Wayne County Schools Career Center

Substitute Orientation

2022-2023

VERY IMPORTANT: Certified substitute pay rate:

- 0-30 days worked at WCSCC……………………$95.00 per day
- More than 30 days worked at the WCSCC….$125.00 per day**

http://www.wayne-jvs.k12.oh.us/district/substitutes **and** *www.***wcscc.org**
(bottom of page for Frontline /PSW/email)

WCSCC Front Office Staff
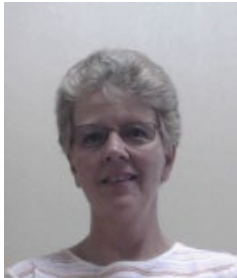
Matt Brown, Principal

Dale Tackett

Administrative Assistant to Matt Brown, Principal. Direct your questions regarding absences and **Frontline (AESOP)** to Dale. **(Ext. 1025)**

Crystal Douglas

Crystal is the Administrative Assistant for Discipline as well as for a few supervisors. **(Ext. 1021)**

Thalia Wisard

Thalia is the first person you will see as you enter the front office. Stop to see her first thing in the morning. She assists substitutes with information, keys, sub folders, etc. **(Ext. 1000 or 2000)**

Bruce Woodruff

Bruce is the Dean of Students. He is in charge of student discipline. **(Ext. 1026) Room A113**

EMERGENCY PHONE # **3333** *(rings all phones in the front office)*

Questions: Chris Boyan x2023--cboyan@wcscc.org

<u>IMPORTANT</u>

STUDENT SAFETY

⭐ **Safety—Student Safety is JOB 1**

1. **Never leave students unattended in the lab / classroom.**

2. If you are assigned to another area and your replacement teacher has not arrived, have students move to the hall and lock the lab/classroom door and go to the next assignment. When possible, please alert the front office.

3. Substitute teachers must be on the lab floor when students are in lab-100% of the time to oversee students—safety is job 1! It is very important that students are not left unattended in labs or classrooms. This ensures that students are following safety rules such as wearing safety glasses when required, no horseplay, etc. **<u>FOLLOW THE SCHEDULE AND DO NOT RELEASE STUDENTS EARLY.</u>**

⭐ **ATTENDANCE—Before 8:15-1ST PERIOD-call x1000 or x2000 with 1st period attendance** *before 8:15 am (do not send via student and do not allow students to take attendance for you).* In addition, leave attendance records for returning teacher. **12:15 pm** is the deadline to call in the pm attendance to be submitted to the front office for students who attend only a half day.

<u>NOTE</u>: Parents will be called at work/home for all absent students. Receiving timely, accurate attendance is very important. If students come to your class <u>at or after</u> **8:05** they must have a pass from the front office so you know they have been marked tardy and not absent. If they do not have a pass, send them to the front office; otherwise, student has not checked into the front office and their parent will receive a call stating that the student is absent.

IEP INFORMATION
Special needs students have an IEP which is followed for their instruction and are permitted to go to the SAC (Student Assistance Center) upon request. Talk with your teacher about IEP (Individual Employability Plan) information for the students if it isn't listed in the **sub folder—IEP information is confidential.** All IEP students are ALWAYS given a pass to go to the SAC upon request. Knowing which students have IEPs and how their accommodations are implemented in the classroom/lab is important.

2

EMERGENCY PLANS

Sample of what you read in PSW Public School Works

#3333 rings all front office phones

WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
DAY SCHOOL

EMERGENCY PLANS

<u>Critical Telephone Numbers</u>

Front Office Receptionist	0
ERT (Emergency Response Team-SEE RESOURCE MANUAL)	3333
Emergency Services (Fire, Police, Emergency Squad)	911
School Nurse	1110
Principal	1024
Dean of Students	1026
Superintendent	6160
Director of Operations	6001
Maintenance Supervisor	5012
Supervisor of Curriculum	1028
Supervisor of CTE	1022
Supervisor of Nursing & Career Technologies	2021
Guidance	1040
Office of Emergency Management	330-262-9817
American Electric Power	1-888-710-4237
Dominion East Ohio Gas - Daytime	330-262-8010
Dominion East Ohio Gas – 24 hours	1-877-542-2630
Water-Sewer Department	330-669-2633
Wayne County Health Department	330-264-9590

Associate member district phone numbers on reverse.

Revised 7/14

EMERGENCY SCHOOL CLOSING OR EARLY DISMISSAL

1. The Superintendent must approve and release all official notices of closing and early dismissals.

2. The Superintendent or designee will notify radio station WKVX 960 AM and WQKT 104.5 FM and, if possible, notify each home school district to not send a bus in the morning; in case of early dismissal, to arrange for student pickup. The Superintendent or designee will also arrange telephone coverage to keep callers informed.

