

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
Mark Blanchard, 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
Chad Pellman, Director of Special Education
Michelle Zettlemyer, Director of Human Resources
Chris Smith, Director of Technology
Robyn Euker, Director of Curriculum, Instruction, and Assessment

HUMAN RESOURCES DEPARTMENT

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

PAYROLL DEPARTMENT

Jennifer Jones-Jobes, Accounting Information System Manager – (717) 506-3308
Amy McKensie, Payroll Manager – (717) 506-3397
Lindsey Baublitz, Payroll Supervisor – (717) 506-3306
Amy Hostetler, Payroll Assistant – (717) 506-3901

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.	11:30 a.m.	3:30 p.m.
CV9	7:30 a.m.	11:30 a.m.	3:30 p.m.
Eagle View Middle School	7:30 a.m.	11:30 a.m.	3:30 p.m.
Mountain View Middle School	7:30 a.m.	11:30 a.m.	3:30 p.m.
Green Ridge	8:30 a.m.	12:30 p.m.	4:30 p.m.
Hampden	8:30 a.m.	12:30 p.m.	4:30 p.m.
Middlesex	8:30 a.m.	12:30 p.m.	4:30 p.m.
Monroe	8:30 a.m.	12:30 p.m.	4:30 p.m.
Shaul	8:30 a.m.	12:30 p.m.	4:30 p.m.
Silver Spring	8:30 a.m.	12:30 p.m.	4:30 p.m.
Sporting Hill	8:30 a.m.	12:30 p.m.	4:30 p.m.
Winding Creek	8:30 a.m.	12:30 p.m.	4:30 p.m.

Substitute Teacher Daily Pay Rates:

\$150 – Full Day

\$75 – Half Day

Building Substitute Teacher Daily Pay Rates:

\$175 – Full Day

Substitute Nurse Daily Pay Rates:

\$250 – Full Day

\$125 – Half Day

Substitute Retired Teachers Daily Pay Rates:

\$250 – Full Day

\$125 – Half Day

Substitute Administrator Daily Pay Rates:

\$300 – Full Day

\$150 – Half Day

SUPPORT STAFF ASSIGNMENTS AND RATES OF PAY

Custodian I, Food Service I

July 1, 2020 Starting Rate – \$13.30

July 1, 2021 Starting Rate – \$13.55

July 1, 2022 Starting Rate – \$15.55

July 1, 2023 Starting Rate – \$15.80

Educational Assistant, Courier, Receptionist, Maintenance Mechanic I, Building Secretary, Custodian II, Food Service II, Pool Attendant

July 1, 2020 Starting Rate – \$15.55

July 1, 2021 Starting Rate – \$15.80

July 1, 2022 Starting Rate – \$17.05

July 1, 2023 Starting Rate – \$17.30

Maintenance Mechanic II, Principals' Secretary, Warehouseman, Life Skills Paraprofessional,

Security Officer I

July 1, 2020 Starting Rate – \$16.30

July 1, 2021 Starting Rate – \$16.55

July 1, 2022 Starting Rate – \$17.80

July 1, 2023 Starting Rate – \$18.05

Maintenance Mechanic III, Program Secretary, Security Officer II

July 1, 2020 Starting Rate – \$18.75

July 1, 2021 Starting Rate – \$18.95

July 1, 2022 Starting Rate – \$19.95

July 1, 2023 Starting Rate – \$20.15

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

July 1, 2020 Starting Rate – \$20.05

July 1, 2021 Starting Rate – \$20.45

July 1, 2022 Starting Rate – \$21.45

July 1, 2023 Starting Rate – \$21.65

Technology Technician II, Maintenance/HVAC Tradesmen

July 1, 2020 Starting Rate – \$21.75

July 1, 2021 Starting Rate – \$21.95

July 1, 2022 Starting Rate – \$22.95

July 1, 2023 Starting Rate – \$23.15

Network Technician, HVAC Technician, LPN (Nurses Assistant)

July 1, 2020 Starting Rate – \$23.25

July 1, 2021 Starting Rate – \$23.45

July 1, 2022 Starting Rate – \$24.45

July 1, 2023 Starting Rate – \$24.65

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

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 always remain professional. 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.

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 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 day. Place markers for the pages indicated. They will help later. 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 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. Despite 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.

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 WORKPLACE

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 workplace:

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

Jesse Rawls, Principal

Brian Robinson, Associate Principal

Amy Leber, Secretary

Jenn Macheimer, Secretary

Daily Schedule

7:40 a.m.	CVHS Opening
7:55 a.m. – 8:38 a.m.	Period 1
8:43 a.m. – 9:26 a.m.	Period 2
9:31 a.m. – 10:14 a.m.	Period 3
10:19 a.m. – 11:00 a.m.	NEST
11:05 a.m. – 11:48 a.m.	Period 4L
11:53 a.m. – 12:36 p.m.	Period 5L
12:41 p.m. – 1:24 p.m.	Period 6L
1:29 p.m. – 2:12 p.m.	Period 7
2:17 p.m. – 3:00 p.m.	Period 8

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. Please return all materials for the day to the location from where you picked them up.

Important Information

- 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 to leave the classroom.

Name, Title	Extension	Name, Title	Extension
Jesse Rawls, Principal	33659	Justin Flickinger, Special Education Supervisor	33720
Brian Robinson, Associate Principal	33655	Michael Floreck, Science Supervisor	33413
Adam Andrechik, Assistant Principal	33403	Allison Miller, English Supervisor	33456
Jamie Croft, Assistant Principal	33762	Sabrina Lindsay, Social Studies Supervisor	33452
Amy Miller, Assistant Principal	33654	Stacey Knerr, Math Supervisor	33412
Amy Leber, Secretary	33659	Christine Stoshack, World Language Supervisor	33455
Jenn Machemer, Secretary	33563	Lyn Shaffer, CIT Supervisor	33993
Marian McGraw, Secretary	33547	Eric Landis, College & Career Counselor	33633
Mary Kyzer, Secretary	33453	Anne Dille, Nurse	33642
Stacey Zucchero, Secretary	33401	Gillian Withers, Nurse	33641

CUMBERLAND VALLEY NINTH GRADE ACADEMY

451 Skyport Road
 Mechanicsburg, PA 17050
 717-506-3372
 Rob Martin, Associate Principal
 Colleen Staton, Assistant Principal
 Diane Giardina, Secretary

Daily Schedule

7:20 a.m.	CV9 Opening
7:35 a.m. – 8:25 a.m.	Homeroom/Period 1
8:30 a.m. – 9:15 a.m.	Period 2
9:20 a.m. – 10:05 a.m.	Period 3
10:10 a.m. – 10:55 a.m.	Period 4
11:00 a.m. – 11:45 a.m.	Period 5
11:50 a.m. – 12:35 p.m.	Period 6
12:40 p.m. – 1:10 p.m.	Period 7
1:15 p.m. – 2:00 p.m.	Period 8
2:05 p.m. – 2:35 p.m.	Period 9

EAGLE VIEW MIDDLE SCHOOL

6746 Carlisle Pike
Mechanicsburg, PA 17050
717-766-0217 or 717-249-6996
John Gallagher, Principal
Karen Trybulski, Assistant Principal
Michael Garraway, Dean of Students
Karen Maher, Secretary

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

Grades 6 - 8	
7:30 a.m.	Homeroom Opens
7:47 a.m.	Warning Bell
7:50 a.m.	Tardy Bell
7:50 a.m. – 7:57 a.m.	Homeroom
8:00 a.m. – 8:44 a.m.	Period 1
8:47 a.m. – 9:31 a.m.	Period 2
9:34 a.m. – 10:18 a.m.	Period 3
10:21 a.m. – 11:05 a.m.	Period 4
Grade 6	
11:08 a.m. – 11:40 a.m.	Lunch
11:45 a.m. – 12:29 p.m.	Period 5
12:32 p.m. – 1:16 p.m.	Period 6
Grade 7	
11:08 a.m. – 11:52 a.m.	Period 5
11:55 a.m. – 12:39 p.m.	Period 6
12:42 p.m. – 1:14 p.m.	Lunch
Grade 8	
11:08 a.m. – 11:52 a.m.	Period 5
11:55 a.m. – 12:27 p.m.	Lunch
12:32 p.m. – 1:16 p.m.	Period 6
Grades 6 - 8	
1:19 p.m. – 2:03 p.m.	Period 7
2:06 p.m. – 2:50 p.m.	Period 8

MOUNTAIN VIEW MIDDLE SCHOOL

30 Bali Hai Rd
Mechanicsburg, PA 17050
717-697-1960
Jeff Hosenfeld, Principal
Roger Riegel, Assistant Principal
Nichole Nye, Dean of Students
Tyler Pierce, Dean of Students
Helen Brew, Secretary

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

8:00 a.m.	Lobby Open to Students
8:05 a.m.	Homeroom Opens
8:22 a.m.	Tardy Warning Bell
8:25 a.m.	Tardy Bell
8:25 a.m. – 8:40 a.m.	Homeroom
8:43 a.m. – 9:26 a.m.	Period 1
9:29 a.m. – 10:12 a.m.	Period 2
10:15 a.m. – 10:58 a.m.	Period 3
11:01 a.m. – 11:44 a.m.	Period 4
11:47 a.m. – 12:30 p.m.	Period 5
12:24 p.m. – 1:16 p.m.	Period 6
1:10 p.m. – 1:53 p.m.	Period 7
1:56 p.m. – 2:39 p.m.	Period 8
2:42 p.m. – 3:25 p.m.	Period 9
3:25 p.m.	Dismissal

GREEN RIDGE ELEMENTARY SCHOOL

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

Daily Schedule

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

HAMPDEN ELEMENTARY SCHOOL

441 Skyport Road
Mechanicsburg, PA 17050
717-737-4513
Todd Franze, Principal
Becky Curl, 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	

MIDDLESEX ELEMENTARY SCHOOL

250 North Middlesex Road
Carlisle, PA 17013
717-249-5586 or 717-697-2362
Stephanie Eldridge, Principal
Anna Wilderson, 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

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

SHAULL ELEMENTARY SCHOOL

1 Shaul Drive
Enola, PA 17025
717-732-2460
Michael Azzalina, 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

SILVER SPRING ELEMENTARY

6746 Carlisle Pike
Mechanicsburg, PA 17050
717-766-3332
David Gilbert, Principal
Caroline Tomlin, 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

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

WINDING CREEK ELEMENTARY SCHOOL

34 Bali Hai Rd
Mechanicsburg, PA 17050
717-620-2525
Chad Runkle, Principal
Joseph Bucher, 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