Mrs. Lauren Chapman (Chris) 2431 Roxboro Street Avon 44011 (440) 724-0323 4/10 2169

Mr. Pete Cibulskas III (Sandy) 3452 Barrington Drive Avon 44011 (440) 937-6836 6/4 4126

Mr. Graham Codney (Brooke) 20780 Germantown Dr. Fairview Park 44126 (248) 252-7757 11/18 2154

Mrs. Mary Jo Cooper (Matt) 11421 Villa Grande Drive North Royalton 44133 (440) 628-8058 2/26

Mrs. Jill Davis (Ted) 5295 Bringham Drive Brunswick Hills 44212 (330) 416-0637 7/11 TBA

Mrs. Laura Davis (Dustin) 2615 Joseph Street Avon 44011 (330) 421-3026 4/18 2113

Mrs. Deidra Dunstan (John) 26625 Jefferson Court Bay Village 44140 (216) 956-4878 12/20 TBA

Miss Sarah Eppler 22960 Mastick Road Fairview Park 44126 (216) 780-6782 5/8 2178

Mrs. Amanda Faris (Kyle) 7343 Glenside Lane Olmsted Twp. 44138 (740) 802-1681 2/11 2179

Mr. Austin Fleischer (Emily) 17613 Bradgate Avenue Cleveland 44111 (216) 374-0671 7/26 2138

Miss Caroline Gallagher 4484 West 227 Street Fairview Park 44126 (440) 241-2216 11/07 2135

Mrs. Val Garcia (John) 1276 Warren Road Lakewood 44107 (216) 903-3338 4/30 2123

Mr. Samuel Goldberg (Helen) 4149 West 220 Street Fairview Park 44126 (216) 526-7115 7/7 2126

Mrs. Pat Halligan (Dennis) 22226 Sycamore Dr. Fairview Park 44126 (440) 734-7261 7/29

Ms. Diana Hill 433 Yearling Drive Berea 44017 (440) 785-2626 1/18 4120

Mrs. Nancy Holder (Lew) 14150 Basswood Circle Strongsville 44136 (440) 382-0232 10/2 2155

Mrs. Marilyn Horstman (Jeff) 5997 Hickory Trail North Ridgeville 44039 (216) 333-5997 1/26 2197

Mrs. Anne Howe (Jason) 6179 Ridgeview Blvd. North Ridgeville 44039 (330) 414-5756 7/9 2156

Miss Olivia Hvizdos 19351 S. Sagamore Rd. Fairview Park 44126 (216) 659-4836 5/8 2140

Mrs. Jennifer Hyatt 2204 Woodward Ave. Lakewood 44107 (440) 666-0470 2/10 2132

Mr. Benjamin Isabell 2912 Colburn Avenue Cleveland 44109 (440) 574-1819 03/20

Mr. Dennis Johnson (Jeanne) 9700 Crows Nest Lane Litchfield 44253 (440) 773-1886 10/15 2106

Mrs. Jeanne Johnson (Dennis) 9700 Crows Nest Lane Litchfield 44253 (440) 734-9154 3/8 2103

Mrs. Gail Keitlen (Todd) 1020 Hamilton Drive Broadview Hts. 44147 Unlisted 3/11 2136

Miss Emily Kenney 1010 Chatham Place Rocky River 44116 (216) 956-2036 7/24 2146

Ms. Mauni Khoury 8232 Washington Ave North Royalton 44133 (440) 655-8303 6/13 4108

Mrs. Allison Klodnick (Jason) 27047 Pondsides Point Olmsted Township 44138 (330) 289-0661 6/28 2168

Mrs. Melissa Koenig (Frank) 22490 Bard Avenue Fairview Park 44126 (440) 227-2032 1/04 2127

Ms. Cheryl Kotlarsic 4053 West 214 Street Fairview Park 44126 (216) 287-1282 9/14 2131

Mr. Nathan Kull (Stephanie) 5000 Forestview Road Bay Village 44140 (630) 408-2218 6/30 2167

Mrs. Megan Lamb (Nick) 16450 Academy Drive Strongsville 44149 (440) 724-6232 10/20

Mr. Jeffrey Lefevre II 4505 West 223 Street Fairview Park 44126 (440) 941-4696 12/4 2161

Miss Kiersten Lehman 1488 Westford Circle, #103 Westlake 44145 (419) 438-5100 6/16 2134

Mrs. Jayne Linch (Gary) 8514 Homestead Drive Olmsted Falls 44138 (440) 655-0989 7/24 2166

Mr. Daniel Maeder (Michelle) 741 Starlight Drive Seven Hills 44131 (440) 590-0529 9/6 2118

Mrs. Amanda McDevitt (Tim) 4524 West 221 Street Fairview Park 44126 (440) 725-5968 3/13 2176

Mrs. Terry Mazzolini (Ron) 4343 W. 220 Street Fairview Park 44126 (440) 333-0715 7/13

Miss Emily Miller 4225 West 208 Street Fairview Park 44126 (440) 522-4322 5/17 2122

Mrs. Hillery Needham (Clint) 12501 Saddlebrook Lane Strongsville 44149 (812) 369-0439 10/7 4125

