Vision
An innovative district of champions where students are academically and culturally prepared by a team committed to developing critical thinkers and productive citizens ready to serve the world community.
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Dear Reserve Teaching Associate,

Welcome to our Reserve Teaching Staff! This new and improved guide is designed to assist in your assignments and answer questions you may have.

For additional information please contact the Human Resources Department, Reserve Teacher Office at 542-3147.

We wish you the best success!

Sincerely,

Dayton Public Schools
Human Resources Department

PS.
A copy of the Code of Conduct for Students and Teachers can be found on our web site dps.k12.oh.us

A Reserve Teacher page has also been added to our website

www.dps.k12.oh.us/cms/departments/hmrsc/reserve_teachers.html
2011-2012 Academic Calendar

August
15 Professional Dev Day
16 Teacher Work Day
17 K-12 Students' First Day

September
05 Labor Day (District Closd)
28 Professional Dev Day (No Students)

October
13 End of 1st Quarter
14 Parent/Teacher Conferences (No Students)
17 Begin 2nd Quarter

November
21-23 Fall Break (Selected Staff Report)
24-25 Thanksgiving Break (District Closed)

December
21 End of 2nd Quarter
22 Teacher Records / Work Day (No Students)
23 Winter Break (No School)
—Jan 03

January
04 Students Return to School
16 ML King Day (District Closed)

February
10 Professional Dev Day (No Students)
17-21 Winter Break (Selected Staff Report)
20 Presidents' Day (District Closed)

March
09 End of 3rd Quarter
12 Begin 4th Quarter

April
02-09 Spring Break (Selected Staff Report)
06 Good Friday (District Closed)
10 Students Return to School

May
28 Memorial Day (District Closed)

June
01 Last Day of School

Calamity Make-Up Days—June 01, 04, 05, 06 and 07

An innovative district of champions where students are academically and culturally prepared by a team committed to developing critical thinkers and productive citizens ready to serve the world community.
GENERAL
INFORMATION

REPORTING FOR YOUR ASSIGNMENT

Reserve Teachers:

1. When your services are needed, you will receive a phone call from the automated substitute calling system. Directions on how to use this system are provided in this booklet. The system will give you all information pertaining to your assignment (date, time to report, name of teacher, grade or subject, etc.).

2. Always report to the school main office to check in before reporting to the classroom.

EMERGENCY SCHOOL CLOSINGS:

When schools are closed by the Superintendent because of inclement weather, the local news media will inform the general public and Dayton Public Schools TV.

EMERGENCY AND FIRE DRILL PROCEDURES:
Instructions for emergency and fire drill procedures are posted in each classroom. Read them carefully to ascertain the pattern of the bell alarm and the exit route for the class.

Orderliness is mandatory for pupil safety. Students have been well instructed about the procedures. Insist that they adhere to the rules.

Attendance must be checked after exiting the building and upon returning to the classroom.

MEDICAL PROCEDURES:

Any student who becomes ill or suffers a minor injury while under your supervision is to be sent to the school nurse with a hall pass.

If an emergency medical situation occurs, such as a serious illness or injury, remain with the student and call and/or send for the nurse of principal.

If you have an illness that may suddenly require medical attention, you may wish to report this to the school nurse when you arrive at your designated school. You can include instructions concerning medication and treatment and an emergency telephone number.

Never give a student medicine of any type!!

Dayton City Schools employees are advised to use universal precaution (use latex gloves, etc.) whenever handling bodily fluids.

SECURITY OF PERSONAL PROPERTY:

It is highly recommended that you secure your personal belongings. The Dayton School Board is not responsible for loss of stolen articles.
CARE OF MATERIAL/STUDENT RECORDS:

Reserve teachers are requested to take responsible care of instructional material and equipment. Please monitor the use of paper, pencils, and other teaching supplies.

Student records are to be considered private and confidential and are to be secured at all times. Please keep attendance records, roll books, testing information, and other official records in the desk.

If you are issued keys upon your arrival, please lock classroom doors whenever you leave the room.

