

CUMBERLAND VALLEY SCHOOL DISTRICT

SUBSTITUTE HANDBOOK



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CUMBERLAND VALLEY SCHOOL DISTRICT

6746 Carlisle Pike
Mechanicsburg, PA 17050
717-697-8261 and 717-249-6996

SUPERINTENDENT'S CABINET

David E. Christopher, Ed.D., Superintendent
Steven Kirkpatrick, Assistant Superintendent for Secondary Education
Gregory Milbrand, Assistant Superintendent for Elementary Education
Michael Willis, Director of Business and Support Services
Doris Hagemann, Director of Student Services & Professional Development
Gaynelle Angelo, Director of Special Education
Michelle Zettlemoyer, Director of Human Resources

HUMAN RESOURCES DEPARTMENT

Michelle Zettlemoyer, Director of Human Resources – (717) 506-3339
Irene Scheib, Assistant Director of Human Resources Manager – (717) 506-3385
Laura Sing, Human Resources Manager – (717) 506-3307
Tim Cohen, Human Resources Manager – (717) 506-3347
Erica Reinfeld, Human Resources Generalist – (717) 506-3314
Veronica Stanko, Human Resources Assistant – (717) 506-3332

PAYROLL DEPARTMENT

Jennifer Jones-Jobes, Assistant Business Manager – (717) 506-3308
Amy McKensie, Payroll Assistant – (717) 506-3397
Lesley Swab, Payroll Assistant – (717) 506-3304
Lindsey Baublitz, Payroll Assistant – (717) 506-3306

SOARING TO GREATNESS – COMMITTED TO EXCELLENCE

“The mission of the Cumberland Valley School District,
through a partnership of students, educators, parents, and community,
is to help students develop skills, knowledge and talents
to achieve their fullest potential and
to become lifelong learners and productive, responsible citizens.”

CUMBERLAND VALLEY SCHOOL DISTRICT

Substitute Report and Dismissal Times

| Building | Morning | Noon | Dismissal |
|-----------------------------|-----------|------------|-----------|
| High School | 7:30 a.m. | 11:10 a.m. | 3:15 p.m. |
| Eagle View Middle School | 7:15 a.m. | 11:00 a.m. | 3:15 p.m. |
| Mountain View Middle School | 7:15 a.m. | 11:00 a.m. | 3:15 p.m. |
| Green Ridge | 8:15 a.m. | 12:15 p.m. | 4:15 p.m. |
| Hampden | 8:15 a.m. | 12:15 a.m. | 4:15 p.m. |
| Middlesex | 8:15 a.m. | 12:15 p.m. | 4:15 p.m. |
| Monroe | 8:15 a.m. | 12:15 p.m. | 4:15 p.m. |
| Shaul | 8:15 a.m. | 12:15 p.m. | 4:15 p.m. |
| Silver Spring | 8:15 a.m. | 12:15 p.m. | 4:15 p.m. |
| Sporting Hill | 8:15 a.m. | 12:15 p.m. | 4:15 p.m. |
| Winding Creek | 8:15 a.m. | 12:15 p.m. | 4:15 p.m. |

Substitute Teacher Daily Pay Rates:

\$100 – Full Day

\$50 – Half Day

Substitute Nurse Daily Pay Rates:

\$250 – Full Day

\$125 – Half Day

Substitute Administrator Daily Pay Rates:

\$300 – Full Day

\$150 – Half Day

Time Clock System

- **Hourly Substitutes** who accept support staff assignments should “CLOCK IN” & “CLOCK OUT” at the beginning and end of every assignment using the time clock located in each school. Hourly support staff substitutes are paid the hours recorded in the time clock system and the pay rate is based on the job code selected for each assignment. To “CLOCK IN” enter your employee ID number, your PIN (the last 4 digits of your social security number) and then select the job code for the assignment you are working should a list of job codes appear.
- **Per Diem Substitutes** who accept professional and/or support staff assignments should “CLOCK IN” at the conclusion of their daily assignment(s) using the iPad located in the main office. To “CLOCK IN” enter your employee ID number, your PIN (the last 4 digits of your SS#) and then select if worked a full or half day. The time clock punch serves as the official notification you reported for work and will be used to determine your pay and replaces the Aesop sign-in sheet. If you worked a support staff assignment of 4 hours or less select a half day, for assignments greater than 4 hours select a full day. If you worked both a professional and support staff assignment on the same day select full day.

Time Clock questions or missed time clock punches should be reported to Lesley Swab at lswab@cvschools.org.

Paychecks

Paychecks are issued on a biweekly basis, September through June. Direct deposit is highly encouraged, and can be made to the banking institution of your choice. Please contact the Payroll Department if you have any questions regarding direct deposit.

PSERS Retirement Withholding for Substitute Staff

Due to legislative changes at of July 1, 2019, all Cumberland Valley School District substitutes will have PSERS retirement contributions deducted from their pay if they have already qualified for PSERS membership. Substitutes who have already qualified will remain at previous membership class and contributions will be held at that specific rate. For substitutes who have never previously qualified for membership, you will no longer have contributions withheld until you actually qualify for membership.

In order to qualify for PSERS membership, part-time hourly and part-time per diem employees must meet a minimum service requirement of 500 hours or 80 days. Once you meet membership requirements, subsequent service for any school employer is qualified service unless there is a break in membership.

For additional information, you may review the “PSERS Retirement Contributions while Substituting” document, which is attached to each job that you accept in Frontline Absence Management. Questions regarding PSERS membership should be directed to PSERS at 888-773-7748.

Please notify Human Resources at (717) 506-3332 of any phone or address changes, or if you are no longer available to substitute.

SUPPORT STAFF ASSIGNMENTS AND RATES OF PAY

Building Aide

July 1, 2020 Starting Rate – \$12.55
January 1, 2021 Starting Rate – \$12.80
July 1, 2022 Starting Rate – \$13.05
July 1, 2023 Starting Rate – \$13.30

Custodian I, Food Service I

July 1, 2020 Starting Rate – \$13.30
January 1, 2021 Starting Rate – \$13.55
July 1, 2022 Starting Rate – \$13.80
July 1, 2023 Starting Rate – \$14.05

Swim Aide

July 1, 2020 Starting Rate – \$14.05
January 1, 2021 Starting Rate – \$14.30
July 1, 2022 Starting Rate – \$14.55
July 1, 2023 Starting Rate – \$14.80

Courier, Receptionist, Security Monitor, Educational Assistant (Computer, IMC, Math Clinic, Physical Ed, Alternative Education, ESL Paraprofessional, Special Education Paraprofessional HQ)

July 1, 2020 Starting Rate – \$14.80
January 1, 2021 Starting Rate – \$15.05
July 1, 2022 Starting Rate – \$15.30
July 1, 2023 Starting Rate – \$15.55

Maintenance Mechanic I, Building Secretary, Custodian II, Food Service II, Pool Attendant

July 1, 2020 Starting Rate – \$15.55
January 1, 2021 Starting Rate – \$15.80
July 1, 2022 Starting Rate – \$16.05
July 1, 2023 Starting Rate – \$16.30

Maintenance Mechanic II, Principals' Secretary, Warehouseman, Custodian III, Life Skills Paraprofessional HQ

July 1, 2020 Starting Rate – \$16.30
January 1, 2021 Starting Rate – \$16.55
July 1, 2022 Starting Rate – \$16.80
July 1, 2023 Starting Rate – \$17.05

Maintenance Mechanic III, Program Secretary

July 1, 2020 Starting Rate – \$18.75
January 1, 2021 Starting Rate – \$18.95
July 1, 2022 Starting Rate – \$19.15
July 1, 2023 Starting Rate – \$19.35

Technology Technician, Teacher's Assistant, Maintenance Mechanic IV, DO/DSF Administrative Secretary

July 1, 2020 Starting Rate – \$20.05
January 1, 2021 Starting Rate – \$20.45
July 1, 2022 Starting Rate – \$20.65
July 1, 2023 Starting Rate – \$20.85

Technology Technician II, Maintenance/HVAC Tradesmen

July 1, 2020 Starting Rate – \$21.75
January 1, 2021 Starting Rate – \$21.95
July 1, 2022 Starting Rate – \$22.15
July 1, 2023 Starting Rate – \$22.35

Network Technician, HVAC Technician, LPN (Nurses Assistant)

July 1, 2020 Starting Rate – \$23.25
January 1, 2021 Starting Rate – \$23.45
July 1, 2022 Starting Rate – \$23.65
July 1, 2023 Starting Rate – \$23.85

If a support staff assignment is accepted by a professional sub, the rate of pay will be paid \$100/day, \$50/half-day.

SUBSTITUTE PLACEMENT PROCEDURES

Cumberland Valley School District uses the Frontline/Absence Management (formerly Aesop) Automated System to coordinate substitute assignments. When you are approved as a substitute with the District, you receive an invitation to set up an account with Frontline, during which time you create your own unique username and password. This user information will allow you to access the Absence Management (Aesop) system via the Internet.

You will be given a welcome letter containing an Absence Management (Aesop) ID number and PIN to allow you access to the system via telephone. The ID number is your home phone and the PIN is a random 4 digit number generated by the system. You may change your PIN once you log onto the system to something you can easily remember.

Once approved by the District, you will also be given the "Aesop Quickstart Guide for Substitutes". Please review this information carefully and familiarize yourself with the Aesop system. Aesop allows you to find and accept jobs online in addition to receiving calls for assignments. The default hours that Aesop will call you to offer substitute assignments is 6:00 am – 12:00 pm and 5:30 pm – 10:00 pm. You may customize the hours you

prefer Aesop to call you by logging into the system and selecting the link “Tell Aesop When to Call”, as well as elect to turn off calling altogether.

Aesop is set up to allow substitutes to view and accept jobs in the following PDE approved order:

- 1st – Substitutes who are certified in the same subject area as the teacher who will be absent
- 2nd – Substitutes who hold a valid PA Certification in any subject area
- 3rd – Guest Teachers
- 4th – Retirees

Due to PDE regulations, a sub will not be placed out of his/her certification for more than 20 days unless it is an emergency or shortage situation. In these situations, a \$100 fee must be paid by the substitute to apply for a Type 06 permit, if the substitute wishes to accept such an assignment.

You will not be notified of weather related school delays or closings. You are not required to report to work if there is a school closing. For inclement weather updates, please consult the District website at www.cvschools.org, or the following stations:

Radio

WHP/WRVV – Dial AM 580; FM 97.3
KISS/Bob – Dial FM 99.3; FM 94.9
WCAT/WRKZ/WQXA – Dial FM 106.7; FM 102.3; AM 1250; FM 105.7
WITF – Dial FM 89.5; Channel 33
WNNK/WTPA/HOT/The Touch – Dial FM 104; FM 93.5; FM 92.1; AM 1400

Television

WGAL – Channel 8
WHP-CBS/WLYH – Channel 21; Channel 15
WTPA – Channel 27

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

OVERALL EXPECTATIONS

The role of the substitute teacher is truly professional. A sincere desire to do a good job will go far toward establishing you in this truly rewarding profession. A substitute teacher should become informed as much as possible about building routines and general policies of the schools. Student handbooks are available and helpful. Often the substitute is a person returning to the classroom after an absence of several years. It will be helpful to be well informed on current trends.

The regular classroom teacher is expected to do many things beyond routine classroom teaching. As a substitute, you must be prepared to take over duties assigned to the teacher of the day. We believe our substitutes are competent to manage a classroom. If the substitute period is an extended one, be prepared to assume reasonable obligations within the limits of your ability.

To ensure the safety, security, and well-being of all students within our care, custody, and control, personal activities are not permitted during classroom instructional time. Personal activities must be limited to lunch and break times. Substitutes are required to actively engage and have involvement within the classrooms (i.e. roaming the classroom as students work, utilizing proximity when working with students, etc.). It is a priority that students be monitored at all times and should not be left unsupervised.

Substitutes should seek guidance and assistance from either the appropriate supervisor and/or the building principal if concerns or questions arise about the responsibilities and tasks required of them in their daily assignment.

USE OF PERSONAL DEVICES

The use of personal devices (laptop, cell phone, tablet, etc.) is not permitted during classroom instruction time. Use of personal devices must be limited to lunch and break times except for emergencies (and approved by administration).

ATTIRE

Professional attire and footwear is expected during your substitute assignment.

CONFIDENTIALITY

Please remember to keep all school experiences strictly confidential. This is especially important if you are called to teach in a school in your own attendance area.

Interactions with students, staff, and parents should remain professional at all times. All students, staff, and parents should be treated with respect and dignity.

CHECK IN AND CHECK OUT

Upon arriving at the assigned building, substitutes should take the following important steps:

1. Report to the school office upon entering the building.
2. Contact the principal for information and assistance relative to the class or subject you will be teaching.
3. Wear your ID Badge to identify yourself.
4. Become oriented to the building and identify the locations of major areas.
5. Seek instructions for checking out at the end of the day.
6. Check the teacher's mailbox before school and at each recess for messages or appointments. Messages should be referred to the office, unless they are routine in nature.
7. Ensure you have clocked in/out of the time clock system properly.

All substitute teachers should "check out" at the school office before leaving for the day.

SUGGESTIONS FOR YOUR SCHOOL DAY

1. Place your name on the board so that students will know you and address you by name. Pay close attention to your handwriting. You are the student's model for the day.
2. Be in your room when the students arrive. This will help to get the day off to a good start. It is necessary to establish good discipline and effective control.
3. Follow the regularly established classroom routine and make as few changes as possible. Check on procedures for going to recess, the lavatory, cafeteria, etc.
4. The regular opening exercises consist of the National Anthem played on the public address system followed by the Pledge to the Flag.

5. Check attendance carefully. Our teachers take attendance electronically, but you will be issued a hardcopy student roster and will be asked to take attendance using this list. If you ask each student to raise his/her hand as you call his/her name, it may assist you in associating names and faces. Accept any corrections in pronunciation graciously. Attendance information will be collected each morning.
6. The students will be quick to tell you if what you are doing varies from the established day-to-day routine. Remember that students have a loyalty to the classroom teacher, and it is natural for them to be anxious about change. If such a situation arises, be pleasant but firm as to how it will be done today. However, you should adhere closely to the regular teacher's routine.
7. Be aware of attention spans. As you will most likely be teaching on various grade and ability levels throughout the year, give careful attention to the concentration span of the group of students you have for any particular day.
8. The teacher's lesson plan book and seating chart generally can be found on the teacher's desk. Read the plans carefully. This is your best clue as to what you are to teach. Locate all materials to be used during the course of the day. Place markers for the pages indicated. They will help later on. Check the procedure for using audio-visual aids, if any are to be used. Organize materials so they are easily accessible. Since students are used to the established routines of the regular teacher, class control becomes difficult if you appear indecisive or insecure. If you fail to find the lesson plan book or the daily program, contact the principal.
9. Check the daily program or schedule. Although you will need to refer to this schedule throughout the day, it will be wise to take a few minutes to get a general picture of what lies ahead before the day begins. It is most appropriate that time scheduled be maintained. Check to see what special teachers, if any, will be in your room. Students may be leaving the room at certain times for instrumental lessons or special reading classes. The more familiar you are with the schedule, the better your class control will be.
10. Scan the seating chart. You cannot learn 20-25 names in a minute; so you must be resourceful. Pinpoint the location of a few students to help you with your name association. Avoid the use of phrases such as "you in the blue sweater". A good idea is to have students print their names on heavy paper that can be folded to stand up on each desk.
11. Check with the teacher's duty schedule to see if you have any assigned duties outside the classroom. In the colder months, it is always wise to come prepared for outdoor recess.
12. If an emergency arises which requires you to leave the classroom, please contact a teacher in an adjoining room to assist in supervising your class.
13. After dismissal of your students for the day, each substitute teacher is expected to fulfill the following list of requirements.
 - a. All substitutes are to remain in school until the regular dismissal time.
 - b. All papers assigned by the substitute are to be corrected by the substitute unless otherwise specified by the regular teacher.
 - c. An outline of the day's activities accomplished by the substitute should be prepared and left for the teacher.
14. Substitutes who will be teaching for an extended period of time will be responsible for writing lesson plans, attending faculty meetings, and performing all other duties required of the regular classroom teacher.

15. All elementary schools have cafeteria aides who supervise the students during the lunchtime in the cafeteria. It is the responsibility of the teacher to escort their students to the cafeteria at lunchtime. Lunch schedules vary from school to school within the district. Please become familiar with the lunch schedule in the building where you are teaching. Unless otherwise indicated, please stay with your class until they are through the lunch line.
16. If the class leaves the room for art, music, or physical education class, it is usually the teacher's responsibility to escort the students to and from these classes (elementary).
17. Be aware that administrative personnel will feel free to visit your room. Do not let this bother or distract you from your teaching.
18. Class control can be a major problem for any teacher. A few simple suggestions will help you establish good routines, provide for efficient learning situations, and establish mutual respect of teacher and pupils.
 - a. Students tend to respond to whatever we expect of them. A positive approach is the key to good behavior. Emphasize that which is expected – avoid a long list of negative rules.
 - b. The use of corporal punishment is not permitted in the Cumberland Valley School District.
 - c. In spite of your best efforts, you may have a pupil who becomes a real discipline problem. In such cases, the principal should be notified.
 - d. Learn to respect student's individual differences. Slow students are not usually slow on purpose. They need help, understanding and encouragement, not lectures. Avoid ridicule and sarcasm in correcting students.
19. The following guidelines are to be used in relation to health and accident procedures.
 - a. Each Cumberland Valley School is staffed with a full-time nurse.
 - b. Refer all cases of illness or accident to the school nurse. In case of accidents on the playground, the teacher or aide on duty shall not leave the playground unsupervised to accompany the injured student to the health room. The playground aide or a reliable student shall be sent for the nurse, or shall accompany the injured student to the health room.
 - c. Medication should not be administered by the teacher in the classroom. If any student brings medication to school, they should be sent to the school nurse who is responsible for supervising the taking of all medication.
 - d. Teachers are urged to keep a list of students with special medical histories in their desks. You should check early in your assignment to see if any such students are in your classroom.
20. Review the fire drill evacuation plan and your responsibility early in the day. These will differ in each room and school and are on display in each room.

LUNCH TIME RESPONSIBILITIES

Teachers may leave the building during lunch/recess if they do not have supervisor responsibilities. Please inform the office when you are leaving and returning.

RECOMMENDED BEHAVIOR FOR EMERGENCIES

Use common sense. Assess situations based on the information available at that moment in time. React, based on training.

Be calm and do not panic. Do not add to the problem—reduce the problem (emergency) by acting as a controlled person. Be in control to provide leadership and direction for others to act and/or follow, thus reducing panic.

Follow procedures. Be able to select the proper procedures for the respective emergency for which they are designed. Note, many procedures are the same, regardless of the emergency. Know these common (generic) procedures first.

Act immediately. Prompt attention is necessary to stabilize an emergency situation.

Seek help. As immediate need and help dictates, act as best you can, then seek help. Then notify proper authorities and administration.

Please note that the first 15 minutes of an emergency may be the most critical. Act quickly. Know the procedures to follow.

Document. Make a record of all events, including date, time, persons involved and particulars.

INSTRUCTIONS FOR PREVENTING THE SPREAD OF INFECTIOUS DISEASES IN THE WORK PLACE

To prevent the spread of infectious diseases (i.e., hepatitis B, human immunodeficiency virus (HIV), all Cumberland Valley School District personnel will follow the procedures listed below when handling body fluids (i.e., blood, urine, vomit, etc.) in the work place:

1. “Universal precautions” will be followed. The term “universal precautions” refer to a concept of blood borne disease control which requires that all human blood and other potentially infectious materials be treated as if known to be infectious for HIV, HBV, or other blood borne pathogens regardless of the perceived “low risk” of a patient or patient population.
2. Those treating or assisting injured persons or cleaning soiled surfaces should avoid exposure to open skin injury or mucous membranes to the blood or body fluids by always wearing protective disposable gloves.
3. Surfaces soiled with blood or body fluids should be promptly cleaned with a disinfectant as supplied by the district or household bleach (diluted with 1 part bleach to 10 parts water). Mops and all cleaning equipment coming in contact with the blood or body fluids should be rinsed in the disinfectant. The disinfectant solution should be discarded after each use.
4. Disposal towels or tissues should be used in treatment and cleanup.
5. Body fluid or blood soaked items should be disposed of in double plastic bags which must be sealed or tied to prevent leakage or contamination.
6. Upon completion of the treatment or clean up, the soiled gloves should be removed and disposed of in a sealed plastic bag, taking care to avoid skin contact with exterior surface of the gloves.
7. Hand washing should take place as soon as possible after exposure to blood and upon removing soiled/contaminated gloves. Antiseptic hand cleaner is recommended. If this is not available, regular soap and running water is an acceptable alternative.

In case of direct exposure via handling body fluids, the employee is required to notify the school nurse and complete an Accident/Injury Report form and Workers' Compensation form. Cumberland Valley School District will offer/require medical consultation to determine the exposure potential and explain diagnostic/treatment options.

By following these routines hygienic procedures in treating and cleaning up when blood or body fluids are involved, the potential for the spread of infections in this manner will be greatly reduced.

The school nurse assigned to your building is available to respond to questions you may have concerning the procedures.

The Superintendent will handle any inquiries from the public or media regarding HIV cases.

ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)

The widespread publicity that Acquired Immunodeficiency Syndrome (AIDS), a blood transmitted disease, has attained has caused health officials to remind everyone that other infections can also be present in blood or body fluids. In fact, the Centers for Disease Control (C.D.C.) has recommended that all schools adopt routine procedures for handling blood or body fluids.

In response to the C.D.C.'s recommendation, the following clean-up procedures associated with the treatment and cleaning-up of injuries where blood or body fluids are involved should be followed in all Cumberland Valley School District facilities.

1. Those treating or assisting injured persons should avoid exposure of open skin injury or mucous membranes to the blood or body fluids.
2. Surface soiled with blood or body fluids should be promptly cleaned with disinfectants, such as household bleach (diluted 1 part bleach to 10 parts water). Mops and all cleaning equipment coming in contact with the blood or body fluids should be rinsed in the disinfectant. The disinfectant solution should be discarded after each use.
3. Disposable towels or tissues should be used for clean up and discarded by sealing in a plastic bag. These are available.
4. Those doing the cleaning should avoid exposure of open skin injury or mucous membranes to the blood or body fluids.
5. Immediately afterwards, everyone who has had direct contact with the blood or body fluids, either in treatment or clean-up, should thoroughly wash their hands.

By following these routine hygienic procedures in treating and cleaning up when blood or body fluids are involved, the potential for the spread of infections in this manner will be eliminated.

The school nurse assigned to your building is available to respond to questions you may have concerning the procedures.

CUMBERLAND VALLEY HIGH SCHOOL

6746 Carlisle Pike

Mechanicsburg, PA 17050

717-766-0217 or 717-249-6996

Mark Blanchard, Executive Director

Robin Martin, Associate Principal
Kristi Jordan, Secretary
Diane Giardina, Secretary

Daily Schedule

| | |
|-------------------------|--------------------|
| 7:50 a.m. | Report to Period 1 |
| 7:55 a.m. – 8:44 a.m. | Period 1 |
| 8:49 a.m. – 9:31 a.m. | Period 2 |
| 9:36 a.m. – 10:18 a.m. | Period 3 |
| 10:23 a.m. – 11:05 a.m. | Period 4 |
| 11:10 a.m. – 11:52 a.m. | Period 5 |
| 11:57 a.m. – 12:39 p.m. | Period 6 |
| 12:44 p.m. – 1:26 p.m. | Period 7 |
| 1:31 p.m. – 2:13 p.m. | Period 8 |
| 2:18 p.m. – 3:00 p.m. | Period 9 |

From 81 South: Take the Mechanicsburg Exit (57), at the end of the ramp make a left onto Rt. 114. Go to the 4th red light and make a right onto Rt. 11 South (Sheetz Gas Station will be on your right). Go 2 more red lights and make a right into the Cumberland Valley Complex.

From 81 North: Take the New Kingstown Exit (52), and follow Rt. 11 North for about 3 miles. Make a left into the Cumberland Valley Complex.

From 83: Follow 83 to Rt. 581. Stay on Rt. 581 until it runs into 81. Take 81 South to the next exit, which is the Mechanicsburg Exit (57). At the end of the ramp make a left onto Rt. 114. Go to the 4th red light and make a right onto Rt. 11 South (Sheetz Gas Station will be on the right). Go 2 more red lights and make a right into the Cumberland Valley Complex.

From the Turnpike: Take the Carlisle Exit (226) and follow Rt. 11 North. Go about 5 miles and the Cumberland Valley Complex will be on your left. Make a left into the Cumberland Valley Complex.

CUMBERLAND VALLEY HIGH SCHOOL

Welcome to CVHS! Thank you so much for working with our students today.

General Information

1. Substitute ID badges must be worn at all times.
2. Rooms can be unlocked by any teacher who teaches the same subject area as the person for whom you are substituting.
3. Plans should be located in the teacher's planning center or on his/her classroom desk.
4. Resources Period (7:30 AM – 7:50 AM) is a resource period for students. Please note the day of the cycle and whether or not you are responsible for hall duty or resource room coverage.
5. After taking 1st period attendance, please place the attendance sheet in the small manila envelope and place it outside of the classroom. Someone will be around to pick this up.
6. Please return all materials for the day to the location from where you picked them up.

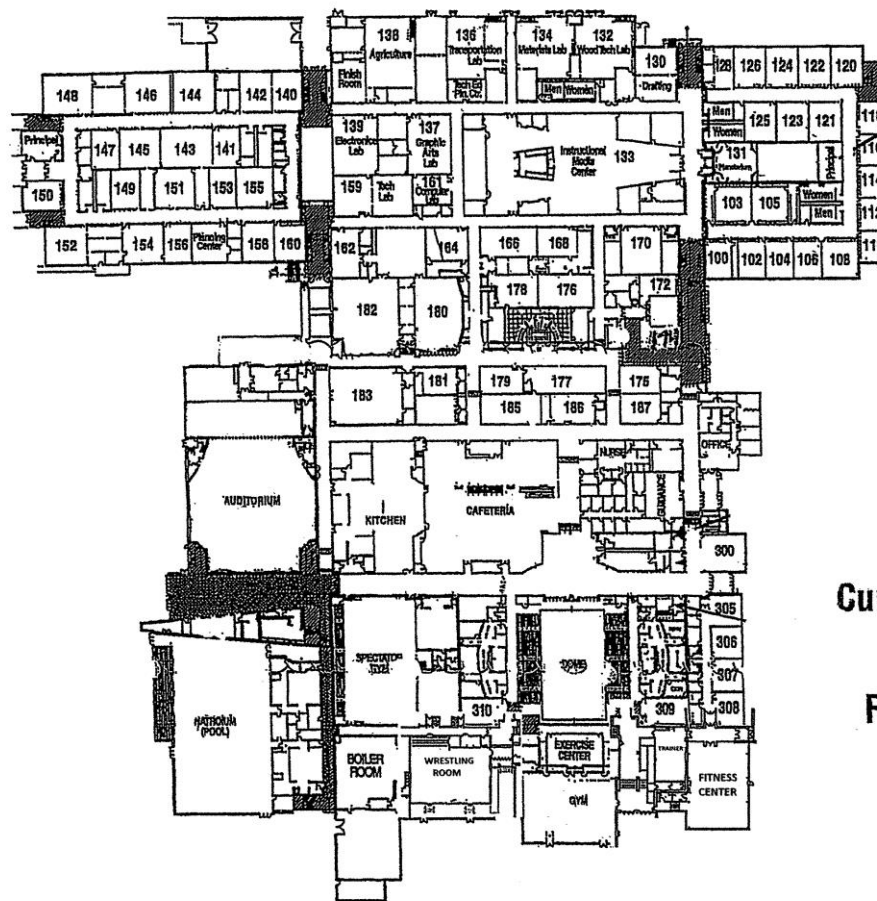
Important Information

- If eating in the cafe the substitute pin number is 7111.
- Please locate the maps and emergency charts in your classroom. In case of an emergency please know how to evacuate students. Once students are outside take roll and report any missing students to a Principal.

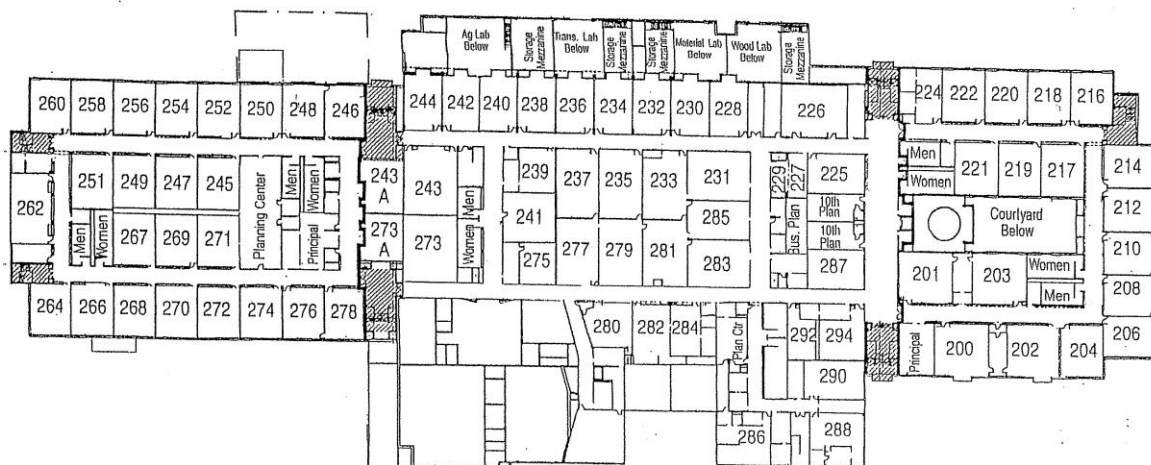
General Rules

- Cell phones, iPods, and other electronics are not allowed out during class periods. Students must have either a corridor or classroom pass in order to leave the classroom.

| Name, Title | Extension | Name, Title | Extension |
|-------------------------------------|------------------|---|------------------|
| Mark Blanchard, Executive Director | 33463 | | |
| Rob Martin, Associate Principal | 33548 | Justin Flickinger, Special Education Supervisor | 33720 |
| Brian Robinson, Associate Principal | 33655 | Byron Wiley, Special Education Supervisor | 33780 |
| Mike Jones, Assistant Principal | 33403 | Michael Floreck, Science Supervisor | 33413 |
| Nick Wilson, Assistant Principal | 33654 | Allison Charalambous, English Supervisor | 33456 |
| Colleen Staton, Assistant Principal | 33761 | Sabrina Lindsay, Social Studies Supervisor | 33452 |
| Jamie Croft, Dean of Students | 33762 | Stacey Knerr, Math Supervisor | 33412 |
| Kristi Jordan, Secretary | 33659 | Christine Stoshack, World Language Supervisor | 33455 |
| Marian McGraw, Secretary | 33664 | Lyn Shaffer, Supervisor CIT | 33993 |
| Tracy Odell, Secretary | 33401 | David Gilbert, Supervisor CIT | 33665 |
| Suzy Posavec, Secretary | 33547 | Leslie Gargiulo, Secretary | 33691 |
| Maggie Kissinger, Secretary | 33453 | Eric Landis, College & Career Counselor | 33633 |
| Diane Giardina, Secretary | 33563 | Anne Dille, Nurse | 33642 |
| Wes Schmidt, SRO | 33357 | Jennifer Forsyth, Nurse | 33641 |



**Cumberland Valley
High School
First Floor Plan**



Cumberland Valley High School

Second Floor Plan

EAGLE VIEW MIDDLE SCHOOL

6746 Carlisle Pike
Mechanicsburg, PA 17050
717-766-0217 or 717-249-6996
John Gallagher, Principal
Karen Trybulski, Assistant Principal
Amber Whitteker, Secretary

Daily Schedule (Periods 5, 6 and Lunch varies with grade level):

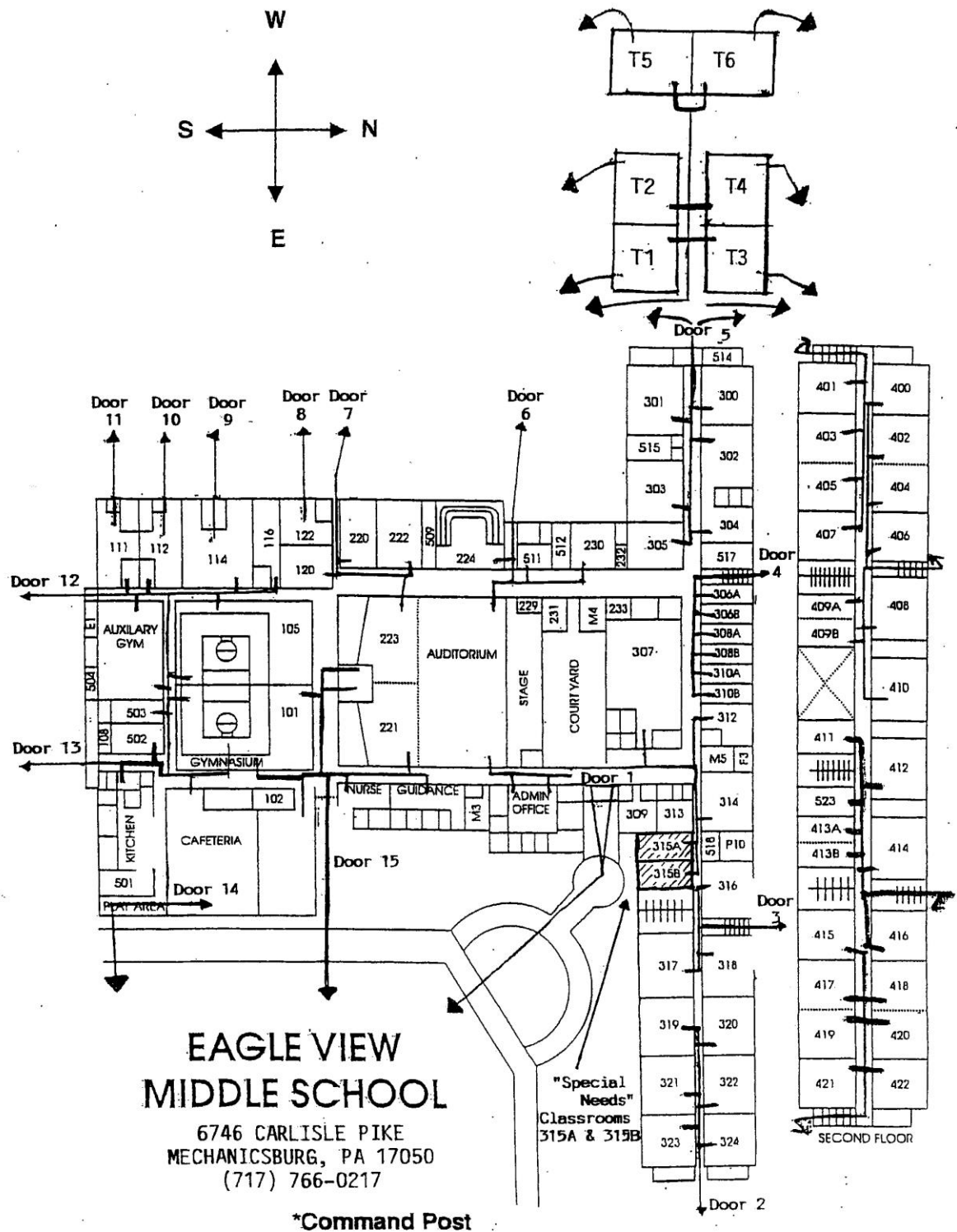
| Grades 6 - 8 | |
|-------------------------|----------------|
| 7:25 a.m. | Homeroom Opens |
| 7:40 a.m. | Warning Bell |
| 7:43 a.m. | Tardy Bell |
| 7:43 a.m. – 7:58 a.m. | Homeroom |
| 8:01 a.m. – 8:44 a.m. | Period 1 |
| 8:47 a.m. – 9:30 a.m. | Period 2 |
| 9:33 a.m. – 10:16 a.m. | Period 3 |
| 10:19 a.m. – 11:02 a.m. | Period 4 |
| Grade 6 | |
| 11:05 a.m. – 11:37 a.m. | Lunch |
| 11:42 a.m. – 12:25 p.m. | Period 5 |
| 12:28 a.m. – 1:11 p.m. | Period 6 |
| Grade 7 | |
| 11:05 p.m. – 11:48 p.m. | Period 5 |
| 11:51 p.m. – 12:34 p.m. | Period 6 |
| 12:37 p.m. – 1:09 p.m. | Lunch |
| Grade 8 | |
| 11:05 p.m. – 11:48 p.m. | Period 5 |
| 11:51 p.m. – 12:23 p.m. | Lunch |
| 12:28 p.m. – 1:11 p.m. | Period 6 |
| Grades 6 - 8 | |
| 1:14 p.m. – 1:57 p.m. | Period 7 |
| 2:00 p.m. – 2:43 p.m. | Period 8 |

From 81 South: Take the Mechanicsburg Exit (57), at the end of the ramp make a left onto Rt. 114. Go to the 4th red light and make a right onto Rt. 11 South (Sheetz Gas Station will be on your right). Go 2 more red lights and make a right into the Cumberland Valley Complex. Eagle View is located behind the High School.

From 81 North: Take the New Kingstown Exit (52), and follow Rt. 11 North for about 3 miles. Make a left into the Cumberland Valley Complex. Eagle View is located behind the High School.

From 83: Follow 83 to Rt. 581. Stay on Rt. 581 until it runs into 81. Take 81 South to the next exit, which is the Mechanicsburg Exit (57). At the end of the ramp make a left onto Rt. 114. Go to the 4th red light and make a right onto Rt. 11 South (Sheetz Gas Station will be on the right). Go 2 more red lights and make a right into the Cumberland Valley Complex. Eagle View is located behind the High School.

From the Turnpike: Take the Carlisle Exit (226) and follow Rt. 11 North. Go about 5 miles and the Cumberland Valley Complex will be on your left. Make a left into the Cumberland Valley Complex. Eagle View is located behind the High School.



MOUNTAIN VIEW MIDDLE SCHOOL

30 Bali Hai Rd
Mechanicsburg, PA 17050
717-697-1960

Jeff Hosenfeld, Principal
Michael Azzalina, Assistant Principal
Roger Riegel, Assistant Principal
Michele Kelly, Secretary

Daily Schedule (Periods 5, 6 and Lunch varies with grade level):

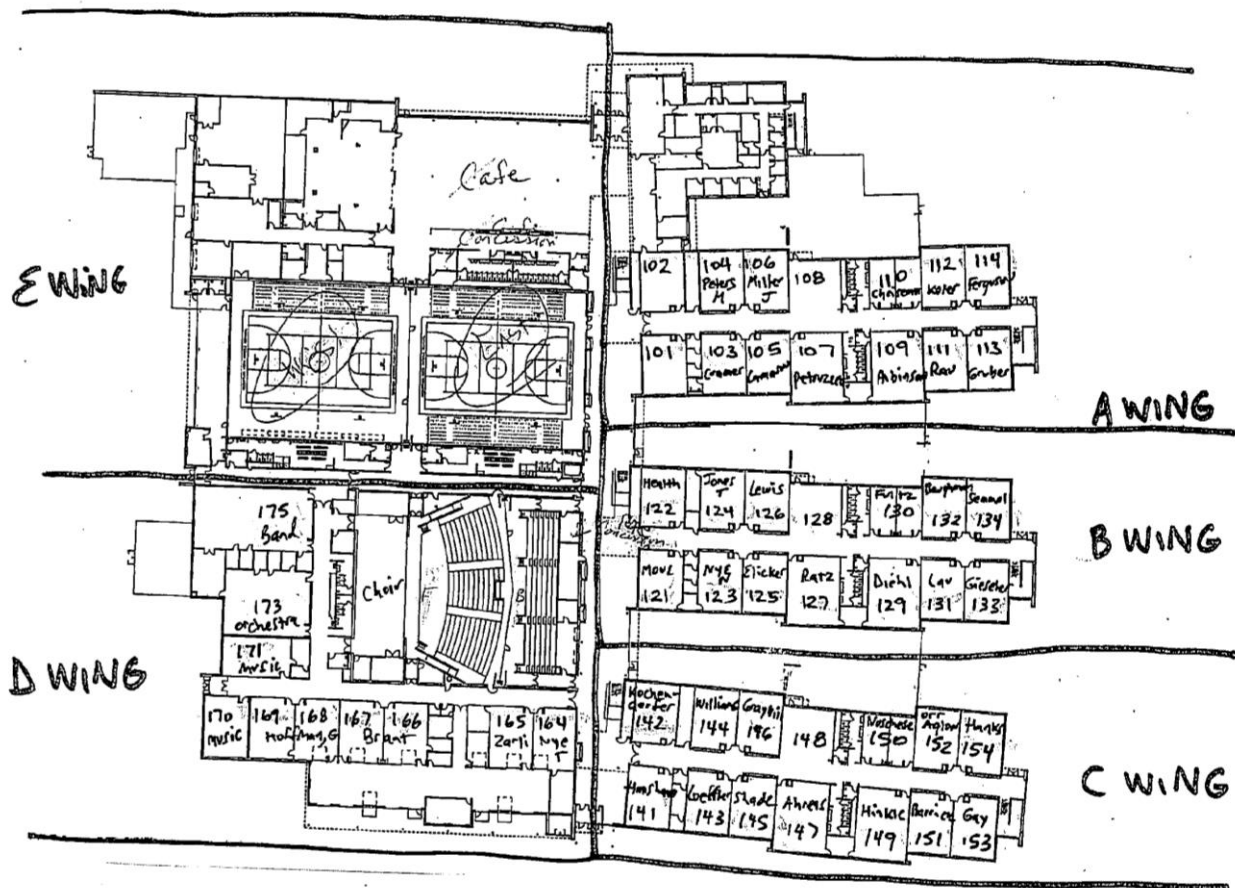
| | |
|-------------------------|------------------------|
| 7:00 a.m. | Lobby Open to Students |
| 7:30 a.m. | Homeroom Opens |
| 7:40 a.m. | Tardy Warning Bell |
| 7:43 a.m. | Tardy Bell |
| 7:43 a.m. – 7:58 a.m. | Homeroom |
| 8:01 a.m. – 8:45 a.m. | Period 1 |
| 8:48 a.m. – 9:32 a.m. | Period 2 |
| 9:35 a.m. – 10:19 a.m. | Period 3 |
| 10:22 a.m. – 11:06 a.m. | Period 4 |
| 11:09 a.m. – 11:54 a.m. | Period 5 |
| 11:47 a.m. – 12:22 p.m. | Period 6 |
| 12:25 p.m. – 1:09 p.m. | Period 7 |
| 1:12 p.m. – 1:56 p.m. | Period 8 |
| 1:59 p.m. – 2:43 p.m. | Period 9 |
| 2:43 p.m. | Dismissal |

From 81 South: Take the Mechanicsburg Exit (57), at the end of the ramp make a left onto Rt. 114. Go to the 5th red light and make a left onto Rt. 11 North (Sheetz Gas Station will be on your right). Go to the second red light and make a left onto Sample Bridge Road. Go about 1.6 miles, then turn right onto Bali Hai Road. Go approximately ½ mile and the school is located on your right.

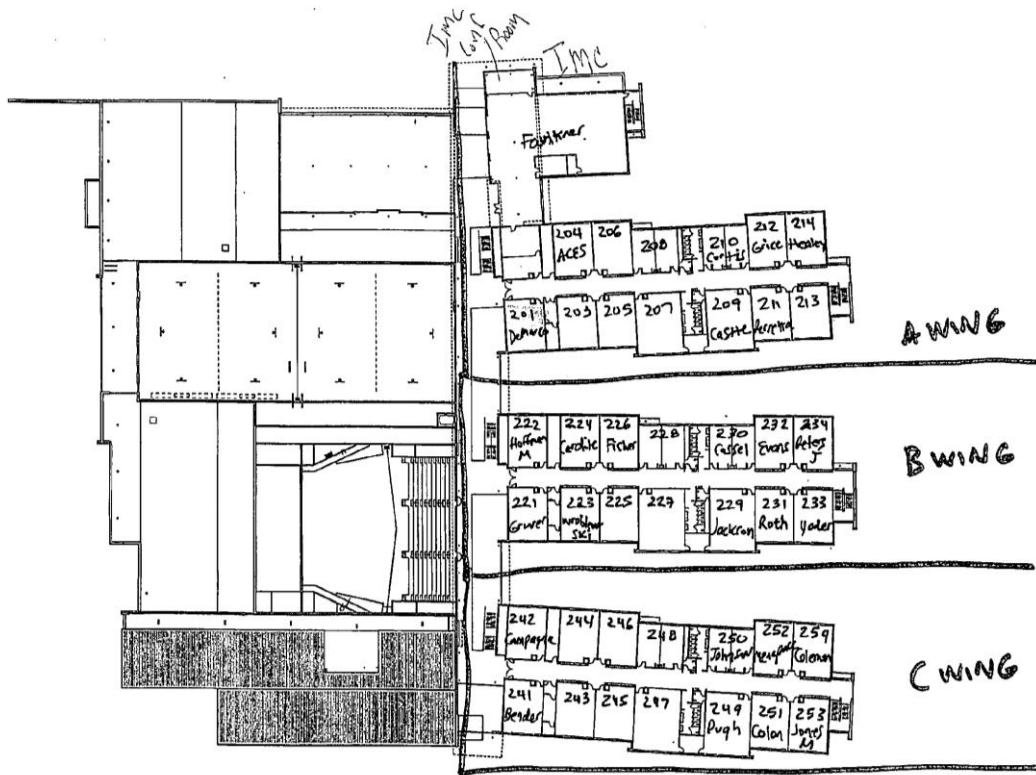
From 81 North: Take the Mechanicsburg Exit (57), at the end of the ramp make a right onto Rt. 114. Go to the 4th red light and make a left onto Rt. 11 North (Sheetz Gas Station will be on your right). Go to the second red light and make a left onto Sample Bridge Road. Go about 1.6 miles, then turn right onto Bali Hai Road. Go approximately ½ mile and the school is located on your right.

From 83: Take PA-581 to the Creekview Road Exit. Go left onto Creekview Road. Travel to the red light, and turn right onto Lambs Gap Road. Follow Lambs Gap Road for approximately 1 mile. Turn left onto Bali Hai Road. The School is located on your left.

From the Turnpike: Take the Carlisle Exit (226) and follow Rt. 11 North for approximately 5 miles. (You will go past the Cumberland Valley Educational Park/Cumberland Valley High School). Turn left onto Sample Bridge Road. Go about 1.6 miles, then turn right onto Bali Hai Road. Go approximately ½ mile and the school is located on your right.



Mountain View Middle School
1st Floor Plan



Mountain View Middle School
2nd Floor Plan

GREEN RIDGE ELEMENTARY SCHOOL

1 Green Ridge Road
Mechanicsburg, PA 17050
717-766-4911
Maria Miller, Principal
Trish Noonan, Secretary

Daily Schedule

| | |
|-------------------------|-----------------------------|
| 8:55 a.m. | Late Bell |
| 9:00 a.m. | Beginning of School Day |
| 10:55 a.m. – 11:15 a.m. | Recess: Grades 1 & 2 |
| 11:30 a.m. | A.M. Kindergarten Dismissal |
| 11:25 a.m. – 12:00 p.m. | Lunch – Grades 1 & 2 |
| 11:40 a.m. – 12:00 p.m. | Recess: Grades 3 & 4 |
| 12:05 p.m. – 12:40 p.m. | Lunch – Grade 3 |
| 12:10 p.m. – 12:40 p.m. | Lunch – Grade 4 |
| 12:25 p.m. – 12:45 p.m. | Recess: Grade 5 |
| 12:50 p.m. – 1:20 p.m. | Lunch – Grade 5 |
| 1:00 p.m. | PM Kindergarten Begins |
| 2:00 p.m. – 2:15 p.m. | Recess: Grades 3 & 4 |
| 2:15 p.m. – 2:30 p.m. | Recess: Grade 2 |
| 2:30 p.m. – 2:45 p.m. | Recess: Grade 1 |
| 2:20 p.m. – 2:35 p.m. | Recess: Grade 5 |
| 3:35 p.m. | Dismissal |

From 81 South: Take the Mechanicsburg Exit (57), at the end of the ramp bear right onto Rt. 114. Then make your first left onto Pleasant Grove Road. Travel about 1 mile and Green Ridge Elementary will be located on your left.

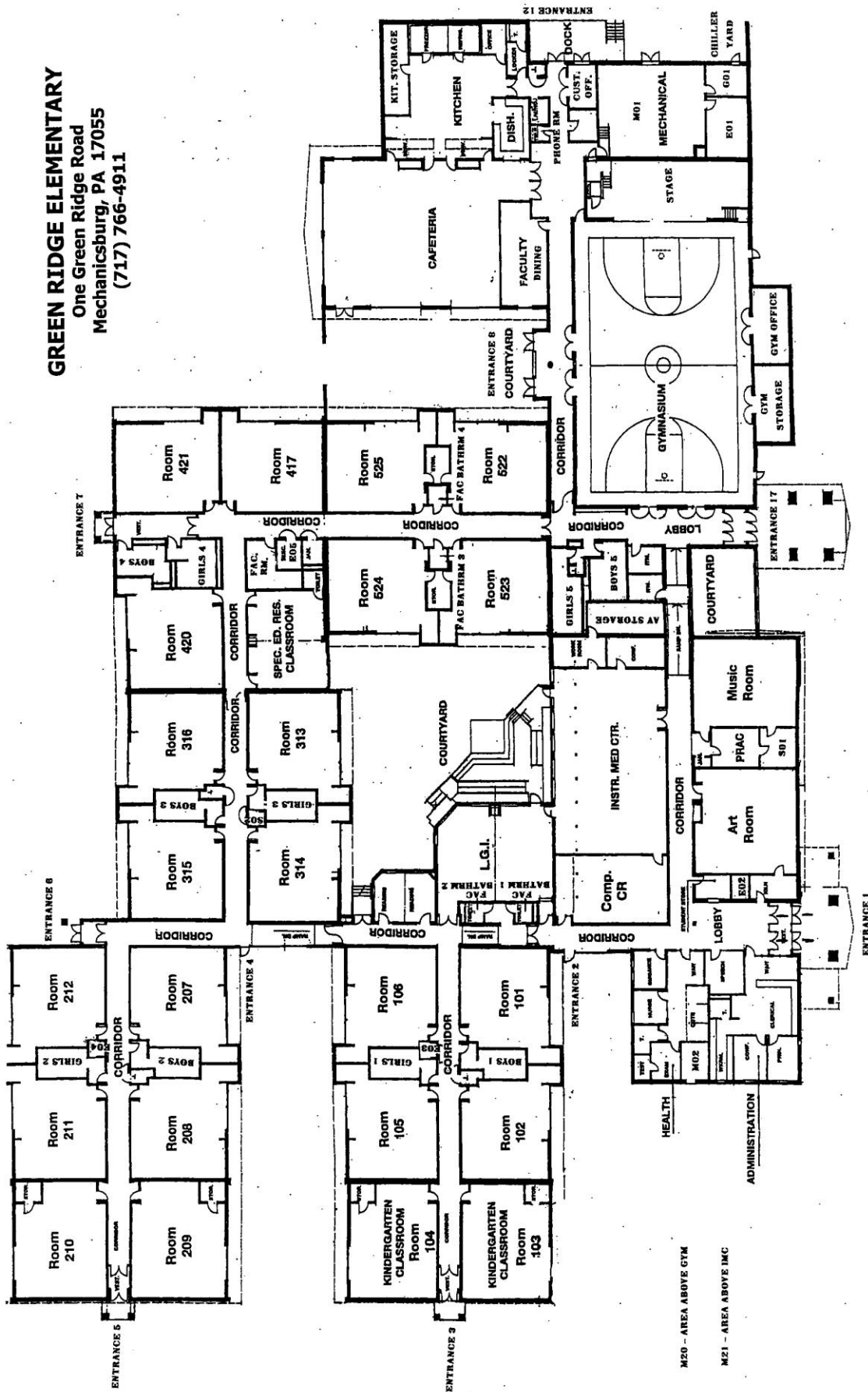
From 81 North: Take the Mechanicsburg Exit (57), at the end of the ramp make a left onto Rt. 114. Go through the next red light and make a left onto Pleasant Grove Road. Travel about 1 mile and Green Ridge Elementary will be located on your left.

From 83: Follow 83 to Rt. 581. Stay on Rt. 581 until it runs into 81. Take 81 South to the very next exit, which is the Mechanicsburg Exit (57). At the end of the ramp, bear right onto Rt. 114. Then make your first left onto Pleasant Grove Road. Travel about 1 mile and Green Ridge Elementary will be located on your left.

From the Turnpike: Take the Carlisle Exit (226), and follow Rt. 11 North for about 2 miles and look for 81 North. Take 81 North to the Mechanicsburg Exit (57), at the end of the ramp make a left onto Rt. 114. Go through the next red light and make a left onto Pleasant Grove Road. Travel about 1 mile and Green Ridge Elementary will be located on your left.

GREEN RIDGE ELEMENTARY

One Green Ridge Road
Mechanicsburg, PA 17055
(717) 766-4911



HAMPDEN ELEMENTARY SCHOOL

441 Skyport Road
Mechanicsburg, PA 17050
717-737-4513
Todd Franze, Principal
Jo Marie Orsinger, Secretary

Daily Schedule

| | | |
|----------------------------------|------------------------------------|-------------------------|
| 8:15 a.m. | Faculty Arrives | |
| 8:15 a.m. – 8:45 a.m. | Teacher Planning/Meetings | |
| 8:45 a.m. | Students Arrive | |
| 8:55 a.m. | Tardy Bell/Opening Exercises Begin | |
| 9:00 a.m. | Classes Begin | |
| 11:30 a.m. | AM Kindergarten Dismissal | |
| Lunch and Recess Schedule | | |
| Grade | Recess | Lunch |
| One | 10:50 a.m. – 11:10 a.m. | 11:20 a.m. – 11:50 p.m. |
| Two | 11:00 a.m. – 11:20 a.m. | 11:30 a.m. – 12:00 p.m. |
| Three | 11:40 a.m. – 12:00 p.m. | 12:10 p.m. – 12:40 p.m. |
| Four | 11:50 a.m. – 12:10 p.m. | 12:20 p.m. – 12:50 p.m. |
| Five | 12:20 p.m. – 12:40 p.m. | 12:50 p.m. – 1:20 p.m. |
| 12:55 p.m. | PM Kindergarten Begins | |
| 1:30 p.m. – 1:45 p.m. | Recess Grade One | |
| 2:00 p.m. – 2:15 p.m. | Recess Grade Three | |
| 2:15 p.m. – 2:30 p.m. | Recess Grade Five | |
| 2:30 p.m. – 2:45 p.m. | Recess Grade Two | |
| 2:45 p.m. – 3:00 p.m. | Recess Grade Four | |
| 3:30 p.m. | End of Instructional Day | |
| 3:35 p.m. | Dismissal | |

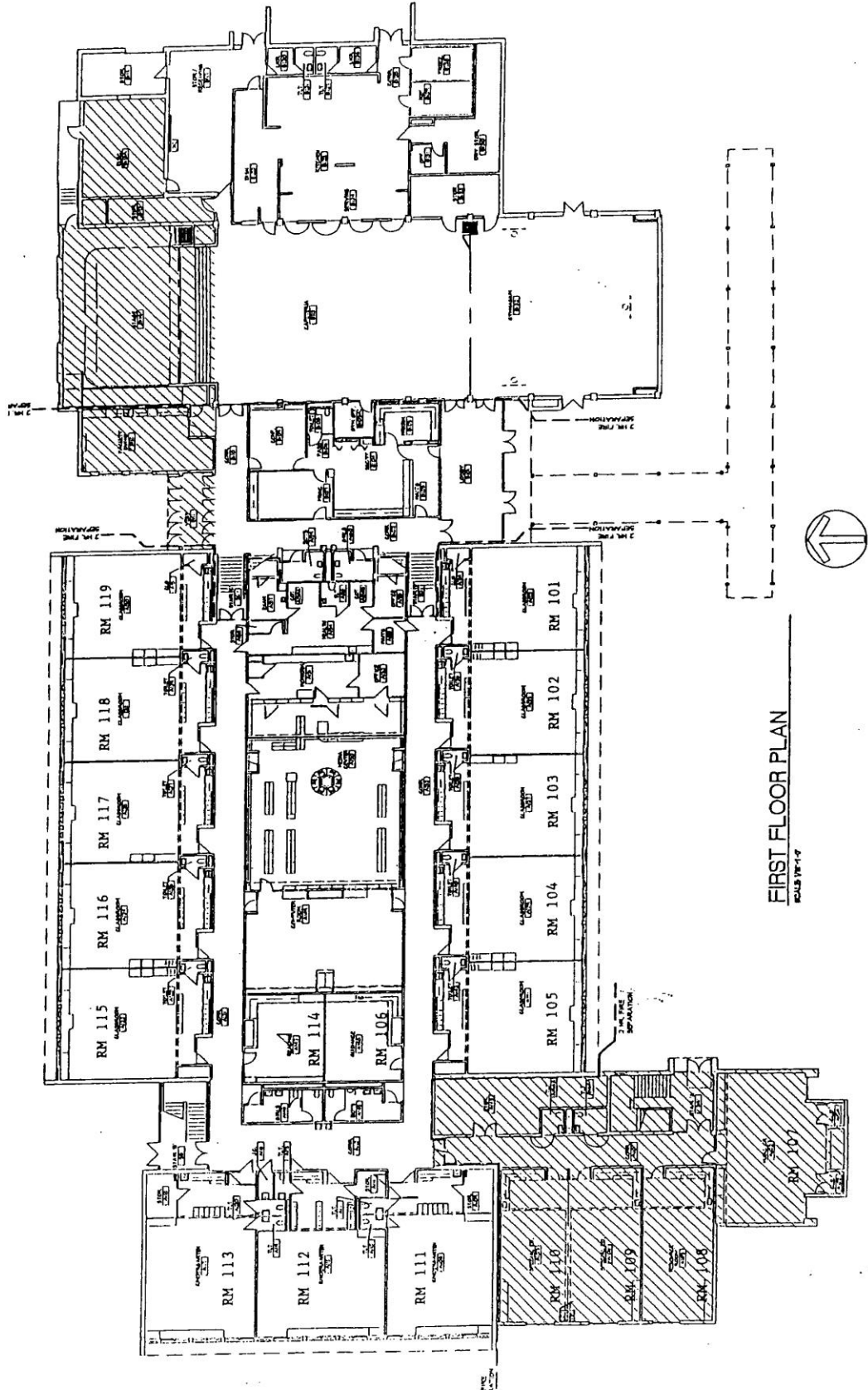
From 81 South: Take the Mechanicsburg Exit (57), at the end of the ramp make a left onto Rt. 114. Go to the 4th red light and make a left onto Rt. 11 North (Sheetz Gas Station will be on your right). Go about 6 red lights and make a left onto Skyport Road (Applebees/Wendys will be on your left). Go about ½ a mile and Hampden Elementary will be on your left.

From 81 North: Take the Mechanicsburg Exit (57), at the end of the ramp bear to the right onto Rt. 114. Go to the 4th red light and make a left onto Rt. 11 North (Sheetz Gas Station will be on your right). Go about 6 red lights and make a left onto Skyport Road (Applebees/Wendys will be on your left). Go about ½ a mile and Hampden Elementary will be on your left.

From 83: Follow 83 to Rt. 581. Stay on Rt. 581 till you come to the Carlisle Pike/Rt. 11 Exit (3). At the red light bear to the right onto Rt. 11 South. Go about 4 red lights and make a right onto Skyport Road (Applebees/Wendys will be on your right). Go about ½ a mile and Hampden Elementary will be on your left.

From the Turnpike: Take the Carlisle Exit (226) and follow Rt. 11 North. Go about 7 miles and make a left onto Skyport Road (Applebees/Wendys will be on your left). Go about ½ a mile Hampden Elementary will be on your left.

HAMPDEN ELEMENTARY
441 Skypoint Road
MECHANICSBURG, PA 17055



MIDDLESEX ELEMENTARY SCHOOL

250 North Middlesex Road
Carlisle, PA 17013
717-249-5586 or 717-697-2362
Stephanie Eldridge, Principal
Elizabeth Remm, Secretary

Daily Schedule

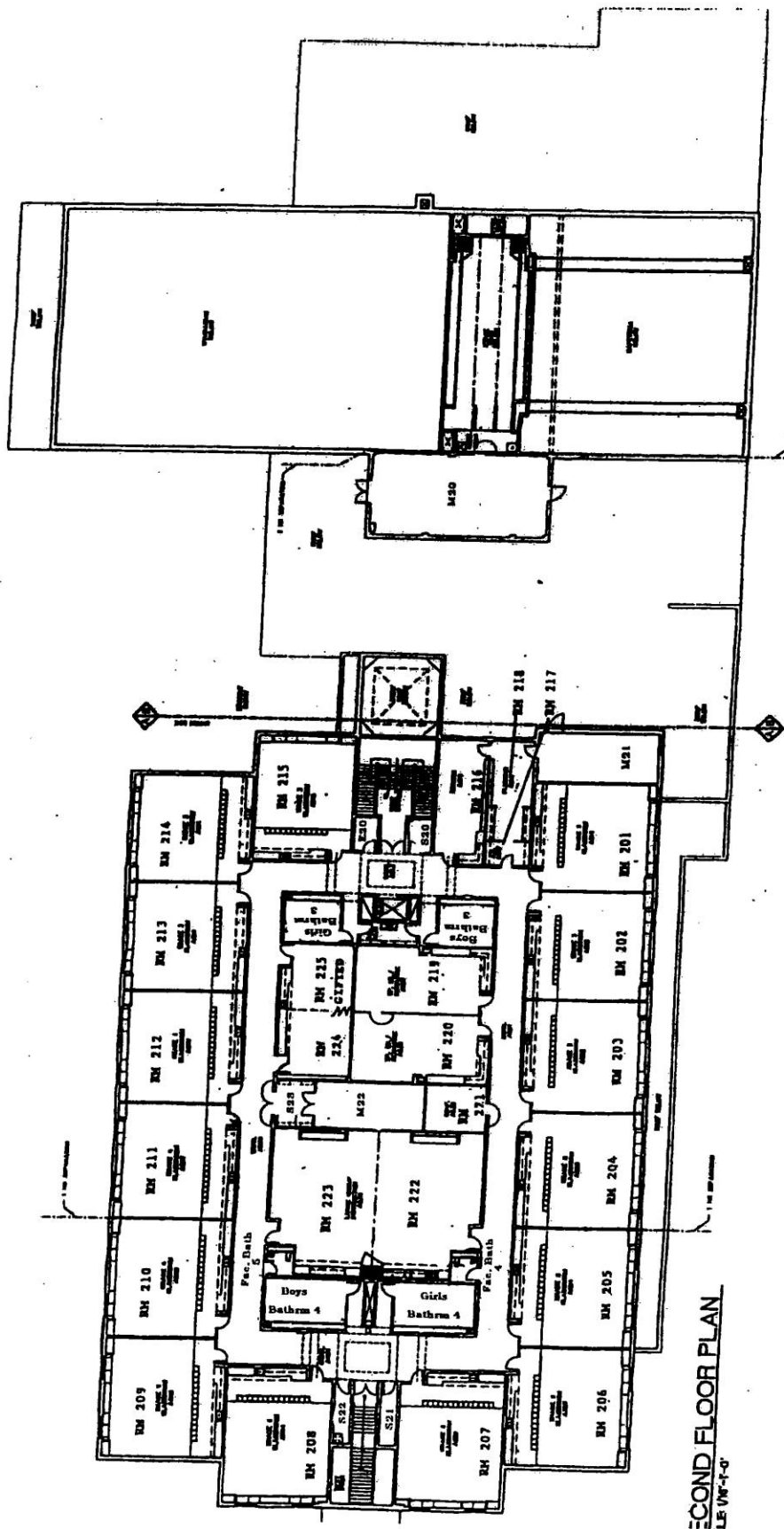
| | |
|-------------------------|--|
| 8:15 a.m. | Teachers Arrive |
| 8:15 a.m. – 8:45 a.m. | Teacher Planning |
| 8:45 a.m. | Buses Unload |
| 8:55 a.m. | Start of Day/Opening Exercises and Announcements |
| 9:05 a.m. | Classes Begin |
| 11:05 a.m. – 11:25 a.m. | Recess – Grades 1 & 2 |
| 11:30 a.m. | AM Kindergarten Dismissal |
| 11:30 a.m. – 12:05 p.m. | Lunch – Grades 1 & 2 |
| 11:45 a.m. – 12:05 p.m. | Recess – Grade 3 & 4 |
| 12:10 p.m. – 12:40 p.m. | Lunch – Grades 3 & 4 |
| 12:25 p.m. – 12:45 p.m. | Recess – Grade 5 |
| 12:50 p.m. – 1:20 p.m. | Lunch – Grade 5 |
| 1:00 p.m. | PM Kindergarten begins |
| 2:15 p.m. – 2:30 p.m. | Recess – Grades 3 & 4 |
| 2:30 p.m. – 2:45 p.m. | Recess – Grades 1 & 2 |
| 2:45 p.m. – 3:00 p.m. | Recess – Grade 5 |
| 3:30 p.m. | End of Instructional Day |
| 3:35 p.m. | Dismissal |

From 81 South: Take Exit 52 and bear right at the end of the ramp onto Rt. 11 South. Go to the third red light and make a right onto North Middlesex Road. Follow North Middlesex Road for about 2 miles and Middlesex Elementary will be located on your left.

From 81 North: Take Exit 52 and bear right at the end of the ramp onto Rt. 11 South. Go to the third red light and make a right onto North Middlesex Road. Follow North Middlesex Road for about 2 miles and Middlesex Elementary will be located on your left.

From 83: Follow 83 to Rt. 581. Stay on Rt. 581 until it runs into 81. Take 81 South to Exit 52 and bear right at the end of the ramp onto Rt. 11 South. Go to the third red light and make a right onto North Middlesex Road. Follow North Middlesex Road for about 2 miles and Middlesex Elementary will be located on your left.

From the Turnpike: Take Exit 226 for Carlisle and follow Rt. 11 North. Go to the 2nd red light and make a left onto North Middlesex Road. Follow North Middlesex Road for about 2 miles and Middlesex Elementary will be located on your left.



SECOND FLOOR PLAN
 LE 100-1-0

MONROE ELEMENTARY SCHOOL

1240 Boiling Springs Road
Boiling Springs, PA 17007
717-258-6208 or 717-697-0028
Megan Ward, Principal
Jen Moyer, Secretary

Daily Schedule

| | |
|-------------------------|--|
| 8:15 a.m. | Teacher Arrival |
| 8:45 a.m. | Students dismissed from the buses. |
| 8:55 a.m. | School begins - Tardy bell rings |
| 8:55 a.m. – 9:05 a.m. | Homeroom-Morning Opening |
| 10:00 a.m. – 10:10 a.m. | AM Kindergarten Recess/Break |
| 10:50 a.m. – 11:10 a.m. | 1 st and 2 nd Grade Recess |
| 11:15 a.m. – 11:45 a.m. | 1 st and 2 nd Grade Lunch |
| 11:25 a.m. – 11:45 a.m. | 3 rd Grade Recess |
| 11:35 a.m. | AM Kindergarten ends |
| 11:50 a.m. – 12:20 p.m. | 3 rd Grade/Extended Day Kindergarten Lunch |
| 12:00 p.m. – 12:20 p.m. | 4 th and 5 th Grade Recess |
| 12:25 p.m. – 12:55 p.m. | 4 th and 5 th Grade Lunch |
| 12:55 p.m. | PM Kindergarten starts |
| 2:00 p.m. – 2:10 p.m. | PM Kindergarten Recess/Break |
| 2:10 p.m. – 2:25 p.m. | 3 rd , 4 th & 5 th Grade Recess |
| 2:30 p.m. – 2:45 p.m. | 1 st and 2 nd Grade Recess |
| 3:35 p.m. | Dismissal |

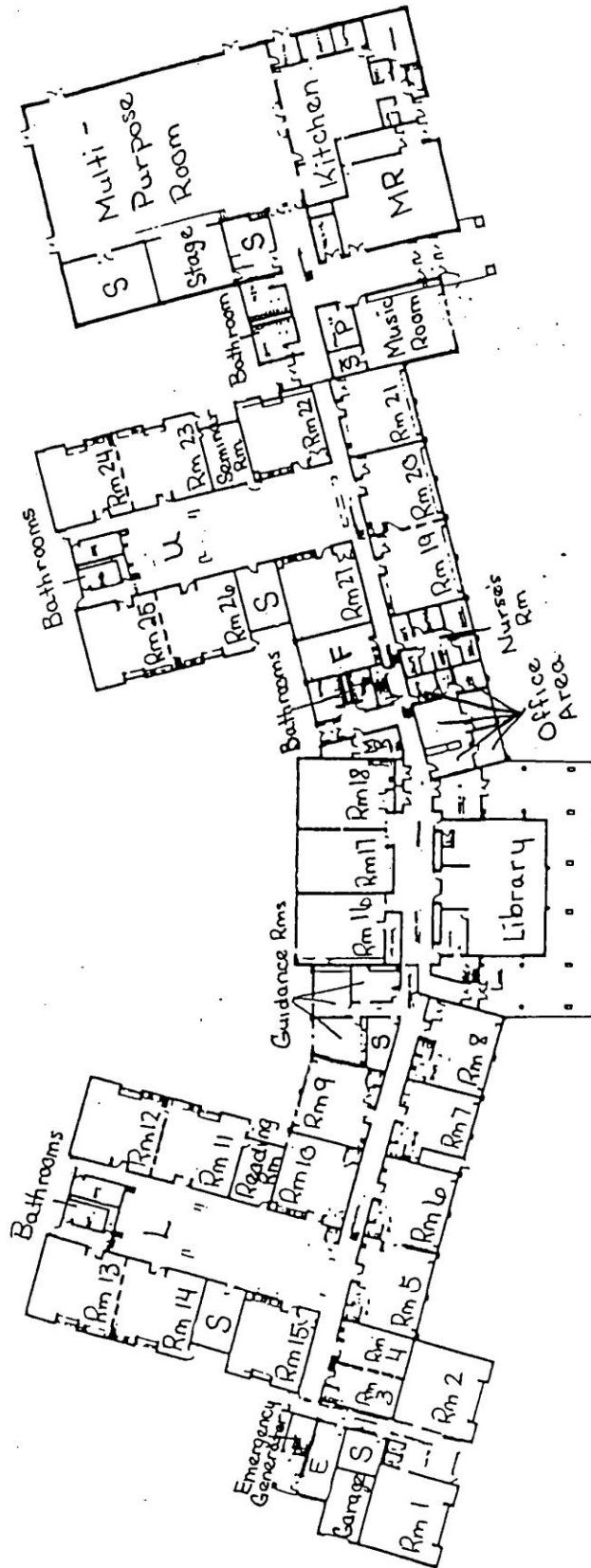
From 81 South: Take Exit 59 and follow Rt. 581 until you come to the exit for Rt. 15 South (towards Gettysburg). Go about 5 miles until you come to the exit for Lisburn Road. Make a right onto Lisburn Road and go to the 3rd stop sign. Make a left onto Boiling Springs Road (Rt. 174). Go about 1 mile and Monroe Elementary will be on your right.

From 81 North: Take Exit 59 and follow Rt. 581 until you come to the exit for Rt. 15 South (towards Gettysburg). Go about 5 miles until you come to the exit for Lisburn Road. Make a right onto Lisburn Road and go to the 3rd stop sign. Make a left onto Boiling Springs Road (Rt. 174). Go about 1 mile and Monroe Elementary will be on your right.

From 83: Follow 83 to Rt. 581. Stay on Rt. 581 until you come to the Exit for Rt. 15 South (towards Gettysburg). Go about 5 miles until you come to the exit for Lisburn Road. Make a right onto Lisburn Road and go to the 3rd stop sign. Make a left onto Boiling Springs Road (Rt. 174). Go about 1 mile and Monroe Elementary will be on your right.

From the Turnpike: Take Exit 236, and follow Rt. 15 South. Go about 2 miles until you come to the exit for Lisburn Road. Make a right onto Lisburn Road and go to the 3rd stop sign. Make a left onto Boiling Springs Road (Rt. 174). Go about 1 mile and Monroe Elementary will be on your right.

E = Electrical Room
 F = Faculty Room
 L = Lower Grade Centrum
 MR = Mechanical Room
 P = Practice Room
 S = Storage Room
 U = Upper Grade Centrum



MONROE ELEMENTARY SCHOOL

1240 Boiling Springs Rd., Boiling Springs, PA 17007

SHAULL ELEMENTARY SCHOOL

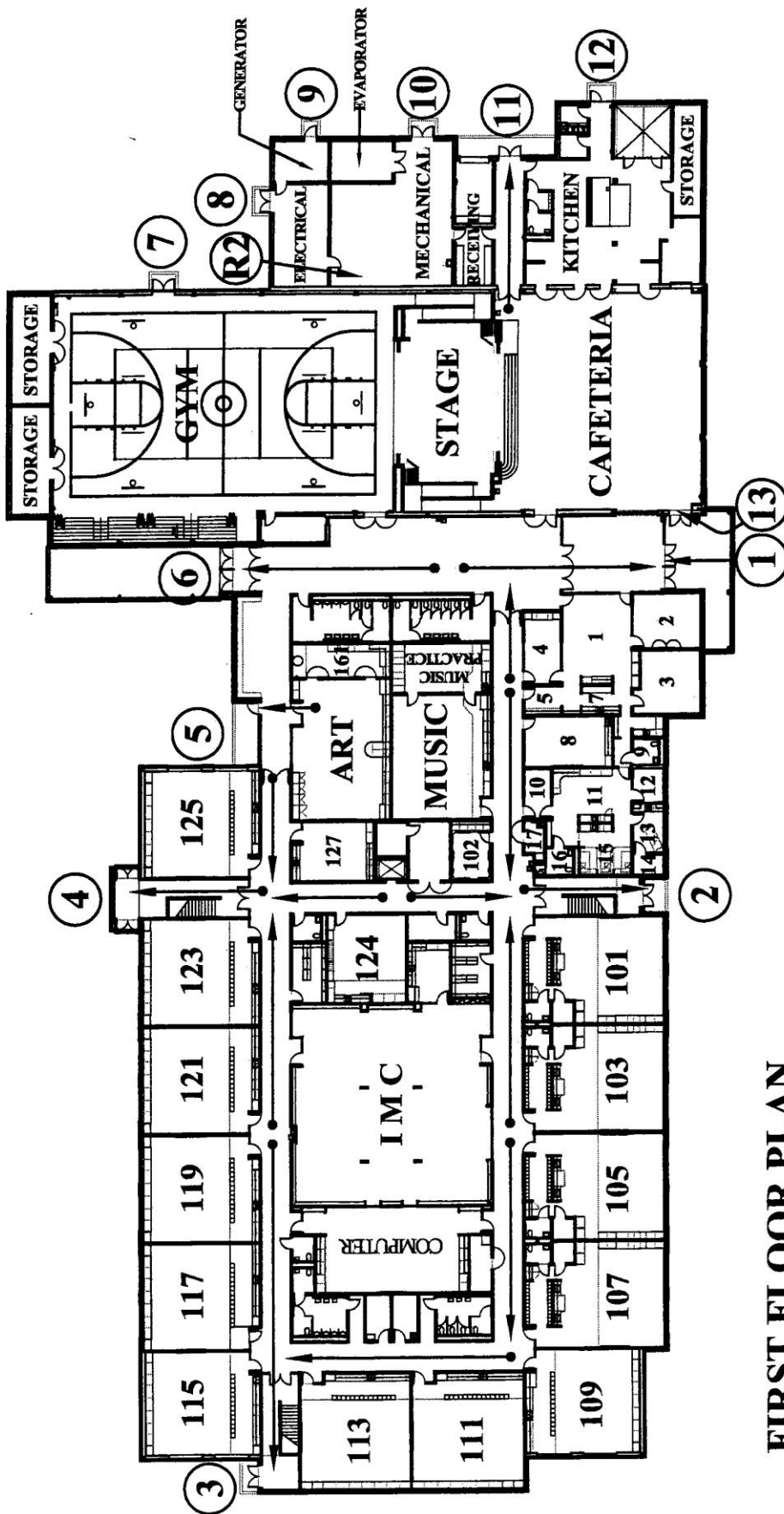
1 Shaull Drive
Enola, PA 17025
717-732-2460
Deana Raymer, Principal
Teena Nigro, Secretary

Daily Schedule

| | |
|-------------------------|-------------------------------|
| 8:15 a.m. | Faculty Arrive |
| 8:45 a.m. | Students Arrive |
| 8:55 a.m. | Opening Exercises |
| 11:15 a.m. – 2:10 p.m. | Grades 1 & 2 Recess and Lunch |
| 11:45 a.m. – 12:40 p.m. | Grades 3 & 4 Recess and Lunch |
| 12:10 p.m. – 1:05 p.m. | Grade 5 Recess and Lunch |
| 2:00 p.m. – 2:15 p.m. | Grades 4 & 5 Recess and Lunch |
| 2:15 p.m. – 2:30 p.m. | Grades 2 & 3 Recess and Lunch |
| 2:30 p.m. – 2:45 p.m. | Grade 1 Recess |
| 3:35 p.m. | Dismissal |

From 81 South: Take the Wertzville Road Exit (61), at the end of the ramp, bear to your left onto Wertzville Road and stay on Wertzville Road until you come to Shaull Drive, turn right.

From 81 North: Take the Wertzville Road Exit (61), at the end of the ramp make a right onto Wertzville Road and stay on Wertzville Road until you come to Shaull Drive, turn right.



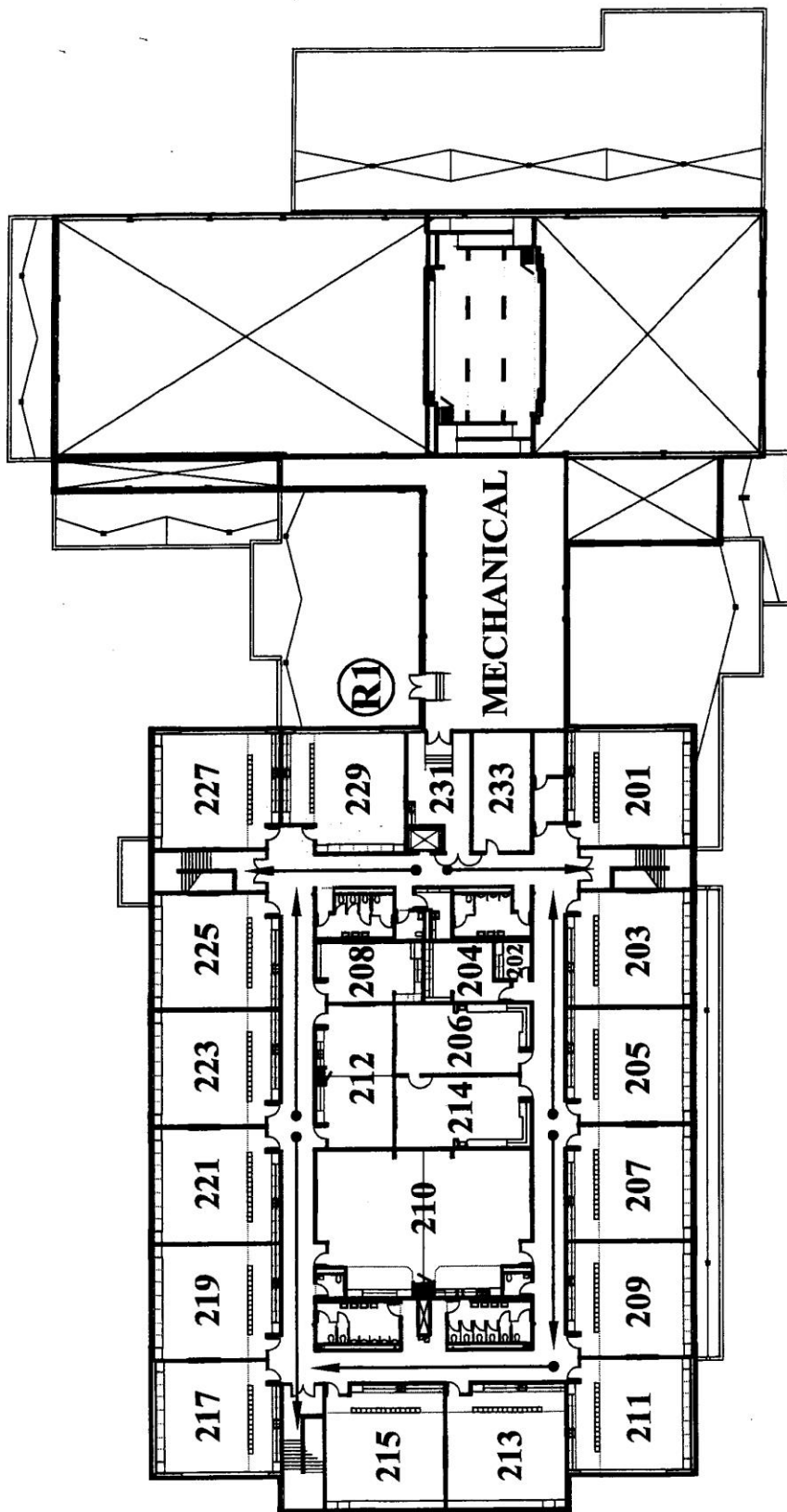
FIRST FLOOR PLAN

SCALE: 1" = 40'-0"

SHAULL ELEMENTARY

**1 SHALL DRIVE
ENOLA, PA 17025**

*** COMMAND POST LOCATION**



SECOND FLOOR PLAN

SCALE: 1" = 40'-0"

SHAULL ELEMENTARY

1 SHALL DRIVE

ENOLA, PA 17025



SILVER SPRING ELEMENTARY

6746 Carlisle Pike
Mechanicsburg, PA 17050
717-766-3332
Tony Parks, Principal
Tracy Buzalka, Secretary

Daily Schedule

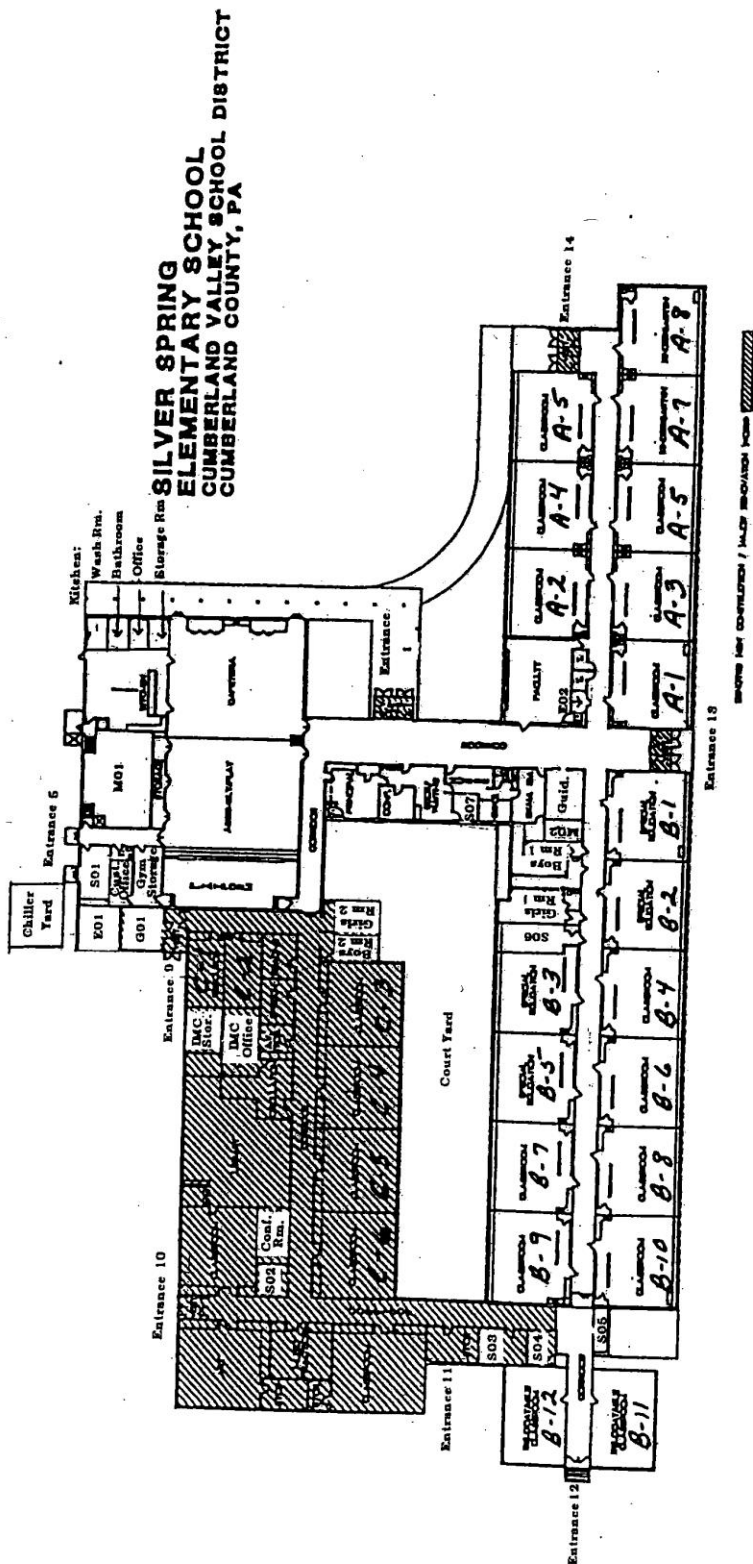
| | |
|-------------------------|---------------------------|
| 8:15 a.m. | Faculty Arrive |
| 8:45 a.m. | Students Arrive |
| 8:50 a.m. | Opening Exercises |
| 10:30 a.m. – 10:50 a.m. | Grade 5 Recess |
| 11:20 a.m. – 11:50 a.m. | Grades 1 & 2 Lunch |
| 11:30 a.m. | AM Kindergarten Dismissed |
| 11:50 a.m. – 12:10 p.m. | Grades 1 & 2 Recess |
| 11:55 a.m. – 12:25 p.m. | Grades 3 & 4 Lunch |
| 12:25 p.m. – 12:45 p.m. | Grades 3 & 4 Recess |
| 12:25 p.m. – 12:45 p.m. | Grade 5 Lunch |
| 12:50 p.m. – 1:10 p.m. | Grade 5 Recess |
| 1:00 p.m. | PM Kindergarten Begins |
| 2:10 p.m. – 2:30 p.m. | Grades 1 & 3 Recess |
| 2:30 p.m. – 2:50 p.m. | Grades 2 & 4 Recess |
| 3:30 p.m. | Dismissal |

From 81 South: Take the Mechanicsburg Exit (57), at the end of the ramp make a left onto Rt. 114. Go to the 4th red light and make a right onto Rt. 11 South (Sheetz Gas Station will be on your right). Go 2 more red lights and make a right into the Cumberland Valley Complex. Silver Spring is located behind the High School.

From 81 North: Take the New Kingstown Exit (52), and follow Rt. 11 North for about 3 miles. Make a left into the Cumberland Valley Complex. Silver Spring is located behind the High School.

From 83: Follow 83 to Rt. 581. Stay on Rt. 581 until it runs into 81. Take 81 South to the next exit, which is the Mechanicsburg Exit (57). At the end of the ramp make a left onto Rt. 114. Go to the 5th red light and make a right onto Rt. 11 South (Sheetz Gas Station will be on the right). Go 2 more red lights and make a right into the Cumberland Valley Complex. Silver Spring is located behind the High School.

From the Turnpike: Take the Carlisle Exit (226) and follow Rt. 11 North. Go about 5 miles and the Cumberland Valley Complex will be on your left. Make a left into the Cumberland Valley Complex. Silver Spring is located behind the High School.



FIRST FLOOR PLAN

The Ray Group Inc.
 Architects & Planners
 1000 N. 10th St., Suite 100
 Harrisburg, PA 17102
 (717) 633-1000
 www.raygroupinc.com

SPORTING HILL ELEMENTARY SCHOOL

250 South Sporting Hill Road

Mechanicsburg, PA 17050

717-761-5052

Dayl Lyn Shaddock, Principal

Karen Emrich, Secretary

Daily Schedule

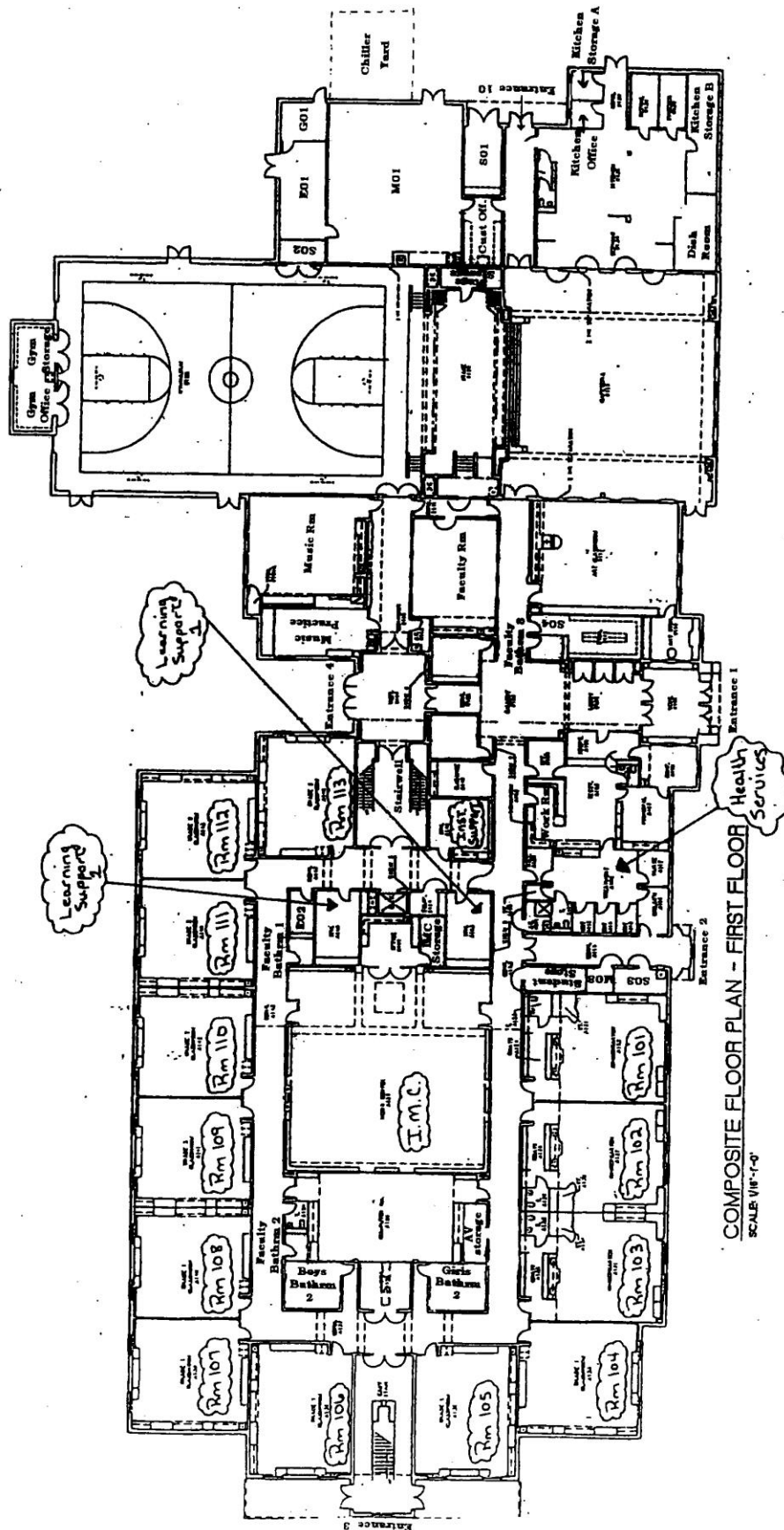
| | |
|-------------------------|---|
| 8:15 a.m. | Faculty Arrive |
| 8:45 a.m. | Students Arrive |
| 8:55 a.m. | Opening Exercises |
| 11:00 a.m. – 11:55 a.m. | Grade 1 Recess/Lunch |
| 11:15 a.m. – 12:10 p.m. | Grade 2 Recess/Lunch |
| 11:30 a.m. – 12:25 p.m. | Grade 3 Recess/Lunch |
| 11:45 a.m. – 12:40 p.m. | Grade 4 Recess/Lunch |
| 12:00 p.m. – 12:55 p.m. | Grade 5 Recess/Lunch |
| 1:45 p.m. – 2:00 p.m. | Grade 4 Recess |
| 2:00 p.m. – 2:15 p.m. | Grade 5 Recess |
| 2:15 p.m. – 2:30 p.m. | Grade 3 Recess |
| 2:30 p.m. – 2:45 p.m. | Grade 1 Recess |
| 2:45 p.m. – 3:00 p.m. | Grade 2 Recess |
| 3:30 p.m. | End of Instructional Day and Announcements |
| 3:35 p.m. | Dismissal |

From 81 South: Take Exit 59 and follow Rt. 581 till you come to the Carlisle Pike/Rt. 11 Exit (it will be the 2nd exit). At the red light, make a left onto Rt. 11 North. Go to the next red light and make a right onto Sporting Hill Road. After turning right, go to the next red light and make a right. Sporting Hill Elementary will be on your left.

From 81 North: Take Exit 59 and follow Rt. 581 till you come to the Carlisle Pike/Rt. 11 Exit (it will be the 2nd exit). At the red light, make a left onto Rt. 11 North. Go to the next red light and make a right onto Sporting Hill Road. After turning right, go to the next red light and make a right. Sporting Hill Elementary will be on your left.

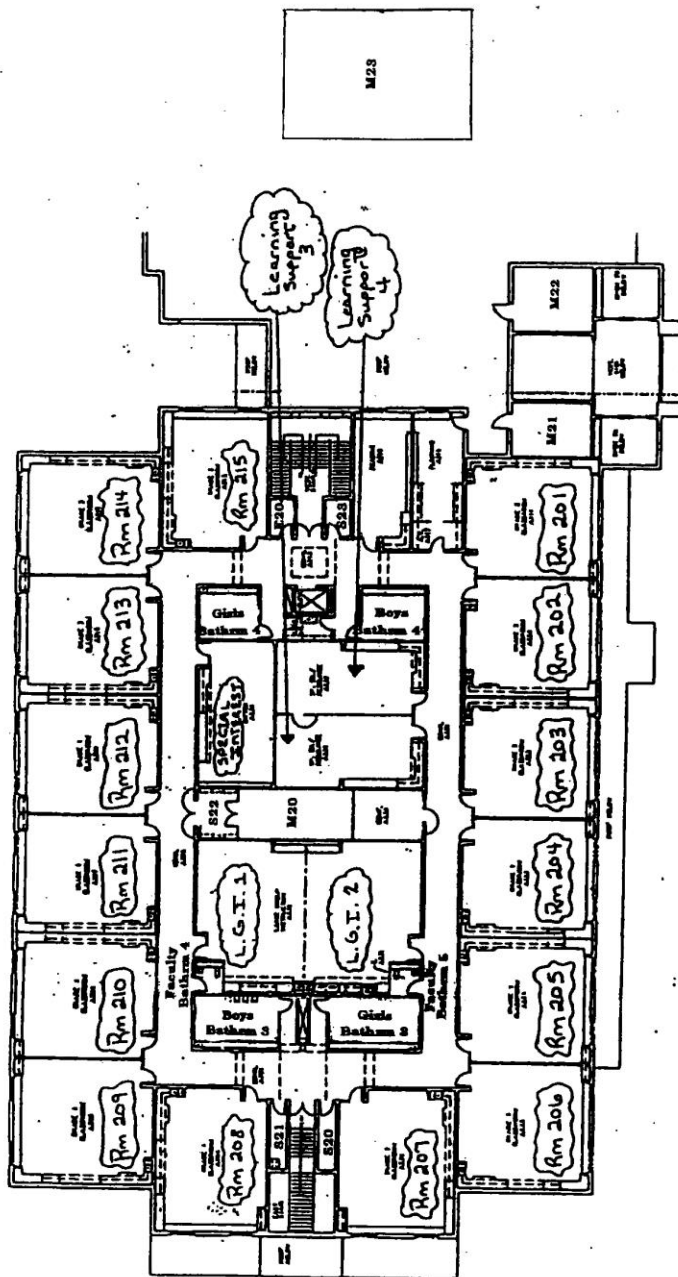
From 83: Follow 83 to Rt. 581. Stay on Rt. 581 until you come to the Carlisle Pike/Rt. 11 (Exit 3). At the red light, make a left onto Rt. 11 North. Go to the next red light and make a right onto Sporting Hill Road. After turning right, go to the next red light and make a right. Sporting Hill Elementary will be on your left.

From the Turnpike: Take the Carlisle Exit (226) and follow Rt. 11 North. Go about 10 miles and make a right onto Sporting Hill Road (at the traffic light with Ye Ole Ale House on your right). Go to the next red light and make a right. Sporting Hill Elementary will be on your left.



SPORTING HILL ELEMENTARY

250 South Sporting Hill Road
 Mechanicsburg, PA 17055
 (717) 761-5052



COMPOSITE FLOOR PLAN - SECOND FLOOR
SCALE 1/8"=1'-0"

WINDING CREEK ELEMENTARY SCHOOL

34 Bali Hai Rd
Mechanicsburg, PA 17050
717-620-2525
Chad Runkle, Principal
Michael Azzalina, Assistant Principal
Kristi O'Keefe, Secretary

Daily Schedule

| | |
|-------------------------|-------------------------------------|
| 8:15 a.m. | Faculty Arrive |
| 8:45 a.m. | Students Arrive |
| 8:55 a.m. | Opening Exercises |
| 10:45a.m. – 11:40a.m. | Grade 2 Recess/Lunch |
| 11:05 a.m. – 12:00 p.m. | Grade 1 Recess/Lunch |
| 11:25 a.m. – 12:20 p.m. | Grade 4 Recess/Lunch |
| 11:30 a.m. | AM Kindergarten Dismissal |
| 11:45 a.m. – 12:40 p.m. | Grade 3 Recess/Lunch |
| 11:50 a.m. – 12:20 p.m. | Extended Day Kindergarten Lunch |
| 12:10 p.m. – 1:05 p.m. | Grade 5 Recess/Lunch |
| 1:00 p.m. | PM Kindergarten begins |
| 1:50 p.m. – 2:05 p.m. | Grade 2 Recess |
| 2:05 p.m. – 2:20 p.m. | Grade 3 Recess |
| 2:15 p.m. | Extended Day Kindergarten Dismissal |
| 2:35 p.m. – 2:50 p.m. | Grade 1 Recess |
| 2:50 p.m. – 3:05 p.m. | Grade 4 Recess |
| 3:35 p.m. | Afternoon Announcements & Dismissal |

From 81 South: Take the Mechanicsburg Exit (57), at the end of the ramp make a left onto Rt. 114. Go to the 5th red light and make a left onto Rt. 11 North (Sheetz Gas Station will be on your right). Go to the second red light and make a left onto Sample Bridge Road. Go about 1.6 miles, then turn right onto Bali Hai Road. Go approximately ½ mile and the school is located on your left.

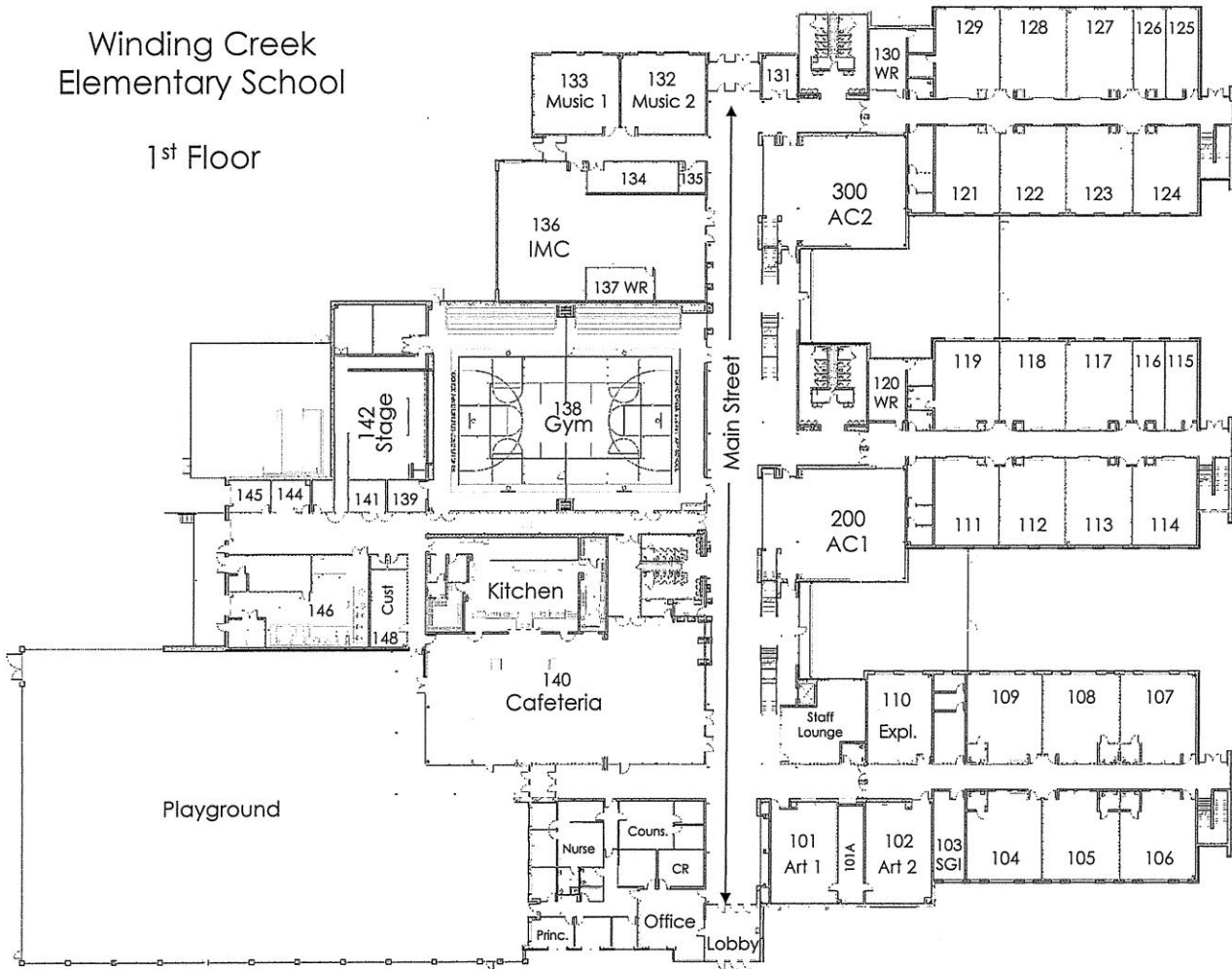
From 81 North: Take the Mechanicsburg Exit (57), at the end of the ramp make a right onto Rt. 114. Go to the 4th red light and make a left onto Rt. 11 North (Sheetz Gas Station will be on your right). Go to the second red light and make a left onto Sample Bridge Road. Go about 1.6 miles, then turn right onto Bali Hai Road. Go approximately ½ mile and the school is located on your left.

From 83: Take PA-581 to the Creekview Road Exit. Go left onto Creekview Road. Travel to the red light, and turn right onto Lambs Gap Road. Follow Lambs Gap Road for approximately 1 mile. Turn left onto Bali Hai Road. The School is located on your right.

From the Turnpike: Take the Carlisle Exit (226) and follow Rt. 11 North for approximately 5 miles. (You will go past the Cumberland Valley Educational Park/Cumberland Valley High School). Turn left onto Sample Bridge Road. Go about 1.6 miles, then turn right onto Bali Hai Road. Go approximately ½ mile and the school is located on your left.

Winding Creek
Elementary School

1st Floor



Winding Creek
Elementary School

2nd Floor