Mrs. Becky Newby (Jeffrey) 3909 Mark Avenue Rocky River 44116 (440) 895-0484 11/18

Mrs. Colleen O'Toole (Dennis) 21858 Addington Blvd Rocky River 44116 (440) 376-2668 3/21

Miss Amanda Peck 7130 Dearborn Avenue Cleveland 44102 (216) 526-1163 4/23

Mrs. Colleen Petruzzi (Tony) 20795 Valley Forge Dr. Fairview Park 44126 (440) 333-1544 6/20 2136

Mrs. Jackie Pieffer 3881 West 227 Street Fairview Park 44126 (216) 695-8600 9/21

Mrs. Elizabeth Ptaszek-Templeton(Andy)	267 Race Street	Berea	44017	(440) 570-7398	6/14	2125
Mrs. Laura Ponsart	16700 West Park Road	Cleveland	44111	(216) 280-6035	3/13	2153
Mrs. Jessica Potraffke (Kevin)	33225 Boulder Drive	North Ridgeville	44039	(440) 376-1786	10/27	2173
Mrs. Cheryl Raimann (Hank)	3855 West 212 Street	Fairview Park	44126	(440-666-4304)	9/5	
Mrs. Nicole Prunte (Brad)	14845 Caryn Drive	Brook Park	44142	(216) 469-5528	12/10	2116
Miss Rosemarie Randall	27298 Cook Road	Olmsted Twp.	44138	(440) 281-3986	11/26	
Mrs. Heather Reyna (Jose)	2893 Erich Drive	Willoughby Hills	44092	(216) 355-8694	3/8	TBA
Mrs. Courtney Rushnok (Matt)	4017 West 204 Street	Fairview Park	44126	(216) 973-6627	10/16	TBA
Mrs. Mary Salco (Brian)	33782 Electric Blvd.	Avon Lake	44012	(440) 930-5424	2/2	2137
Ms. Erin Samide	4246 West 220 Street	Fairview Park	44126	(440) 773-6390	12/19	
Mrs. Jennifer Sanow (Eric)	4523 Brendan Lane	North Olmsted	44070	(216) 526-2149	4/13	
Mrs. Kristin Schirhart (Rob)	7204 Kensington Dr.	North Ridgeville	44039	(440) 327-8278	11/5	2145
Mrs. Meredith Schulte (Stephen)	31600 Winners Circle	Avon Lake	44012	(330) 466-3860	2/6	2102
Mr. Brian Schulenberg (Maria)	35845 Ithaca Drive	Avon	44011	(440) 937-7966	6/4	2144
Mrs. Robin Schlesinger (Shawn)	8858 Forest View Drive	Olmsted Falls	44138	(440) 625-6123	6/16	TBA
Miss Lauren Scotta	21876 Addington Blvd.	Rocky River	44116	(440) 724-5733	7/02	2124
Miss Michelle Seghi	20562 Stanford Avenue	Fairview Park	44126	(440) 724-8200	5/01	2143
Mrs. Kathleen Shaffer (Daniel)	4088 Elmore Road	Fairview Park	44126	(440) 724-9702	8/17	
Mrs. Kerry Sheldon (TJ)	39159 Woodland Trail	Avon	44011	(440) 935-0482	6/19	2130
Mrs. Jennifer Sheridan (Mike)	22706 Briscoe Drive	Rocky River	44116	(440) 331-3360	12/5	2171
Mrs. Alicia Shepard (Thomas)	4394 West 229 Street	Fairview Park	44126	(440) 570-7652	1/14	4120
Mrs. Lisa Sobera (Mike)	27040 Cascade Court	Olmsted Falls	44138	(440) 239-9936	4/23	2141
Miss Katyana Speckman	21967 Northpark Drive	Fairview Park	44126	(440) 666-9578	6/7	
4120						
Mrs. Patricia Stadnik (Bryan)	4451 West 227 Street	Fairview Park	44126	(440) 539-5760	10/1	
Mrs. Nancy Stoessner (Josh)	4692 West 228 Street	Fairview Park	44126	(216) 650-8253	1/25	
Mrs. Amy Stevens (Jim)	4346 West 212 Street	Fairview Park	44126	(440) 333-1908	2/2	2130
Mrs. Leah Taylor (Ken)	3810 Spokane Avenue	Cleveland	44109	(216) 440-1853	2/24	
Mrs. Laura Toner (Richard)	1837 Reeds Court Trail	Westlake	44145	(440) 808-8825	11/16	2148
Mrs. Sandra Vetrovsky (Todd)	4286 Grannis Road	Fairview Park	44126	(216) 789-4260	1/26	2104
Mrs. Lindsey Wallace (Andrew)	656 Treeside Lane	Avon Lake	44012	(440) 808-3813	7/18	TBA
Mrs. Megan Wellman (John)	23262 Olmsted Drive	North Olmsted	44070	(440) 823-7366	8/10	2108
Mrs. Abby Wilson (Peter)	1417 Clifton Place	Lakewood	44107	(216) 496-4197	2/27	
Mrs. Erica Wiegand (Robert)	311 Kendal Court E.	Amherst	44001	(440) 985-1024	3/18	2109
Mr. Adam Whitney	22800 Esther Avenue	Fairview Park	44126	(440) 915-0647	1/23	
Mrs. Diane Williams (Martin)	25990 Williams Drive	Westlake	44145	(440) 346-5164	10/22	2111
Ms. Mary Williams	20312 Lorain Rd, #307	Fairview Park	44126	(440) 503-2674	12/18	
Mrs. Abby Wilson	1417 Clifton Place	Lakewood	44107	(216) 495-4197	2/27	
Ms. Meghan Zeleznik	16101 Agnes Blvd.	Brook Park	44142	(440) 570-6646	4/4	2196
Ms. Tiffany Zemek	5132 Manchester St.	North Ridgeville	44039	(440) 376-8771	2/13	2192
Mrs. Lisa Zeszotek (Martin)	6680 Middlebrook Blvd.	Middleburg Hts.	44130	(440) 429-5953	12/8	2177