Return the keys to the office at the end of the school day. No one is allowed to take keys home overnight. Supply cabinets, which are located in Home Economics, Arts, Sciences, and Industrial Arts classrooms, are not to be opened without permission from the principal or designee.

SPECIAL DUTIES:

Reserves are expected to work the same hours and perform the same regularly assigned duties as employees for whom they are substituting. These assignments may include bus duty, hall duty, cafeteria duty, and other similar jobs.

Short-term reserves are not expected to attend after-school meetings or perform after school duties. Long-term reserves are expected to attend the same meetings and perform the same duties as a regular classroom teacher.

Reserves are not to perform extra-curricular duties or responsibilities (coaching, clubs, etc.).

PROCEDURES FOR ACCEPTING CALLS

1. DO NOT accept any assignment unless it comes directly from the Reserve Teacher Office or the automated calling system. Neither teachers nor principals are empowered to call Reserve Teachers for their assignments.

2. If because of illness or some other reason you cannot accept calls for assignments for an extended period, please notify the Reserve Teacher Office (Recorder Number - 542-3147). You may be requested to send this information in writing. This will keep us from calling you with unnecessary phone calls.

3. When you receive a call from the system you must respond by either accepting or declining the position. If you simply hang up or no one answers it will be considered a refusal of work. 30 consecutive school days without working will be considered an abandonment of position and will result in employment termination.

4. Please report on time for your assignments. Please note the Teacher Sign-In times listed in this booklet.

5. If the principal has asked you to return the following day and they have called you into the Reserve Teacher Automated System that you will return, but you CANNOT, please call the Reserve Teacher Automated System at 1-877-722-2086 as soon as possible and cancel yourself out of the job, so someone else can be sent.

6. Keep a record of all the schools and teachers for whom you teach.
STARTING THE SCHOOL DAY/STAFF ASSISTANCE:

Upon your arrival at the assigned school, you will receive instructions relating to lesson plans, seating charts, attendance, lunch procedures, schedules, and special duties which you will be expected to assume.

Each classroom teacher usually prepares a folder for reserve teacher which makes note of special lesson plans, students who must report to other teachers and records of other pertinent information including suggestions for making your day successful.

Being prepared will expedite the completion of routine procedures and the beginning of instructional activities. Students will immediately recognize that you are in control of the situation and respect your intent to help them accomplish the day’s assignments.

When you report to your assigned school, you will find cooperative staff member who are willing to give you a warm welcome and a helping hand. Keep in mind, however, that they may be busy and might not notice your arrival.

You are encouraged to introduce yourself and become acquainted with the office staff. Seek assistance when needed.

YOUR PROFESSIONAL PERFORMANCE:
Your initial employment is based upon your professional preparation and desire to work in the Dayton School System. Continued employment is contingent upon your professional performance. The following guidelines will assist you in maintain a high-level job performance and increase the demand for your services.

1. Be prompt in your arrival. Arrive early if possible (15 minutes).
2. Take attendance and follow the school’s attendance procedures.
3. Maintain order in the classroom.
4. Learn and make use of routine procedures, which have been established by the classroom teacher.
5. Make every effort to leave plans and materials in order.
6. Execute the instructional plans left by the teacher and use your own professional resources.
7. Fulfill all responsibilities of the regular classroom teacher.
8. Supervise the students assigned to the regular classroom teacher at all times. (Example, home room, special classes, halls, dismissal, etc.). NEVER leave students unsupervised.
9. Immediately report to the school administrator all incidents involving student injuries or misconduct.
10. Leave a note in the lesson plan book at the conclusion of the instructional day. This note should include:

(a) work covered as specified in plan book
(b) any change in the lesson plan and the reason
(c) any misconduct of students
(d) any communication received from parents
(e) any other information you may need to leave for the teacher
11. Work the same number of hours worked by the employee who is on leave or the scheduled number of hours for the vacant position.

