***The Academies at Roxborough High School***

***6498 Ridge Avenue***

***Philadelphia, Pennsylvania 19128***

***(215) 400-3400***

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**FACULTY HANDBOOK**

**2019 – 2020**

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*Principal Mrs. Dana A. Jenkins*

*Assistant Principal Mr. Lawrence King*

*Assistant Principal Mrs. Megan McCarthy-May*

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**Note:**

**“This handbook is subject to change at any time per administrative discretion**"

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**The School District of Philadelphia**

*The School District of Philadelphia will deliver on the right of every child in Philadelphia to an excellent public school education and ensure all children graduate from high school ready to succeed.*

**The Academies at Roxborough High School**

The Academies at Roxborough High School develop strong college and career competencies that empower students to compete in our global society.

**Academies @ Roxborough High School**

**ADMINISTRATION**

*Principal Mrs. Dana A. Jenkins*

*Assistant Principal Mr. Lawrence King*

*Assistant Principal Mrs. Megan McCarthy-May*

**Leadership Team**

*Social Studies Christine Arnold*

*English Latifa Roberts*

*Math (SBTL) Stephanie Henshaw*

*Science Erika McFadden*

*Special Education Blaine Zavod*

*Roster Chair/Testing Coordinator Mark Dumsha*

*Athletic Director Jeffrey McKenna*

**THE ACADEMIES @ROXBOROUGH HIGH SCHOOL**

**Visual Arts Production Latifa Roberts, Coordinator**

**Megan McCarthy-May, Administrator**

*Film and Video Production Mohammad Azim Siddiqui*

*Web Design Deborah Bender*

*Graphic Design Adam Kravchak*

**Business, Technology and Entrepreneurship Stephanie Henshaw,**

 **Coordinator**

**Dana Jenkins, Administrator**

*Business Finance Patrick Biaicchi*

*Business Applications Keith Heleniak*

*Sports Marketing Frank Fesnak*

**Health Sciences and Research Erika McFadden, Coordinator**

**Lawrence King, Administrator**

*Biotechnology Courtney Thompson*

*Kinesiology Donavan Kerrigan*

**The Freshman Academy Christine Arnold, Coordinator**

**Lawrence King, Administrator**

**JROTC Program**

Instructor *Captain Latinya Channer*

Instructor *Sergeant Antonio Beadles*

**SPONSORS**

Activity Sponsor/Student Government Angela Sposato

Yearbook Sponsor Barbara Doyle

**COUNSELORS**

Meesha Harris: Room 204

The Academy of Visual Arts Production

The Academy of Business, Technology and Entrepreneurship

Laurie-Jean Lawley: Room 222

The Freshman Academy

The Academy of Health Sciences and Research

**SCHOOL CLIMATE/STUDENT SUPPORT**

Dean of Students, Room 207 Maureen McGee

Dean of Students, Room 207 Michael Perricone

School Nurse- ROOM 105…………………… Bashira Charles

School Secretary- MAIN OFFICE………… Patrice Ferreira

Clinical Social Worker – Room 228A……………………….. Claire Lindquist

**FIRST FLOOR**

Cafeteria Ground Floor Back

Library Room 108

School Store Room 101

Gymnasium Near rooms 120 and 124 (new wing)

School Police Room 137A

**SECOND FLOOR**

Locker Office Room 232A

Roster Office Room 213

Discipline Office Room 207

Main Office Room 210

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Roxborough High School (2017-2018)** |  |  |
|  |  | **Regular Bell Schedule** |  |  |
|  |  | **A/B Block Schedule** |  |  |
|  |  |  |  |  |
|  | Period | Start | End | Minutes |
|  | 0 (Advisory) | 8:00 | 8:19 | 19 |
|  | 1 | 8:22 | 9:52 | 90 |
|  | 2 | 9:55 | 10:25 | 30 |
|  | 2/3 | 10:28 | 11:25 | 57 |
|  | 3 | 11:28 | 11:58 | 30 |
|  | 3/4 | 12:01 | 12:58 | 57 |
|  | 4 | 1:01 | 1:31 | 30 |
|  | 5 | 1:34 | 3:04 | 90 |
|  |  |  |  |  |
|  |  | **Roxborough High School** |  |  |
|  |  | **12:00 Dismissal**  |  |  |
|  | Period | Start | End | Minutes |
|  | 0 (advisory) | 8:00 | 8:11 | 11 |
|  | 1 | 8:14 | 9:00 | 46 |
|  | 2/3 | 9:03 | 9:49 | 46 |
|  | 3/4 | 9:52 | 10:38 | 46 |
|  | 5 | 10:41 | 11:27 | 46 |
|  | Lunch | 11:30 | 12:00 | 30 |
|  |  |  |  |  |
|  |  | **Roxborough High School** |  |  |
|  |  | **Late Arrival** |  |  |
|  | Period | Start | End | Minutes |
|  | 0 (advisory) | 10:00 | 10:17 | 19 |
|  | 1 | 10:22 | 11:22 | 60 |
|  | 2 | 11:25 | 11:55 | 30 |
|  | 2/3 | 11:58 | 12:25 | 27 |
|  | 3 | 12:28 | 12:58 | 30 |
|  | 3/4 | 1:01 | 1:28 | 27 |
|  | 4 | 1:31 | 2:01 | 30 |
|  | 5 | 2:04 | 3:04 | 60 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Attendance and Reporting of Absences:**

**Signing In**

Staff must sign the T/A (Time & Attendance) Register, each day in the Main Office, and be at their **ASSIGNED** locations by **8:00 A.M.**

Assign location is defined as a classroom, office or other area assigned by administration by the start of the workday. Registers will be removed at this time. Any staff members encumbering two positions must sign in twice daily.

Be sure to sign in properly, and under no circumstances should one staff member sign in for another.  The T&A is a legal document.  The employee must record the correct time and attendance will be monitored on a daily basis.

**Reporting of Staff Absences**

**The School District of Philadelphia is now using Kelly Services for 2019-2020 school year.**

**VIA THE INTERNET**

* Go to aesoponline.com.
* Enter your District ID and Password in the appropriate fields.

The system allows you to:

* Create an absence
* Modify an absence

**Via the Phone**

* Dial 1-855-KELL-Y55
* This feature allows you to:
* Create an absence
* Review, cancel, modify jobs

**You must call the school prior to 8:00 on the date of your absence. Choose the prompt for the Roster Office to speak to Mr. Dumsha or leave a message. If you plan on extending the absence, you must call the school again before 2:00 to let Mr. Dumsha know.**

**Notes:**

* Employees can create absences up to one hour prior to report time on the on-line system. Absences after 7am can only be entered by calling Kelly Services.

**Staff Absence Card Completion**

Staff members are required to complete an “Absence Card” after each period of absence. Absence cards can be obtained in the Main Office. Personal illness for four or more consecutive days requires a doctor’s certificate.

**Note**: Staff Absence Cards must be submitted before the close of business the day of your return. Staff Absence Cards are available via the SDP website for your convenience.

***Absences, regardless of excessiveness, have an adverse impact on student achievement and school climate, and your colleagues. Sporadic and excessive absences can lead to an overall unfavorable performance rating.***

**Absence Guidelines**

**(3,5,7,9)**

* **After third day of occurrence for personal illness and/or illness in family in a school year**
	+ Informal conversation with employee
	+ Memo to employee to document conversation
* **After fifth day of occurrence for personal illness and/or illness in family**
	+ Written warning memo
	+ Placed in school file
* **After seventh day of occurrence for personal illness and/or illness in family**
	+ Written SEH-204
	+ Scheduled conference with representation
	+ Documents forwarded to official file
	+ Copy to Central East Regional Office
* **After ninth day of occurrence for personal illness and/or illness in family**
	+ Written SEH-204 –attached previous 204 and memo
	+ Recommend suspension
	+ Schedule a conference with representation
	+ Forward documents to Regional Superintendent for a second level conference

*If desired, always bring extenuating circumstances to the attention of the principal.*

**Personal Leave**

Three (3) days of Personal Leave are granted each school year for urgent personal emergencies requiring immediate attention. Prior approval for such leave (other than emergencies) must be secured on form SEH-86, Request for Absence.

**Lateness**

If you are going to be late, contact the Roster Chair immediately. Lateness extending beyond one (1) hour can be considered a half-day absence. An employee who has failed to notify the school within one half (1/2) hour after the required time of arrival shall be considered absent.

**Emergency Leave**

If it should be necessary to leave the building the school day, obtain permission from your assigned administrator and complete the form in the main office maintained for this purpose. Arrangements will be made between the principal and staff member to make up the emergency leave, if less than one half day. Half day absences will be recorded accordingly.

**Weekly Lesson Plans:**

A weekly lesson plan must be submitted to your supervising administrator by **3:04 pm on Thursday**, for the following week. ***Lesson plans will be thoroughly reviewed during the school year of 2019-20; therefore, it is essential you submit in a complete and timely fashion.*** We appreciate your cooperation. Please review updated lesson plan format – if assistance is needed, do not hesitate to see your administrator and/or Instructional Coaches.

**Lesson Plan Tips**

*The Objective(s) should be written on the board each day so that both the students and guests are clear about what is expected.*

Begin with the end in mind (Covey, 1989), or developing clear targets (Stiggins, 2001). The following process may be helpful in creating lesson plans.

* ***Expectations*** – These are the goals, standards, objectives, or performance descriptors that you want your students to achieve.
* ***Enduring Understandings*** – From the expectations, what do you want your students to understand? What are your intentions?
* ***Essential Questions*** – Take those understandings and put them in the form of questions such as “Why?” or “How?” These are open-ended questions that offer an inquiry approach to learning.
* ***Evidence*** – How will your students show you that they understand?
* ***Evaluation*** – Create the assessment that matches the understandings.
* ***Entry Points*** – How will you go from the “big” ideas to the smaller ones that will engage your students?
* ***Experiences*** – Design your instruction to match your intentions and your assessment in order to give your students long-term retention and transfer.

 (Sprenger, 2005)

**Emergency Lesson Plans:**

Teachers are responsible for maintaining a file of meaningful emergency lesson plans. The plans are to be submitted to the designated roster office. ***These plans must be updated following an absence to ensure that the minimum number of usable plans is always available.*** Teachers must leave clear directions for **meaningful classroom activities** for use by the covering teacher during their absence. Plans should cover the entire 90-minute block. Emergency Lesson Plans must be re- submitted 48 hours after an absence. For this school year, three sets of plans are due by Friday, September 13th. No exceptions.

**Homework/Class work/Make-up Assignments:**

**“Homework provides multiple rehearsals and raises student achievement.”**

Roxborough has a **daily** homework policy. Teaches are expected to assign homework **every day**. The homework assignments may be in the form of reading, writing, researching, preparing projects, and reviewing information already taught in class.

**Classroom Informal visits/Formal observations:**

***The following items MUST always be available and accessible to administrators during classroom visits:***

* **Lesson plans**
* **Grade/Roll book**
* **Sample assessments provided to students**

Please have these items ready at all times in order to prevent interruption during instructional time.

Administration will provide all teachers with feedback after visits.

**Course Syllabus:**

At the beginning of every course, a written course syllabus must be distributed and explained to students. A copy of this document should be submitted to the designated administrator with the first set of lesson plans. The syllabus should also include an explanation of the weight assigned by the School District to the various components (tests, PBL, Classwork and Homework).

**Use of Videos/DVDS:**

***All videos/DVDS must be approved by administration***

Teachers must exercise care in use of videos that pertain to their curricular area and must not show videos that are inappropriate and/or offensive. Incorporate video title into the lesson plan.

**Bulletin Boards/Physical Plant:**

Classroom bulletin boards should display student work and other material pertinent to the subject being taught. The effect is best if the material is tastefully arranged, and changed monthly.

**Counselor Bulletin Boards and Displays:**

Our building must reflect College and Career readiness throughout the building. Flyers and Scholarship information should be updated weekly and all bulletin boards should reflect a monthly theme.

**End of Day**

Please shut all classroom windows and turn off all air conditioners, fans,

and light.

**\*\*\*\*\*Please ensure that your room is clean and free of debris.**

**Marking System/Grading Policies:**

*All failures must be justified by specific student information, including evidence of parental contact, RTII intervention, grade books, assessment samples, and portfolio data.*

***Please see Attached District-Wide Grading Policy for grades 9-12.***

**\*\*\* KEEPING STUDENT GRADES CURRENT ON SIS:**

Grades should be updated each Monday by the close of business so that students and parents are aware of academic progress before interim reports and report cards.

***Two grades per week*** are to be entered on the system for all students. Grade books will be monitored by administration to ensure updates are kept current throughout the year.

**Interim Progress Reports:**

It is our philosophy that parents share in the responsibility for the education of their youth. It is imperative that we involve parents/guardians, as soon as possible, if we are having difficulty. Other forms of communication such as phone calls and e-mails should be used as well to communicate student progress in addition to creating interim reports

The Interim Progress Report is sent to Parent/Guardian to apprise the parent of student progress. It will also be utilized to provide positive reinforcement. Reports will be sent home twice per marking period.

**Student Recognition Programs:**

*Students will be recognized quarterly for attendance and academics.*

***Distinguished and Meritorious Honor Roll***

Students who earn all A’s have “Distinguished Honor Roll” status; students with all A’s and B’s have “Meritorious Honor Roll” status.

Special assemblies and activities will take place to celebrate academic accomplishments.

**Climate and Safety:**

***Know your “Clients”***

Kids are our clients. As in the business world, it pays to know the needs of your clients. Establish trust and get to know students’ backgrounds, home information, likes and dislikes, and feelings about this school year and past years’ experiences.

***Classroom Management***

The beginning of school is a crucial time because it is the opening act for the remainder of the school year. Instruction cannot occur without order, structure, respect and professionalism in and out of the classroom at all times.

A healthy classroom maintains the dignity of all students by providing an optimum environment for living and learning. Healthy classrooms promote learning. They are motivation for both students and you.

Teacher behavior sets the tone and creates the climate for learning. The behaviors a teacher models establish his/her credibility with the students. The teacher must adopt a proactive stance by developing classroom management policy which communicates his or her commitment to student achievement in an orderly and purposeful environment. The guidelines listed below, while not exhaustive, identify key teacher behaviors that promote positive student behavior.

* Be on time for your classes.
* Greet your students as they enter the room.
* Stress the important of regular attendance.
* Maximize instructional time /check & record homework
* Be well groomed and appropriately dressed. As a business school we encourage you to dress business/casual.
* Be fair and treat students with respect.

**Please note:**

* Students are not to be left alone at any time – if an urgent matter you should arise immediately notify the main office.
* Students are not authorized to run copies for teachers during instructional time.
* All staff should model positive social behavior (relative to appropriate language, dress, smoking, etc.) while on school property as well.

**Counselor Referrals**

Students must complete a request form during advisory to schedule a counseling session. The advisor will drop off the completed forms to counselor however; if an urgent matter should arise a staff member may refer a student for a counseling session and notify an administrator.

**Classroom Misconduct**

**(Please refer to the Student Code of Conduct)**

The first line of action for any type of classroom violation or misconduct MUST be handled by the classroom teacher. ***Students are not to be removed from your class for minor infractions.*** Please refrain from engaging in verbal confrontations with students, as it gives the control to the student. Students need to be engaged in continuous and meaningful instruction; not seated in an office. Also, students are not to leave the classroom without an “official hall pass”.

**The teacher should take the following action:**

 If the violation is of serious nature, immediately contact school police, administration or designee via the house telephone. If the infraction is not of serious nature, the teacher should take the following recommended actions:

1. Attempt to isolate and counsel the student, if possible.
2. Contact parent/guardian via phone and/or letter. Often numerous attempts must be made. Be sure to document all attempts and refer to room 207 for additional phone numbers.
3. A Behavioral Referral must be properly completed and submitted to the deans.

**Prohibitions**

No students are permitted to have any weapon, incendiary device, laser pointer, alcohol or drugs on school grounds, at school sponsored activities and on buses or other vehicles provided by the school district. Students are prohibited from using cellular telephones or other communication devices, portable cd players, radios, or any other audio or video players (e.g., MP3 players) during school hours. Violators will be addressed according to the code of conduct.

***2019-2020***

***DISCIPLINE PROTOCOL***

***The purpose of our discipline policy is to affect positive attitude adjustments in order to guide the students to be responsible for their own acceptable behavior. Please see the attached 2019-2020 Student Code of Conduct for further policy clarifications.***

***Before deans and administration refer the student for follow up, the teacher is expected to complete and document the following:***

STEP ONE. Have you . . .

* Conferenced with the student? Where/when did the conference occurs? Result? Follow-up? Document?
* Contacted the parent/guardian via phone/letter? Follow up? Document?
* Assigned the student a detention or requested a parent/teacher conference?
* Begin RTII process
* Tried a number of interventions? (Counselor, phone calls, detentions, change in seat, Buddy system, etc.)
* Complete documentation on SIS that documents behavior and interventions?

 ***It is extremely important you contact the parent and indicate the results of the conversation in your notes order to expedite further disciplinary action.)***

* Created an anecdotal record?

STEP TWO. If you have completed all of the above, enter the student into high level of the RTII Process and REFER TO DEAN for further support.

***Please Note -***

***Parent Conferences will be held by a Dean and teachers. The counselors, social worker, and/or assistant principal will attend if needed.***

***Suspension conferences will be held by Dean of students and administration as needed.***

\*\*\* Physical fights or threats – immediately open the door and contact hallway personnel and call Ext. 2071, 2073, or 0.

**Use of Lavatory Policy:**

***Lavatories are closed during the first 10 minutes and the last 10 minutes of each period. Students may use the restrooms during the middle minutes of each period only.***

We encourage teachers to use a sign-out/in log for tardiness and lavatory passes.

* In the event of an emergency, hall personnel may open the lavatory door.
* Be aware of repeaters and the length of time that a student is out of your room.

**Only “Official” RHS hall passes may be used. Please adhered to this school-wide policy to avoid issues with students in the hallway by our climate personnel. Excluding emergencies, no hall passes should be given after 2:30.**

**Climate and Safety**

**Photo I.D. Cards**

All staff members are encouraged to carry a photo I.D. card during the school day. Also, staff members should strictly enforce the mandatory school-wide student photo I.D. policy and emphasize the importance of the student always having the photo I.D. card in his/her possession.

**RTII:**

RTII is the Response to Instruction and Intervention Program. RTII teams focus on creating strategies to help students be more successful in the classroom. The RTII team works with teachers to solve student problems. Everyone promotes student success through the use of research-based intervention and assessment methods that measure the progress of struggling students. Members include administration, teachers, counselors, attendance designee, technology leader, dean, special education liaison, and school psychologist.

**Health Suite:**

All students must have an official hall pass. Emergency situations must be referred to the Health Room immediately. If the teacher questions the student’s ability to get to the Health Room safely, then the teacher should phone the Health Room and request assistance. If a student must access the elevator due to an injury, please contact the nurse for special pass and authorization.

\*Medications- Teachers are to send all medications, for students, to the nurse’s office. ONLY the nurse may administer medication.

**Student Attendance:**

One goal at Roxborough High School is to improve the attendance of pupils and maintain 95% ADA. In this regards, there are many things we must do collectively to ensure the success and accomplishment of such goal. It is therefore crucial that advisors and classroom teachers maintain accurate records and follow the attendance protocol and timelines as directed by the School District of Philadelphia.

* Student attendance is recorded by means of a “swipe card” automated procedure. **All** teachers must complete their attendance within the first 10 minutes of each class..
* The system will shut down by **2:30pm** each day and administrators will be monitoring your classroom attendance on SIS. Please be advised and mindful of your time each period so school-wide attendance is accurate and completed for district records.

**Advisor’s Responsibilities:**

* Record absences on SIS **before** advisory is over.
* Monitor and review absence notes. (Parents have three days to submit an absent note to the advisor.) Remember to code absences for the whole day so that assigned teachers are aware of the absence.
* Call parents concerning poor attendance to advisory and absent notes.
* Maintain absent notes in your classroom until the end of the school year. Please shred the notes at the end of the year in the main office due to personal/ sensitive information. Please do not send notes to the main office.
* Code student absences correctly.
* Provide students with school information as needed.
* Actively monitor students during the advisory period. (Students should be seated in chairs and inside the classroom.)

Counselors will also check-in periodically with advisory students to provide counseling information.

If you have questions about coding students correctly, please contact the main office as soon as possible.

**Trips:**

Guidelines and Procedures:

*The first and foremost criterion for any field trip is that it will result in an educational outcome for all of the students. Second, the field trip should be intimately tied in with a particular phase of the course of study covered.*

1. A teacher or staff member desiring to take a class or classes on a field trip must first complete a “Field Trip Authorization Form” obtained in the main office. The teacher must complete this form prior to the proposed trip.

Include the aims and objectives of the trip, the place or places to be visited, the itinerary, instructional purpose, cost and transportation. After completing the form, the teacher presents it to his/her supervising administrator.

1. See Ms. Ferreira for all trip paperwork and procedures.
2. Be mindful of timelines:
* In city paperwork MUST be submitted to Mr. Dumsha **4 weeks in advance (NO EXCEPTIONS)**
* Out of city paperwork MUST be submitted to Mr. Dumsha **6 weeks in advance (NO EXCEPTIONS)**
1. The teacher will be notified in writing, if the trip can be taken.

**Assembly Procedures:** Teacher must escort class to the designated area and ensure all seats are filled from the front. Remain in a position to monitor your students throughout the program.

**Fire Drill and Emergency Procedures:**

Fire drills are conducted throughout the school year to ensure the safety of students and staff. Fire drills provide a training opportunity for the staff and students to leave the building, in an orderly manner, to a safe place away from the building. All staff, students and visitors must exit the building during a fire drill. There are no exceptions!

Check your classroom for a fire drill evacuation sign. The sign should be visible and have written instructions regarding how to exit. If a classroom doesn’t contain an evacuation chart, the teacher should contact the Assistant Principal. Teachers should review this information with students to expedite the safe evacuation of the building.

**Fire Drill Procedures**

Staff members must follow the procedure outlined below:

→Teachers are responsible for students in their classes.

→ Teachers must have their RED evacuation folders with them which should include an updated class list

→The signal for the evacuation of the building is the sounding of the fire gong followed by a PA announcement “this is an official fire drill”.

→All persons are required to leave the building at this time. Evacuation routes are posted in every room.

→Teachers should close all windows, turn off all lights, take their roll books and close the door.

→Students are to be directed to move in close formation and to stay in their own line. Students must be reminded to proceed in a rapid but orderly manner.

→Each teacher will lead his/her class from the building to their assigned post and will remain with the class the entire time of the fire drill. Teachers are to keep track of all students in their care.

→Teachers are to take attendance upon return and report absent students to the administrator.

*Note: A fire or smoke emergency can occur at any time. In the event of such an emergency before or after school, during change of class, or lunch periods, all available staff members*

*must escort students out of the building without delay by means of nearest exit.*

→Teachers without an assigned class are to station themselves in corridors and stairwells to assist in directing the evacuation of the building;

→The elevators are not to be used during an emergency.

**Fire Safety**

School Operations Policy 110.0 on Fire Safety outlines the procedures that must be followed in the case of fire, smoke, or fumes in a school building.

1. The principal or another designated person must:

→Sound the alarm and evacuate the building; and dial 911.

1. Teachers and other staff must in case of fire:

→Move students from the immediate area;

→Notify the main office immediately; and sound the nearest fire alarm in the building.

1. Teachers and other staff must, in the case of smoke, unusual odors, or fumes:

→Notify the main office immediately, and remove students from the immediate area.

Note: In all instances and without exception, the Main Office is to be notified immediately so that appropriate and coordinated action may be taken to ensure the safety of all persons within the building.

**Emergency Procedures**

In the event of a major disturbance within the building or on the grounds, the following procedures will be implemented:

→Alerted by phone or walkie-talkie, administration, school police, and other designated personnel will go to the site of the occurrence.

→Staff will be directed by way of an announcement over the public announcement system (PA).

Mr. Perricone will alert staff through the Remind app when necessary.

\***See Roxborough School Safety Plan for further evacuation procedures.**

**Note:**

**“This handbook is subject to change at any time per administrative discretion**"

***NOTES FROM SDP***

 Maintaining School Building Cleanliness

(Principals should share list with STAFF)

#1 Furniture: Keep extra furniture out of the hallways

#2 Decluttering; Please keep all areas free of clutter.

#3 Cafeteria: Students should not be able to leave cafeteria with any food. All students should have lunch in cafeteria. This will alleviate the infiltration of insects and rodents.

#4 Bathroom monitoring: Mostly all of the vandalism in

 schools happen here. Deployment of staff is necessary to monitor the bathrooms.

#5 Notice trends–if food is thrown on walls,

we should clean immediately, but we should look

for ways to prevent it.

#6 Please do not use tape or staples on walls, doors, windows or shades

#7 Student celebrations that involve food should not be allowed in areas with carpets. Students may spill things on carpets; accidents do happen. Coordinate activities with their building engineer for extra trash bags, additional cleaning etc.

#8. Drinking fountains are only for drinking. Water fountains are to be used for drinking purposes only; please do not use them to water plants, pour unused milk down them, etc.