3. If necessary, any WCSCC administrator may assign available staff to supervise students in classrooms or large assembly areas as needed.

4

LOCKDOWN PROCEDURES

2 types (handwritten)

1. **Non-Emergency Situation**
   (Staff or student medical emergency/canine search, etc...)
   A. Announcement made over the PA that the school is entering into a Non-Emergency Situation.
   B. Classroom doors should be shut.
   C. Students in the hall or on passes when the announcement is made should continue to their destination and remain there until the announcement is made ending the situation.
   D. No additional students should be given passes or be permitted to leave the classroom.
   E. Classroom instruction should continue.

The non-emergency situation will end when a PA announcement is made.

2. **Emergency Lockdown**
   A. Secure
      1. Upon hearing over the PA that the school is going into an **EMERGENCY LOCKDOWN** condition, clear the hallway in front of your classroom.
      2. Close and lock all doors to your classroom and turn off the lights to make the room appear unoccupied.
      3. Direct all students to move towards a location in your classroom that is not visible from windows.
      4. Students are to remain quiet.
      5. In an actual emergency situation classroom doors should be barricaded to prevent anyone from entering and all staff cell phones must be on vibrate and student cell phones turned off.

   B. Attendance *See form* (handwritten)
      1. After securing the classroom take attendance using the class lists on the Red Emergency Clipboard.
      - Place a check mark in front of the student's name if they are with you.
      - Circle the name of any student that is not with you. If you have an idea of where they are please write it beside their name.
      - Write the names of any students with you that are not on your class list on the Emergency Attendance Sheet (even if no additional students are with you, write NONE).
      - For Lockdown Drills deliver the class list and emergency Attendance Sheet to the principal prior to the end of the school day.
      - In an actual emergency situation keep the attendance forms with you until emergency responders arrive to your classroom or evacuation area.

   C. Evacuation
      1. In an actual emergency, any possible information will be provided over the PA. If you are able to leave the building safely, move as far away from the building as possible and proceed to the evacuation area.
      2. Give the completed class list and Emergency Attendance Sheet to an administrator upon arriving at the evacuation area.
      3. Maintain your students in a group so we can locate any student if necessary.
      4. Report any injuries to an administrator or first responders at the evacuation area.
   5. Keep your students within a group and wait for further instructions.

In an emergency situation the lockdown will end when a PA announcement is made with "Wayne County Schools Career Center" included in the announcement.

Continued on Reverse ATENDANCE Form (handwritten)

5

RED CLIPBOARD - EMERGENCY PROCEDURE

Attendance during DRILLS/emergencies
LOCATION: This clipboard is kept <u>near the classroom phone.</u>
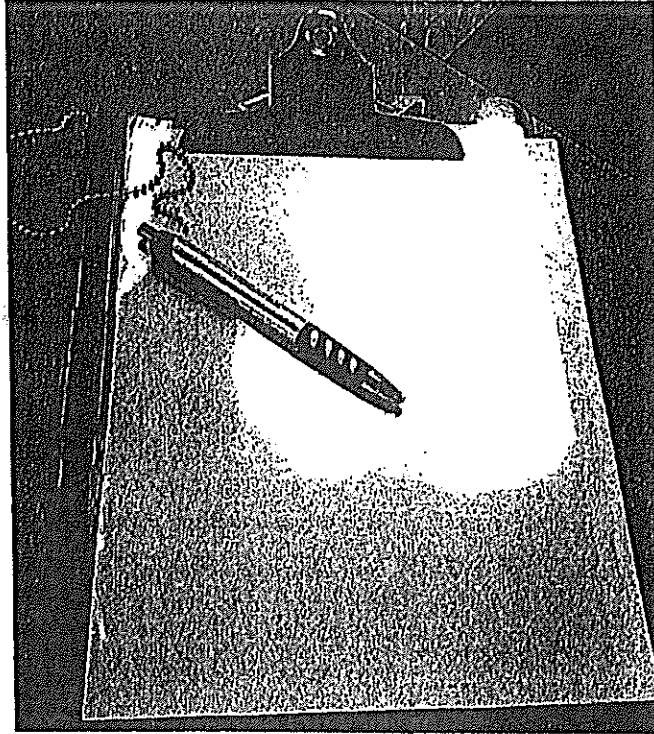
1. Class rosters are kept on this clipboard and are to be used to take attendance while outside during a fire drill or other emergencies.
2. A staff member will come to your fire drill area to pick up completed attendance sheets.
3. Also mark names of additional students who are with your class during the time of the drill or emergency so all students can be accounted for.
4. If you have no additional students, mark "NONE" for additional students.