12. Always report to the Main Office upon arrival and follow payroll sign in procedures.

13. Maintain confidentiality regarding information about students, parents, teachers and/or administrators.

14. Dress appropriately for your assignment.

ESTABLISHING THE INSTRUCTIONAL PLAN:

Follow the lesson plans left by the regular classroom teacher as closely as possible. If the regular teacher requests that you use only the materials in the reserve folder, please adhere to this request. If you have any questions concerning the regular teacher's lesson plan, please ask an experienced classroom teacher or an administrator for advice.

IMPORTANT INFORMATION:

1. An evaluation by the Principal is required for each reserve teacher for each building assignment.

2. Name, address or phone number changes should be reported to the Human Resources office as soon as possible on a Personal Update Form available in all school buildings.

3. When a reserve teacher desires to withdraw his or her name from the eligible list, a letter of resignation must be sent to the Human Resources Office giving the effective date and reason for resignation.

4. A reserve teacher will be expected to remain for faculty meetings or planning meetings, if he/she is to return to that same assignment the next day.

DISCIPLINE POLICIES:

It is imperative that you refer all major discipline problems to the school administration. Under NO circumstances should you use corporal punishment, deprive a student of eating lunch, retain a student from another scheduled class, or detain a student beyond the regular school day.

You should become familiar with each individual school's discipline plan.

Discipline issues are to be enforced only by the building administrator.
EFFECTIVE CLASSROOM MANAGEMENT

A firm, consistent and positive manner combine with a well planned instructional program will create a good classroom environment and establish rapport with the students.

Use intelligence, patience, and understanding when dealing with the diverse personalities of students.

Assert your authority with dignity and deliberate judgment.

Demonstrate a genuine interest in the students and communicate with them.

Discipline only the misbehaving student, never the entire class. In cases of misconduct and insubordination, remember that you have the assurance of administrative assistance. This will negate the need for you to have a personal confrontation with a student.

Guard against making remarks that would discredit students in front of peers.

Never leave the class unsupervised. If you must leave the classroom, notify the office and arrangements will be made to supervise your class.

Permit only one student at a time to leave the classroom for lavatory or messenger purposes. You must give them a hall pass.

Pace your instruction in order to keep students interested and involved.

Do not allow students to stand unsupervised outside of the classroom. You are legally responsible for the safety of your students at all times.

MAINTAIN YOUR PROFESSIONALISM!

RESERVE TEACHER HOURS AND COMPENSATION

RESERVE TEACHER PAY RATES

New Hire Regular Pay: Hourly $12.75
~ Regular Pay is to be used for normal substitute situations of short duration.

Increment Pay: After thirty (30) consecutive days of work, with no interruptions, on the 31st day the salary for a reserve teacher shall be $15.15 per hour.

Reserve Teachers are paid for the hours they work to a maximum of 7.25 hours per day. Tardiness will reduce pay.
RESERVE TEACHER SALARY REGULATIONS

Reserve Teachers will not be paid for, nor given credit for, holidays and vacations during the first sixty- (60) days in any position. Reserve Teacher on regular salary schedule after sixty (60) working days in same position shall be paid for all holidays and vacation days for which regular teachers are paid and given all privileges of regular teachers.

Any service beyond sixty (60) consecutive working school days in the same position shall be paid according to the teacher's proper position on the schedule for regular teachers, but in no case shall a reserve teacher be placed above Step 10 on the salary schedule.

After sixty (60) working days in same position, sick leave shall be granted at the rate of 1 1/4 days per calendar month during the service, and this accumulation shall be retroactive to the beginning of the sixty- (60) working days of service.

Also, after sixty (60) working days in same position, reserve teachers are eligible for hospitalization insurance coverage subject to the provisions contained in the Master Contract. The same consideration holds true for dental insurance and term life insurance. Upon nearing the sixtieth day, please contact the Employees' Benefits office (542-3126) for further information and forms.

CERTIFICATION REQUIREMENTS

Teaching certificates, either standard or long term or short term teaching certification is required for all persons serving as Reserve Teachers.