STAFF ASSIGNMENTS

Principal	Mrs. Barbara J. Brady
Secretary to Principal	Mrs. Sandra Vetrovsky
Associate Principal	Mr. Matt Krivak
Secretary to Principal	Mrs. Jeanne Johnson
First Grade	Miss Sarah Eppler, Mr. Samuel Goldberg, Miss Olivia Hvizdos Mrs. Melissa Koenig, Mrs. Megan Lamb, and Mrs. Valerie Garcia
Second Grade:	Mrs. Dee Dunstan, Mrs. Amanda Faris, Ms. Cheryl Kotlarsic, Miss Emily Miller, Miss Michelle Seghi, and Mrs. Amy Stevens
Third Grade:	Mrs. Lauren Chapman, Mr. Austin Fleischer, Miss Caroline Gallagher, Mrs. Gail Keitlen, Miss Kiersten Lehman, Mrs. Colleen Petruzzi
Fourth Grade	Miss Emily Kenney, Mrs. Laura Ponsart, Mrs. Nicole Prunte, Mrs. Elizabeth Ptaszek-Templeton, Mrs. Lisa Sobera, and Mrs. Laura Toner
Fifth Grade	Mrs. Maggie Arbogast, Mrs. Heather Reyna, Mrs. Courtney Rushnock, Mrs. Mary Salco, Mr. Brian Schulenberg, and Mrs. Lindsay Wallace
Art Instruction	Mr. Jeffrey Lefevre
Computer Lab	Mr. Graham Codney
Custodians	Mr. Dennis Johnson
Educational Aides	Mrs. Karen Banks, Mr. Hal Bean, Mrs. Barb Bilinsky, Mrs. Pat Halligan, Mrs. Terry Mazzolini, Mrs. Colleen O'Toole, Miss Rosemarie Randall, Mrs. Erin Samide, Mrs. Katie Shaffer, Mrs. Pat Stadnik, Mrs. Leah Taylor, and Mrs. Abby Wilson
Educational Monitors	Mrs. Mary Brancatelli, Mrs. Becky Newby, and Mrs. Nancy Stoessner
ESL, Grades 1 - 12	Ms. Tiffany Zemek
Food Services Leader	Ms. Diana Hill
Food Service Assistants	Mrs. Cheryl Raimann, Mrs. Jennifer Sanow, Mrs. Jackie Pieffer and Miss Katyana Speckman
Gifted/Talented	Mrs. Jennifer Hyatt: Grades 4 & 5 Miss Lauren Scotta: Grades 1-3
Guidestone	Miss Lizzy Stotter
Intervention Specialists	Mrs. Valerie Buher, Mrs. Marilyn Horstman, Mrs. Jessie Potraffke Mrs. Kerry Sheldon, Mrs. Jayne Linch, Mrs. Mandy McDevitt, Mrs. Jill Davis and Mrs. L. Davis

Library Media Specialist	Mrs. Mary Jo Cooper
Media Technician	Mrs. Lisa Zeszotek
Music Instruction	Mr. Pete Cibulskas, Fifth Grade Band, General Music Mrs. Anne Howe, General Music/Choir Mrs. Hillery Needham, Fifth Grade Orchestra
Nurse	Mrs. Erica Wiegand, LPN
Physical Education	Mrs. Allison Klodnick and Mr. Nathan Kull
School Psychologists	Ms. Mauni Khoury and Mrs. Megan Wellman
School Counselors	Mrs. Meredith Schulte Mrs. Robin Schlesinger
Sensory Room	Room 228
Speech Pathologists	Mrs. Anne Marie Carey and Mrs. Jennifer Sheridan
STEAM Lab	Room 223
Sweeper/Cleaners	Miss Amanda Peck, Mrs. Maryjane Williams, Mr. Adam Whitney, and Mr. Ben Isabell
Teacher Prep Rooms	Room 210 and Library
Title I Reading Teachers	Mrs. Nancy Holder
Tutors	Mrs. Kristen Schirhart, Math Tutor Ms. Meghan Zeleznik, Special Education Tutor Mrs. Diane Williams Mr. Dan Maeder, Title 1