SAMPLE FORMS ON RED CLIPBOARD BELOW:
See attached full forms   Lockdown Attendance

Emergency Attendance

Room Number _____

Staff Members Present _____ _____

Unscheduled Students That Are Present With You

1. _____ 21. _____
2. _____ 22. _____
3. _____ 23. _____

- On your attendance roster, place a check mark in front of the student's name if they are with you.
- Circle the name of any student on your roster that is not with you. If you have an idea of where they are please write it beside their name.
- Write the names of any students with you that are not on your class list on this Emergency Attendance Sheet (even if no additional students are with you, write NONE).
- For Lockdown Drills deliver the class list and emergency Attendance Sheet to the principal prior to the end of the school day.

Room Number _____

Staff Members Present _____ _____

Scheduled Students That Are Present
Refer to class roster or Progress Book student schedule

_____

Unscheduled Students That Are Present

_____

Students That Are Missing

6

Lockdown Attendance

Room Number _____

Staff Members Present _____   _____

Scheduled Students That Are Present
Refer to class roster or Progress Book student schedule

Unscheduled Students That Are Present

Students That Are Missing

7

FIRE DRILL PROCEDURES

A. Evacuation
  1. Upon hearing the fire alarm direct all students to leave the building following the posted evacuation plan for your classroom.
  2. Take your Red Emergency Clipboard with you.
  3. Students should walk rapidly (not run), no crowding, pushing or talking.
  4. Close all windows and doors to your room. Leave doors unlocked. All lights should be turned off. Labs should have power turned off.
  5. Keep your students in a group and direct them to the appropriate evacuation area. Whenever possible keep students from walking on driveways to allow emergency responders access.

B. Reporting
  1. After arriving at the evacuation area take attendance using the class lists on the Red Emergency Clipboard. *See form*
     - Place a check mark in front of the student's name if they are with you.
     - Circle the name of any student that is not with you. If you have an idea of where they are please write it beside their name.
     - Write the names of any students with you that are not on your class list on the Emergency Attendance Sheet.
     - Give the completed class list and Emergency Attendance Sheet (even if no additional students are with you, write NONE) to the administrative assistant in your evacuation area.
     - If you do not have students assigned to you during the time of the evacuation report to the administrator in charge of your evacuation area.

RED Emergency Clipboard is located near the classroom telephone

C. Supervision
  1. Maintain your students in a group so we can locate at student if necessary.
  2. When conducting an evacuation drill the "All Clear" will be sounded when we have collected all instructors' class lists and Emergency Attendance Sheet.
  3. In an actual emergency situation report any injuries to the administrator in charge of your evacuation area.
  4. Keep your students within a group and wait for further instructions.

Updated 8/13

8

Emergency Attendance

Room Number _____

Staff Members Present _____   _____

Unscheduled Students That Are Present With You

1. _____	21. _____
2. _____	22. _____
3. _____	23. _____
4. _____	24. _____
5. _____	25. _____
6. _____	26. _____
7. _____	27. _____
8. _____	28. _____
9. _____	29. _____
10. _____	30. _____
11. _____	31. _____
12. _____	32. _____
13. _____	33. _____
14. _____	34. _____
15. _____	35. _____
16. _____	36. _____
17. _____	37. _____
18. _____	38. _____
19. _____	39. _____

- On your attendance roster, place a check mark in front of the student's name if they are with you.
- Circle the name of any student on your roster that is not with you. If you have an idea of where they are please write it beside their name.
- Write the names of any students with you that are not on your class list on this Emergency Attendance Sheet (even if no additional students are with you, write NONE).
- For Lockdown Drills deliver the class list and emergency Attendance Sheet to the principal prior to the end of the school day.

9

TORNADO OR SEVERE THUNDERSTORM

A. <u>TORNADO OR SEVERE THUNDERSTORM WATCH</u> is a forecast of one or more tornadoes or severe thunderstorms in a large area. Continue normal activities, but watch for tornadoes or severe thunderstorms.
1. Monitor local radio stations (WKVX 960 AM or WQKT 104.5 FM) for weather condition.
2. Alert the predesignated persons (Maintenance Supervisor and ERT) to begin the "*lookout*."
3. Keep all staff inside building until all clear.

B. A <u>TORNADO WARNING</u> MEANS THAT A TORNADO HAS BEEN DETECTED AND MAY BE APPROACHING.
1. When a tornado warning is received, this warning will be transmitted as quickly as possible to the entire building.
2. The tornado warning system will be used to alert persons of the approach of a threatening cloud or tornado.

C. Shelters
1. The best available shelters are indicated on postings in classrooms and labs.
2. The Cafeteria or other large rooms are not suitable as shelters.
3. Rooms having large glass areas should not be used for shelters.

D. Safety Procedures to Follow
1. When a tornado warning is announced, the students will proceed to the shelter indicated. The teacher will see that all doors and windows are closed. The teacher will take the class record with them.
2. Students shall move *quickly*, without running, and *quietly*, without talking. Students must be able to hear instructions over the PA System or directions given by the teachers. <u>*Keep calm*</u>...regardless of the situation.
3. When in a shelter, place students to avoid open doorways, open windows or any area with glass. Individuals in wheelchairs are to go to an inside block wall. If possible, they are to lower head and protect their head and upper body as much as possible using book or notebook. <u>DO NOT REMOVE THESE INDIVIDUALS FROM THEIR WHEEL-CHAIR.</u>
4. Upon arrival at shelter area, teacher will check the roll and report absentees that are listed on the class record to the Attendance Office after the *"all clear"* signal has been given or the danger has passed.
5. The class will stay together in the shelter area until authorized to return to the room or until dismissed. A special signal will identify the *"all clear."*
6. Listen to the PA System for instructions. If a danger signal is present, assume the protective position where possible.
7. When in the protective position, a book, notebook or purse may be held over the head and neck to protect from flying debris.
8. In case of injury, notify the teacher immediately.
9. *Should a tornado actually strike,* once the danger has passed the teacher should, if possible, have the class exit the building and stay in a group until further directions are given. The ERT may be assembled. Call 911 for Emergency Services if necessary.

E. Precautions to Consider
1. If there is insufficient time to reach the shelter area, students should:
    a. go to inside wall of the room away from windows and assume the protective position.
    b. if possible, get under large desk or other furniture for protection.

KEEP CALM   KEEP CALM   KEEP CALM

[Handwritten notes in right margin:] Upon entering your lab or classroom Locate the plaque on the wall showing shelter areas & fire drill locations AND The classroom telephone AND Red clipboard In

WCSCC Student Dress Code Requirements Overview

From Student/Parent Handbook 2022-2023
(found at wcscc.org>High School>For Parent>Forms, Links & Resources)

41 Dress Code

41.1 Overview

Career and technical schools emphasize public image, employability and safety. Students attending the Wayne County Schools Career Center are the future employees of local businesses and industries. Community leaders and school personnel agree that personal grooming and professional attire are essential to securing and maintaining employment.

The WCSCC has an adopted Student Dress and Grooming Code. The purpose is to specify standards of dress and grooming that promote a safe school setting conducive to a positive learning environment. The administration reserves the right to determine and enforce appropriate dress at school and at school-sponsored events in accordance with this code. All students are required to dress in the appropriate uniform or trade wear as the outer most visible layer. Any apparel, hairstyle, or cosmetic, even if not specifically mentioned, which creates a safety concern, draws undue attention to the wearer, tends to detract from the educational process, or causes disturbances among other students, will not be allowed.

Administration may declare optional dress attire for special designated school spirit days. Any attire with lettering or drawings which depict sexually suggestive expressions or actions, libelous or slanderous expressions or actions, ethnic or racial slurs, violent acts, death, weapons, 29 profanity, obscenity, drugs, alcohol, tobacco, and symbols or insignias related to cults, gangs or the occult shall not be worn to school or to school activities.

The following rules apply to all students in addition to specific apparel requirements:
• Undergarments may not be exposed
• All apparel must be clean and in good repair without holes. See dress code chart for additional information.
• Tops and bottoms must overlap at all times, including when arms are raised.

41.2 Requirements

Students will be required to conform to dress code before returning to class

The following dress and grooming requirements apply to all students and will be enforced at school and at school sponsored activities.

41.2.1   Tops

Trade Specific Uniform – Students that are enrolled in a career-technical program will have a specific uniform requirement and will be required to wear the uniform for the entire school day.

Long-sleeved shirts, Henley shirts, or thermal-insulated shirts may be worn <u>underneath</u> the school trade uniform.

PLEASE NOTE: Students shall not wear garments with spaghetti straps, strapless garments, or garments with excessively large arm holes.