Questions regarding certification may be directed to the Reserve Teacher office (542-3147).
STATE TEACHERS RETIREMENT SYSTEM

Teachers employed for substitute service in the public schools are required to contribute to the State Teachers Retirement System of Ohio.

Retired teachers must contribute to STRS. HB382 states all retirees must contribute to the retirement system. It in no way affects current or future retirement checks. The monies are set aside in an annuity. Whenever the retiree decides to quit, the monies contributed to the annuity are thus paid. You must fill out the proper STRS form.

In order to withdraw contributions to the retirement system, it is necessary for you to request the proper form from:

STATE TEACHERS RETIREMENT SYSTEM
275 EAST BROAD STREET
COLUMBUS, OHIO 43215

All checks for reserve teachers will be mailed to the home address unless the teacher is on a long-term assignment and wishes the check to be sent to the school. In this case, the teacher shall notify the Reserve Teacher office (542-3147) All reserve teachers can have direct deposit. Forms are in Human Resources or Payroll.

ANY CHANGE IN ADDRESS SHOULD BE PROMPTLY REPORTED TO
THE DEPARTMENT OF HUMAN RESOURCES,

ATTENTION: RESERVE TEACHER OFFICE.

NO PAYCHECK CAN BE ISSUED TO A TEACHER UNTIL THAT TEACHER HAS A VALID CERTIFICATE RECORDED IN THE HUMAN RESOURCES/RESERVE TEACHER OFFICE.
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<th>ADMINISTRATOR</th>
<th>SECRETARY</th>
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<tbody>
<tr>
<td>542-6460 BELMONT</td>
<td>2323 Mapleview Ave./20</td>
<td>David White</td>
<td>Angelica Clark</td>
</tr>
<tr>
<td>542-7355 DAVID H PONITZ CT</td>
<td>741 Washington Ave./02</td>
<td>Glenn Faircloth</td>
<td>Andrea Young</td>
</tr>
<tr>
<td>542-6760 DUNBAR</td>
<td>1400 Albritten/17</td>
<td>Marlayna Randolph</td>
<td>LaTasha Copher</td>
</tr>
<tr>
<td>542-7030 MEADOWDALE</td>
<td>3873 Whitestone Court/16</td>
<td>Melaine Walter</td>
<td>Adonna Mobley</td>
</tr>
<tr>
<td>542-7380 STIVERS Grades 7-12 271</td>
<td>1313 E Fifth St./03</td>
<td>Erin Dooley</td>
<td></td>
</tr>
<tr>
<td>542-6610 THURGOOD MARSHALL</td>
<td>4447 Hoover Ave./17</td>
<td>Sharon Goins</td>
<td>Cecilia Hill</td>
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<th>PRE K-8 SCHOOLS</th>
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<tbody>
<tr>
<td>542-4220 BELLE HAVEN</td>
<td>4401 Free Pike/16</td>
<td>Dwon Bush</td>
<td>Sharon Hutchinson</td>
</tr>
<tr>
<td>542-5840 CHARITY ADAMS EARLY</td>
<td>450 Shoup Mill Road./15</td>
<td>Peggy Burks</td>
<td>Yvonne McCorry</td>
</tr>
<tr>
<td>542-4340 CLEVELAND</td>
<td>1102 S. Pursell Ave./10</td>
<td>Aaron Smith</td>
<td>Stephanie Davis</td>
</tr>
<tr>
<td>542-5340 DAYTON BOY PREP</td>
<td>1923 W Third St./17</td>
<td>Horace Lovelace</td>
<td>Cynthia Nalls</td>
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<tr>
<td>542-5740 E J BROWN</td>
<td>31 Willowood Ave./05</td>
<td>Marilyn Croker</td>
<td>Cheryl Jones</td>
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<tr>
<td>542-4490 EASTMONT</td>
<td>1480 Edendale Rd./32</td>
<td>Celeste Horner</td>
<td>Lovella Corley</td>
</tr>
<tr>
<td>542-4540 EDISON</td>
<td>228 N Broadway/07</td>
<td>Albert Jordan</td>
<td>Robin Smith</td>
</tr>
<tr>
<td>542-4590 FAIRVIEW</td>
<td>2314 Elsmere Dr./06</td>
<td>Shari Hoskins</td>
<td>Tracy Billingsley</td>
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<tr>
<td>542-4790 GORMAN@ Jackson</td>
<td>329 Abbey Ave./17</td>
<td>Lydia Radcliffe</td>
<td>Karen Carr</td>
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<tr>
<td>542-4890 HORACE MANN</td>
<td>715 Krebs Ave./19</td>
<td>Tracey Mallory</td>
<td>Lori Peters</td>
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<td>542-5090 KEMP</td>
<td>1923 Gondert Ave./03</td>
<td>Renald O'Neal</td>
<td>Pat Cochran</td>
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<tr>
<td>542-6130 KISER</td>
<td>1401 Leo St./04</td>
<td>Greg Fowler</td>
<td>Carol Hopkins</td>
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<tr>
<td>542-4290 LOUISE TROY</td>
<td>1630 Miami Chape/17</td>
<td>Laura Busse</td>
<td>Michelle Ayers</td>
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<tr>
<td>542-5390 MEADOWDALE</td>
<td>3871 Yellowstone Ave./16</td>
<td>Judy Spurlock</td>
<td>Mary O'Laughlin</td>
</tr>
<tr>
<td>542-5940 WRIGHT BROTHERS @Grant</td>
<td>4309 Arcadia Blvd./20</td>
<td>Shawn Welch</td>
<td>Nancy Darst</td>
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<tr>
<td>542-4640 RIVER'S EDGE MONTES- SORI</td>
<td>108 Linwood /05</td>
<td>Holli Gover</td>
<td>Alice Coulter</td>
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<tr>
<td>542-4390 ROSA PARKS</td>
<td>3705 Lori Sue/06</td>
<td>Nelson Stone</td>
<td>Tana Gullatte</td>
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<tr>
<td>542-5680 RUSKIN</td>
<td>407 Ambrose Ct/10</td>
<td>Devon Berry</td>
<td>Adrene Christian</td>
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<tr>
<td>542-5690 VALERIE</td>
<td>4020 Bradwood Dr./05</td>
<td>Wyetta Hayden</td>
<td>Shirley Garrett</td>
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<tr>
<td>542-4990 WESTWOOD</td>
<td>2805 Oakridge/17</td>
<td>Anthony Comer</td>
<td>Cynthia Hill</td>
</tr>
<tr>
<td>542-5890 WOGAMAN</td>
<td>920 McArthur Street/17</td>
<td>Saundra Collie</td>
<td>Nancy Harris</td>
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<tr>
<td>542-3600 WOW PreK-8 School @Residence Park</td>
<td>4411 Oakridge Dr/ 17</td>
<td>Cleaster Jackson</td>
<td>Kathy Haimaker</td>
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<tr>
<td>542-4450 GARDENDALE ACAD 128</td>
<td>1733 N. Gettysburg /27</td>
<td>Cheryl Owens</td>
<td>Erica Walton</td>
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<tr>
<td>542-6910 LONGFELLOW Alt</td>
<td>245 Salem Ave./06</td>
<td>Bettylene Mulligan</td>
<td>Marie Stewart</td>
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<td>Dayton Public Schools</td>
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<td><strong>BELL SCHEDULE 2010-2011</strong></td>
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<td><strong>7:15 AM -1:45 PM</strong></td>
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<td>Gardendale (Grades K-12)</td>
<td>Stivers (Grades 7-8)</td>
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<td>Longfellow (Grades K-8)</td>
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<td><strong>7:45 AM -2:00PM</strong></td>
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<tr>
<td>Belle Haven</td>
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<td>Meadowdale Elem.</td>
<td>World of Wonder</td>
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<td><strong>8:00 AM – 2:45 PM</strong></td>
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<tr>
<td>Dunbar</td>
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<td>Longfellow (Grades 9-12)</td>
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<td><strong>9:00 AM – 3:45 PM</strong></td>
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<td>Charity Adams Earley</td>
<td>Kiser</td>
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<td>Kemp</td>
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## 2011-2012 PAYROLL SCHEDULE

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<td>December 09, 2011</td>
<td>November 21, 2011 – December 02, 2011</td>
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<tr>
<td>March 02, 2012</td>
<td>February 13, 2012 –February 24, 2012</td>
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<tr>
<td>March 16, 2012</td>
<td>February 27, 2012 – March 09, 2012</td>
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<tr>
<td>April 13, 2012</td>
<td>March 26, 2012 – April 06, 2012</td>
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<tr>
<td>April 27, 2012</td>
<td>April 09, 2012 – April 20, 2012</td>
</tr>
<tr>
<td>June 08, 2012</td>
<td>May 21, 2012 – June 01, 2012</td>
</tr>
</tbody>
</table>
Your School District
Substitute Quick Reference Card

System Phone Number

Help Desk Phone Number

Write your PIN number here

Web Browser URL
dayton.eschoolsolutions.com

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

<table>
<thead>
<tr>
<th></th>
<th>Today’s Jobs</th>
<th>Future Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>Starts at 5:00 am and continues until % of</td>
<td>6:00 - 10:00 pm</td>
</tr>
<tr>
<td></td>
<td>completion of job</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Sunday</td>
<td>None</td>
<td>0:00 – 00:00 pm</td>
</tr>
<tr>
<td>Holidays</td>
<td>None</td>
<td>0:00 – 00:00 pm</td>
</tr>
</tbody>
</table>

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access ID, followed by the star (*) key

2. Enter your PIN, followed by the star (*) key
   (If you do not have a PIN, enter your Access ID again, when prompted for your PIN. You will then be able to enter a new PIN to use.)

When the system calls you, pressing the star (*) key will make the system wait for 2 minutes for you to enter your Access ID and PIN.

REGISTRATION

Record your name followed by the star (*) key
   PRESS 1 to Accept
   PRESS 2 to Re-enter
   PRESS 9 to Exit and hang-up

Hear your callback telephone number
   PRESS 1 to Modify your callback number
   PRESS 1 if Correct
   PRESS 2 to Re-enter
   PRESS 9 to Exit to next step

If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length followed by the star (*) key
   PRESS 1 if Correct
   PRESS 8 to Re-enter
   PRESS 9 to Exit and hang-up
THE SYSTEM CALLS

HEAR THE JOB OFFER

PRESS 1 to Hear the job offer
   PRESS 2 to Set temporary Do Not Call
   PRESS 9 to Exit and hang-up

If you pressed 1 to Hear the job offer
   PRESS 1 to Hear the job description
   PRESS 2 to Decline the job (without hearing the description)
      Enter the decline reason from page 1 followed by the star (*) key or wait for a list of reasons

If you pressed 1 to Hear the job description
   PRESS 1 to Accept this job
      Record the Job Number. You are successfully assigned to the job.
      PRESS 1 to Hear the job number again
      PRESS 2 to Repeat the job description
   PRESS 2 to Repeat the job description
   PRESS 3 to Decline the job
      Enter the decline reason from page 1 followed by the star (*) key or wait for a list of reasons
      PRESS 1 to Accept
      PRESS 2 to Re-enter
      PRESS 9 to Exit and repeat this step

If you pressed 2 to Set temporary Do Not Call, hear a time offered
   PRESS 1 to Accept the time offered
   PRESS 2 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
   PRESS 9 to Exit and hear the job offer

HEAR THE CANCELLATION

Hear “This assignment has been cancelled” and the job information
PRESS 1 to Repeat the job information
   PRESS 9 to Exit and hang-up

MENU OPTIONS
1 - Review or Cancel Assignments
2 - Hear Available Jobs
3 - Change your Callback Number
4 - Review or Modify Temporary Do Not Call Time
5 - