

**WAYNESVILLE JUNIOR/SENIOR  
HIGH  
NEW TEACHER HANDBOOK  
2024-2025**



**WAYNE LOCAL**  
SCHOOL DISTRICT  
Waynesville, Ohio

## Welcome

Welcome to Wayne Local Schools! We are so excited to have you as a member of our team, and we are confident you will thrive in your new role as a valued member of our staff. Still, whether you are a first year teacher or a seasoned veteran, we know you likely have many questions about procedures, expectations, and having a successful start to your year. Although you will receive a Staff Handbook during our professional development days, we hope the following guide will be a valuable resource for commonly asked questions. We also hope that you never hesitate to reach out for any support we can provide.

We look forward to an amazing school year with you!

*Chip Will*

7-12 Principal

*Shelby Herlihy*

7-12 Assistant Principal

*Meghan Maloney*

7-12 Instructional Coach

## Important Dates

### Meetings

With the exception of dates falling on school holidays, all Staff Meetings are held on the 1st Tuesday of each month, all Department Leader Meetings are held on the 2nd Tuesday of the month, and all Department Meetings are held on the 3rd Tuesday of each month.

Meeting attendance is mandatory; to the best of your ability, please schedule appointments on non-meeting days. If an unforeseen circumstance arises, please contact Chip or Shelby to let them know you cannot attend.

<u>Staff Meetings</u>	<u>Department Leader Meetings</u>	<u>Department Meetings</u>
September 3	September 10	September 17
October 1	October 8	October 15
November 5	November 12	November 19
December 3	December 10	December 17
January 7	January 14	January 21
February 4	February 11	February 18
March 4	March 11	March 25
April 1	April 8	April 15
May 6	May 13	May 20

### Grades Due in Progress Book for Midterm Check and in the Office for Report Cards

Mid-term Check– Quarter 1 Due in ProgressBook September 27  
Report Card – Quarter 1 October 23 at 8:00 am Sent home October 28  
Mid-term – Quarter 2 Due in ProgressBook December 6  
Report Card – Quarter 2 January 9 at 3:00 pm Sent home January 17  
Mid-term – Quarter 3 Due in ProgressBook February 28  
Report Card – Quarter 3 March 26 at 8:00 am Sent home March 31  
Mid-term – Quarter 4 Due in ProgressBook April 25  
Report Card – Quarter 4 May 30 before check out Sent home June 17

## Commonly Asked Questions

### ***What Does a Typical Day Look Like in Our Building?***

Our building operates on a 7 period day, with an intervention bell (Flex/Connect) built in at the end. When you arrive each morning, you will park in your designated staff parking spot. All staff members have either a morning OR afternoon duty for one quarter each year.

Students begin entering the building at 7:10 am, but remain in either the high school gym or the cafeteria until 7:22 am. From that time until the start of classes, we ask that as many teachers as possible be in the hallway to monitor as they go to lockers and report to their 1st period class. If you have a 1st period class, you will use ProgressBook to send attendance. **If you are having technical difficulties, or if ProgressBook is down, please contact Dawn by phone at 3000.** If a student arrives at school late, they will need to go through the Main/Junior High Entrance, and will stop at the office to check-in and get a pass. Once the office has compiled attendance, you will receive an email that lists absences.

Each morning, a student will use the intercom to lead the Pledge, which may be followed by a few short announcements. After that, you are free to begin class! When class dismisses, please monitor the hallways whenever possible, as this tends to be a peak time for discipline issues.

You may leave campus during your lunch, but if you stay on campus, you may utilize the teachers' lounge in either building. Each lounge has a refrigerator and microwave for you to use. This is also where you will find your designated staff mailbox.

At the end of each day, all students in grades 7-12 report to Connect or Flex. Connect occurs each Monday, and is a time that students report to their homeroom. This day serves various functions throughout the year: to go over relevant information, team building activities, school wide assemblies, etc. If you have a homeroom, you will be assigned one or more Connect Leaders. These are high school students who facilitate many of these activities. Tuesday-Thursday, students have more individualized schedules. Many of our older students leave campus at this time, and students in younger grades may receive academic support, attend club meetings, go to a study hall, or elect into a fun activity. You will receive more information on your specific role during this period at a later time!

Students are dismissed at 2:30 pm. Teachers may leave at 2:35 pm.

**Waynesville Junior/Senior High  
Bell Schedule**

Regular		2 Hour Early Release		2 Hour Delay	
1st	7:30-8:20	1st	7:30 - 8:06	1st	9:30 - 10:06
2nd	8:24-9:11	2nd	8:10 - 8:45	2nd	10:10 - 10:45
3rd	9:15-10:02	3rd	8:49 - 9:24	4th - 5th	10:49 - 12:33
4th - 5th	10:06-12:14	4th - 5th	9:28 - 11:12	Lunch A	10:45 - 11:15 Lunch
Lunch A	10:02-10:32 Lunch	Lunch A	9:24 - 9:54 Lunch		11:19 - 11:54 4th
	10:36-11:23 4th		9:58 - 10:33 4th		11:58 - 12:33 5th
	11:27- 12:14 5th		10:37 - 11:12 5th	Lunch B	10:49 - 11:24 4th
Lunch B	10:06-10:53 4th	Lunch B	9:28 - 10:03 4th		11:24 - 11:54 Lunch
	10:53-11:23 Lunch		10:03 - 10:33 Lunch		11:58 - 12:33 5th
	11:27-12:14 5th		10:37 - 11:12 5th	Lunch C	10:49 - 11:24 4th
Lunch C	10:06-10:53 4th	Lunch C	9:28 - 10:03 4th		11:28 - 12:03 5th
	10:57-11:44 5th		10:07 - 10:42 5th		12:03 - 12:33 Lunch
	11:44-12:14 Lunch		10:42 - 11:12 Lunch	3rd	12:37 - 1:12
6th	12:18-1:05	6th	11:16 - 11:51	6th	1:16 - 1:51
7th	1:09-1:56	7th	11:55 - 12:30	7th	1:55 - 2:30
INT.	2:00-2:30	NO INTERVENTION		NO INTERVENTION	

**Buses leave at 2:35 p.m.**

**Student arrival and dismissal:** School doors will open at 7:10. Students will not be permitted in the building before then. Students will report directly to their 1<sup>st</sup> period class and may use lockers. Teachers are expected to report to their assigned duty and hallway supervision no later than 7:20. Teachers with a morning duty will not have an afternoon duty. Those with afternoon duties will not have a morning duty.

## **What Do I Need to Know About Tech?**

**Chromebooks:** All students in grades 7-12 will be issued a Chromebook and charger for their personal use. Students are expected to come to school with a charged Chromebook each day. They are also expected to use their school issued accounts to login to their Chromebooks.

**Google Classroom:** Our district utilizes [Google Classroom](#) to post materials, host remote sessions when necessary, and to share information with staff. The extent to which you use it for your own courses is up to you; however, students are familiar with it, so it is an easy way to consistently share information. Please join our staff Google Classroom using the following code: \_\_\_\_\_ **tckzzw7** \_\_\_\_\_

**E=Hall Pass:** All students use [E-Hallpass](#) when they need to leave the classroom. We will discuss setup and procedures for this at orientation. Our Google Classroom also has training videos you may watch. You will login to this via your staff issued Gmail account.

**FlexTime:** All students and staff use [FlexTime](#) to select/assign locations for Flex, as well as to take attendance for that period. We will discuss setup and procedures for this at orientation. Our Google Classroom also has training videos you may watch. You will login to this via your staff issued Gmail account.

**ProgressBook:** Our district uses [ProgressBook](#) to record and submit grades. All students and parents have login credentials for this site. We ask that teachers record at least one grade per week. You also have the option to post homework here, although many teachers use Google Classroom for this purpose.

**GoGuardian:** [GoGuardian](#) allows you to monitor the online activity of students in your room as long as they are logged in with their school email account. We encourage you to have this up and running on your computer each day, as it greatly reduces the number of students who are off-task when they are supposed to be completing academic work online. You will login to this via your staff issued Gmail account.

**Contacting Tech:** If you have a tech issue but are able to login to your computer, you will contact the tech department by filling out a ["Help Desk Ticket"](#). This can be found under the "Wayne Local Bookmarks" on your account. If you do not, you may call them at 1008 or 1009. The tech office is located across from the cafeteria.

**Wifi:** In the instance you are disconnected from Wifi, the default network name is "Sixteen" and the password is Black22orange.

**TEC:** Our district utilizes the [TEC](#) (The Education Connection) to communicate with our staff, students, and community regarding school closings, delays, and/or other special circumstances. You may opt into phone or email messages by following the link above.

## **Who's Who?**

### *Office Staff*

Our Main Office is located on the Junior High side of the building. During the school day, this is the only way that students in grades 7-12 may enter and exit the building. The Main Office Administrative Assistant is Dawn Broeker (ext. 3000), and she handles all attendance issues for grades 7-12. This is also the location for Shelby Herlihy, 7-12 Assistant Principal (ext. 3600).

Our Athletic Office is located on the High School side of the building. The Administrative Assistant in this office is Megan Marion (ext 4000). This is also the location for our Athletic Director, Jamie Manley (4008), 7-12 Principal, Chip Will (3006), 7-12 Nurse, Jen Royalty (ext 1111), 7-12 Counselor, Lois Isaacs (4005), Instructional Coach Meghan Maloney (4006) and Academic Counselor, Abby Shinkle (4009)

Each office has a copy machine for you to use, as well as staff mailboxes. The staff in either office will be happy to help you and answer any questions you may have!

### *Instructional Support*

If you are in the Resident Educator program, you will be assigned a mentor to help guide you through that process.

Our 7-12 Instructional Leader is Meghan Maloney. In addition to supporting each department with overall curriculum and instructional needs, she will be working individually with all new teachers. Additionally, you should reach out to her for any support you may need or questions that you have! You may email her at [mmaloney@wayne-local.com](mailto:mmaloney@wayne-local.com), text at 513-897-1369, or call at extension 4006.

Your Department Chair is your "go to" for general questions about your courses. You will be meeting with your department during our professional development days, as well as at least one a month throughout the year.

The following staff members are our current Department Chairs:

Department	Department Chair	Email	Extension
Math	Jeni Montgomery	jmontgomery@wayne-local.com	4022
Science	Patrick Hardin	phardin@wayne-local.com	4215
Special Education	Shelly Kindred	skindred@wayne-local.com	4111
Foreign Language	Karen Horvath	khorvath@wayne-local.com	4012
Fine Arts	Kristen Elton	kelton@wayne-local.com	4112
Gym/Health/PLTW	Chip King	cking@wayne-local.com	4118
English	Mary Swinney	mswinney@wayne-local.com	4027
History	Jess Harvey	jharvey@wayne-local.com	3105

### *Union Reps*

The Wayne Local Union co-Presidents are Ryan Hill and Tim Hines. There will be a district wide union meeting during one of our professional development days, and at that time Ryan and Chip will go over the complete list of officers, building reps, FAC committees, and other roles.

### **What Do I Do if a Student Asks to Leave the Room?**

*While some unexpected circumstances/emergencies may occur, we ask that all staff avoid allowing students to leave the room during the first and last 5 minutes of each class period.*

### *Seeing the Nurse*

If a student asks to see the nurse and they are able to fill out an Ehall Pass, they should do so before leaving the room. You may also choose to fill out a pass for them. They may then report to **Jen Royalty (ext 1111)** in the High School/Athletic Office. In some cases, it may be necessary to have another student accompany an ill student to the office. Some students see Mrs. Royalty regularly in order to take medication, test blood sugar, etc. Prior to the start of school, you will receive communication from her about these students.

### *Going to Lockers*

Students in grades 7-12 are not permitted to take backpacks/bags to class. They will each be assigned an individual locker and combination they may use. Any student who needs to go to their locker should fill out an Ehall Pass. The frequency of visits is dependent upon the individual teacher's policies, as well as any agreed upon grade level/building policies. Students are encouraged to use lockers between classes to minimize visits during instructional time.



### *Restrooms*

Students will fill out an EHall pass to leave class to use the restroom. Each restroom has a set number of students who may be there at any given time. Unless they have special permission from you, students should utilize the restroom in closest proximity to your classroom. The frequency of visits is dependent upon the individual teacher's policies, as well as any agreed upon grade level/building policies. Students are encouraged to use the restroom between classes to minimize visits during instructional time.

### *Seeing the Counselor*

Our School Counselor, Lois Isaacs, will share standing student appointments via EHall Pass. If a student approaches you and requests to see her, they should ideally be directed to fill out an EHall Pass to do so. You may use your best judgment in bypassing this and sending a student directly to see her in the High School/Athletic Office. If you ever have any concerns about a student's well-being/mental health, do not hesitate to communicate with Mrs. Isaacs.

### **What Do I Do if I Need to Get a Sub?**

Our district utilizes [Frontline](#) to manage staff absences. We ask that if you know ahead of time that you will be out, that you use this system to request a sick or personal day. However, we understand that unexpected circumstances arrive for our staff and their families. **If you need to request a sub later than 6:30 am on the day you will be out, please text Chip Will (937) 231-5975 and Megan Marion (740) 981-7528 so that they can make arrangements.**

When you are absent, sub plans should be emailed to Dawn so that she can provide them to your sub. It is also helpful to cc a teacher in your hallway so that they may support your sub, and to also post them to your Google Classroom page so that they are accessible to students. While we do our best to find substitutes for all absences, classes are sometimes covered by our existing staff during coverage or planning periods. In these instances, it is helpful to post/send plans that students can access and work through independently.

All teachers will be required to create an "Emergency Sub Folder". You will receive a folder and instructions on creating these during our professional development days.

## What Do I Need to Do to Prepare for Students? A Checklist for New Teachers

- Get/program your key
- Get your Chromebook and charger
- Get school email account info
- Get ProgressBook login information
- Sign-up for TEC notifications
- Become familiar with the tech in your room
- Join the staff Google Classroom
- Setup Google Classroom for each section of your class
- Watch the training videos for EHallPass/Flextime
- Review rosters/prepare seating charts
- Create/copy your assertive discipline plan
- Consider completing all training courses (due: October 31)
- Create a sub folder (due: \_\_\_\_\_ )
- Practice logging into Frontline
- Connect with your grade level team/department
- Print rosters for your red "emergency" bag
- Register for and begin your Science of Reading training