41.2.2   Bottoms

The dress code stipulates the following.
- All pants must be either denim (jeans-type material) OR dress pants, slacks, trousers, or khakis dress pants (pants that are intended as semi-professional or professional wear).
- All pants must fit and be worn around the waist or above and be properly fastened.
- Pants must not sag or bag.
- Pants may not create safety concerns due to length, size, etc.

Several examples of pants or bottoms that do not adhere to the dress code are:
- Shorts of any kind are not permitted..
- Pajama-like/flannel material bottoms.
- Pants or jeans with holes.
- Joggers, Yoga pants, leggings, or similar pants are not permitted to be worn.
- Pants that resemble sweat-pant material are not allowed.

41.2.3   Outer Garments & Book Bags
- Hoodies that are not part of the Career Tech trade uniform are not allowed.
- Full-length coats, extending below the knees are not permitted in the school.
- Book bags, other than a clear or mesh book bag, must be stored in the student's locker throughout the school day.
- Purses may not be larger than 8 ½ x 11.

41.2.4   Shoes

Footwear must be:
- worn at all times, and
- styled to permit students to move safely and quickly in case of emergency.
- Footwear requirements may vary by program and/or instructor. Slippers are prohibited.

41.2.5   Headwear
- Hats, caps, etc. may be worn inside a student's Career & Technical Lab if the instructor has deemed it part of that lab's uniform. However, hats are not to be worn outside of the lab into other parts of the building, (i.e., Commons, Academic classrooms, Student Assistance Center (SAC), etc.). Hats should be stored in a student's lab locker when not in use and/or at the conclusion of lab.

- Bandannas, sweatbands, handkerchiefs and head scarves are not permitted.

41.2.6   Important Notes
- Button-down trade uniforms are to remain buttoned (except for the top collar button).
- Safety clothing, equipment, and/or other dress code expectations may be required by career-technical instructors.
- Students may carry a clear, transparent plastic water bottle with them for hydration omfort from class-to-class. This does not require a special pass from the School Nurse.

TECHNOLOGY CENTER

Electronics & Computer Networking **D-224**

Powerline Technologies **D-222**

D-223

Interactive Media **D-221**

D-220 Business

D-160

AED

**To DWing

Livestock Learning Center

Administration Building

Treas

Treas AAs

Mktg

RR

Stor

RR

Board Room G-101

AA

Dir Ops

Supt

AA

AED

Adult & Community Education Building

F-165

16SC

16AA

16SA

16SB

F-164

RR

RR

16SD

16BB

16BA

F-166

16DD

16CC

F-160

Lounge

F-163

Storage

F-167

L-170

F-169

Reception

F-171

F-168

AED

F-WING

F-147 Practical Nursing

F-144 Practical Nursing LAB

F-135a

F-135b

F-142 Classroom

F-131

F-122 Medical Assisting

Health Tech Offices

F-121

F-116 Dental Assisting

F-128

F-112

Patient Care Technologies

Hospitality

F-105/ F-108

Exercise Science & Sports Medicine

AF-103

AF-102

AF-101

F-110

AF-100

AED

A-170

A-172

A-178A

Cafeteria

A-178

A-179

Culinary Arts

Restaurant A-185

Culinary Arts

D-WING

**To Tech Center

Animal Science **D-142**

D-159

Diesel Technologies **D-134**

D-126

Criminal Justice **D-128**

D-124

Automotive Technologies **D-118**

Construction Technologies **D-108**

AED

D-106

D-104

D-103

RR

A-149

D-105

D-101

A-153

E-WING

Ag Mechanics/ Power Technologies **E-111**

Agribusiness & Production **E-116**

E-106 Maintenance

E-107

E-101

E-105

E-100 Staff Dining

A-159

A-156

AED

Greenhouses

A-154

A-155

A-158

Snack Shack

RR

A-148

A-147

A-146

RR

C-WING

Machining Technologies **C-127**

Buildings & Grounds **C-115**

Graphic Design & Photography **C-110**

Welding Technologies **C-104**

C-123

C-100

C-102

A-143

A-144

RAMTEC

CNC & Advanced Mfg **C-148**

Robotics & Automation **C-147**

RR/ Lockers

C-141

C-144

AED

B-WING

SAC A-120

A-122

A-116

Guidance

Clinic

Front Office

Princ

TLC

B-113

B-114

RR

B-118

Cosmetology **B-120**

Media Center **B-110**

Early Childhood & Care Education **B-155**

B-150

AED

WCSCC

WAYNE COUNTY SCHOOLS **CAREER CENTER**

Education at its Finest

N

S

E

W

Not to Scale

REVISED 8/27/20

Wayne County Schools Career Center
2022/2023 School Year

Aug 2022

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

12 Staff In-Service Day
15 Student Orientation
16 Convocation Day
17 1st Day for 2nd year students only
18 1st Day for 1st year students only

Feb 2023

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

16 Parent Teacher Conferences
17 No school (counts as student contact day)
20 Presidents' Day

Sep 2022

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

5 Labor Day
12 Fair Day – No School
13 Teacher In-Service Day – No School (Waiver Day - counts as student contact day)

Mar 2023

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

17 End of 3rd Nine Weeks (43 days)

Oct 2022

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

6 Parent Teacher Conferences
7 No School
14 Teacher In-service Day (counts as student contact day)
21 End of 1st Nine weeks (46 days)

Apr 2023

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

3-7 Spring Break
17 Teacher In-Service Day – No School (Waiver Day - counts as student contact day)

Nov 2022

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

24-28 Thanksgiving Break – No School

May 2023

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

23 Last day for Seniors
26 Last day of school & end of 4th nine weeks (45 days)
29 Memorial Day
30 Teacher work day

Dec 2022

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

21-Jan. 2 Winter Break – No school

Jun 2023

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

☑ Make up days (1-4) April 3-6
☑ Make up days (5-10) May 30-31, June 1-6

Jan 2023

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

3 School resumes
End of 2nd Nine weeks (48 days)
13
16 M L King Day

WCSCC calendar is based upon 1050 scheduled student hours. 30 hours of the above may be excused for calamity purposes in full day increments. Hours beyond 30, if determined necessary to make up, will be scheduled on the following make up days: April 3-6, then on May 30-31, June 1-6.

Board approved 3/23/22

2022/2023 Schedule

Daily Schedule

Period	Time
Period	**Time**
1st Period	8:05 – 8:55
2nd Period	8:58 - 9:45
3rd Period	9:48 – 10:35
4th/5th Period	10:38 – 11:25
4th Period Lunch	**10:38 – 11:08**
5th/6th Period	11:11 – 11:58
6th/7th Period	11:28 – 12:15
6th Period Lunch	**11:28 – 11:58**
7th/8th Period	12:01 – 12:48
8th Period Lunch	**12:18 – 12:48**
9th Period/Announcements	12:51 – 1:41
10th Period	1:44 – 2:31

Two-Hour Delay Schedule

Period	Time
Period	**Time**
1st Period	10:05 – 10:31
2nd Period	10:34 – 11:00
3rd Period	11:03 – 11:29
4th/5th Period	11:32 – 12:11
4th Period Lunch	**11:32 – 12:02**
5th/6th Period	12:05 – 12:44
6th Period Lunch	**12:14 – 12:44**
6th/7th Period	12:14 – 12:53
8th Period Lunch	**12:56 – 1:26**
7th/8th Period	12:47 – 1:26
9th Period/Announcements	1:29 – 2:02
10th Period	2:05 – 2:31

2022-2023

Timesheets Pay Period	Treasurer's Office by Noon	Paydate
June 12 - June 25	June 27	7/8/22
June 26 - July 9	July 13	7/22/22
July 10 - July 23	July 27	8/5/22
July 24 - August 6	August 10	8/19/22
August 7 - August 20	August 24	9/2/22
August 21 - September 3	September 7	9/16/22
September 4 - September 17	September 21	9/30/22
September 18 - October 1	October 5	10/14/22
October 2 - October 15	October 19	10/28/22
October 16 - October 29	November 1	11/10/22
October 30 - November 12	November 14	11/23/22
November 13 - November 26	November 30	12/9/22
November 27 - December 10	December 14	12/23/22
December 11 - December 24	December 27	1/6/23
December 25 - January 7	January 10	1/20/23
January 8 - January 21	January 25	2/3/23
January 22 - February 4	February 8	2/17/23
February 5 - February 18	February 22	3/3/23
February 19 - March 4	March 8	3/17/23
March 5 - March 18	March 22	3/31/23
March 19 - April 1	April 5	4/14/23
April 2 - April 15	April 19	4/28/23
April 16 - April 29	May 3	5/12/23
April 30 - May 13	May 17	5/26/23
May 14 - May 27	May 31	6/9/23
May 28 - June 10	June 12	6/23/23
June 11 - June 24	June 26	7/7/23
June 25 - July 8	July 12	7/21/23
July 9 - July 22	July 26	8/4/23
July 23 - August 5	August 9	8/18/23
August 6 - August 19	August 23	9/1/23

Emergency Medical Authorization Form

Log into Final Forms website wcscc-oh.finalforms.com

Link also found on WCSCC website near bottom under "Staff Links"

Once logged in choose "My Profile"
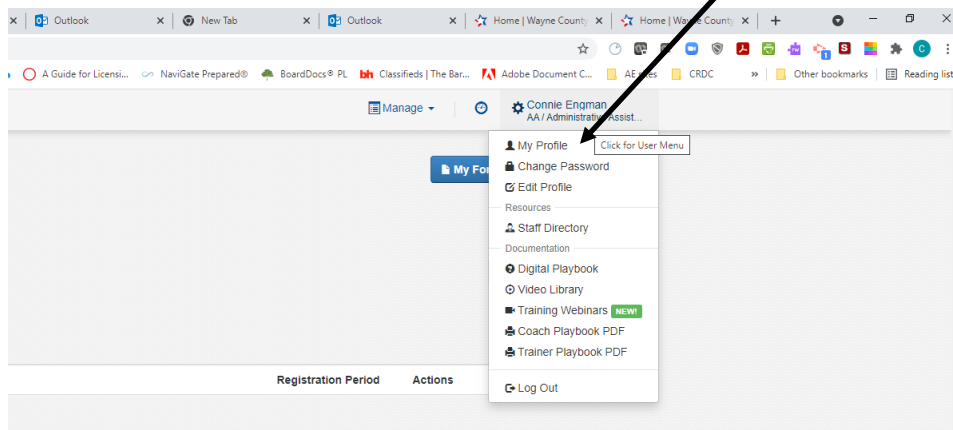
Then "My Forms"
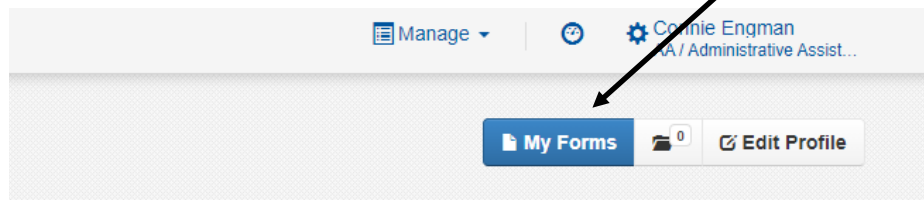
Fill out Health History & Medical Profile first, then the Emergency Medical Authorization
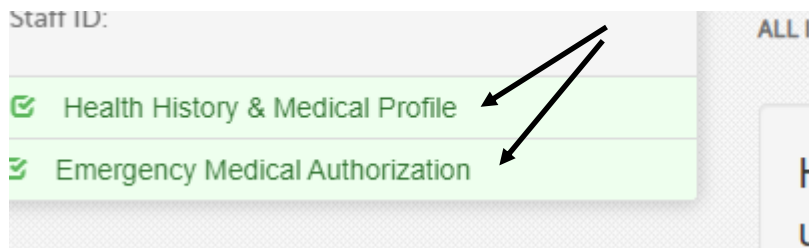
PSW INSTRUCTIONS

Public School Works (PSW) is online training given to those who work in public schools on various training topics such as safety and student care. It is usually slides that are read or videos to watch and then a quiz that can be retaken. Please follow these instructions to access your training.

1. LOG ON TO www.wcscc.org
2. Scroll to the bottom of the page and click on PSW HEALTH/SAFETY TRAINING SEE picture.

3. Log on to the PSW SITE. See below—USER NAME: your first initial and last name (lower case) PASSWORD:enter last 5 digits on your ID card.

Meet Now   💬 Staff Helpline   EZmaint   ITassist   Admin   Login

PUBLIC SCHOOL **WORKS** Wayne County Schools Career Center   **Employee**Safe   **Student**Watch

▦ Portal - 📂 Staff Training

Account Login

3.

Please Read!

User Name: enter the first letter of your first name added to your last name (e.g. jsmith for John Smith).

Password: enter the last 5 digits of your ID card.

User Name
cboyan

Password
•••••

Login

Click here if you need help

CLICK HERE when correct   4.

4. Confirm your contact info by clicking "CLICK HERE when correct: This comes up every time you log in.

5. Your COURSE LIST will load for you to click on one of the courses to take. Proceed through to the end which then gives you the prompt to take the test (left menu).

M-026 | Bloodborne Pathogens for School Employees — Full / Refresher   5.

M-548 | Child Abuse and Neglect Mandated Reporting — Ohio

There is no need to print anything as a report is sent to our Director of Operations who will then mark that your training is complete. Thank you.

Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.
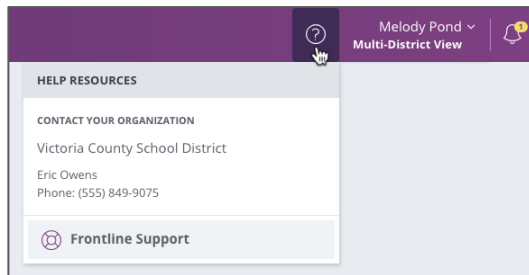
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "**Having trouble signing in?**" link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

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GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:
- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

> **Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.**

When you receive a call, you can:
- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

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Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

REQUIREMENTS

You must have the following qualifications to access the app:
- Your district must utilize the Frontline Insights Platform.

GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will click **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account and click **Sign In**.

*Please note that once signed in, you may be prompted to select an organization.
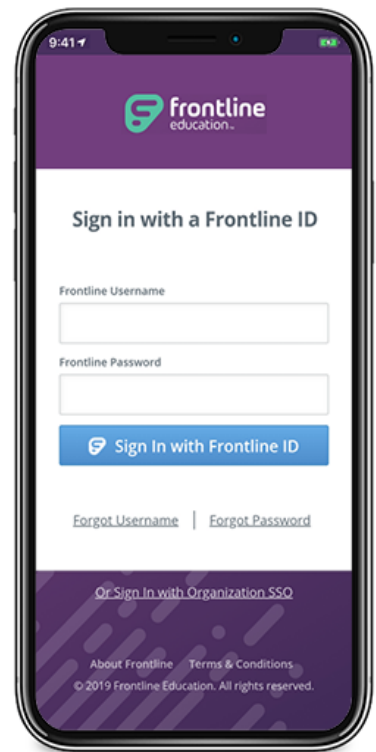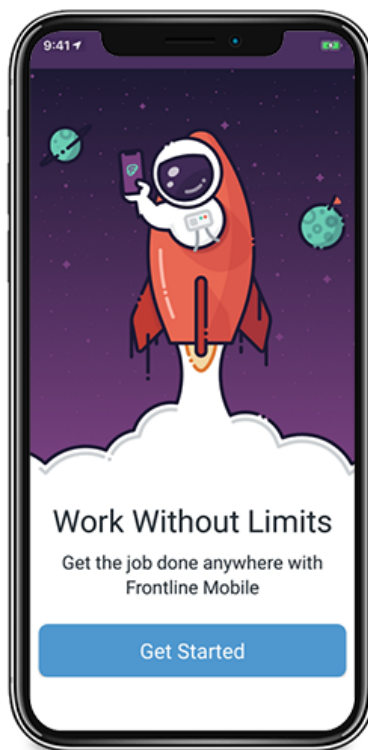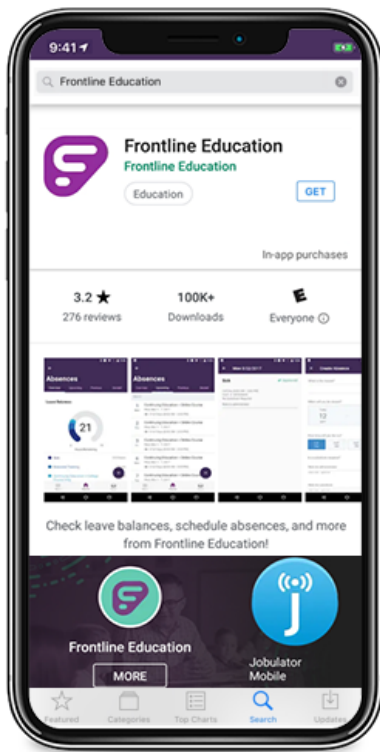
Continued on back

HOMEPAGE

The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. *Once an available job is selected, you can then review the job's details and opt to accept the assignment.

MENU/SIDE NAVIGATION

The "Menu" option opens a side navigation bar where you can access current tools and settings.

Available Jobs	Reference all available jobs within your view. (This section includes an "Accepted Jobs" tab where you can view upcoming assignments that you previously accepted.)
Calendar	View the dates for any previously worked assignments, as well as upcoming, accepted jobs. (These dates will be highlighted on Android and dotted on IOS). If you click on the highlighted/dotted dates, you can view the job details for that date.
Inbox	Review any received web alerts from your district.
Help Center	Access online help resources specific to your Frontline mobile app.
Settings	Review your current district details and user preferences, or log out.
Feedback	Please provide feature-related feedback or use this tab to contact Mobile Support with any questions/issues you may have regarding the app.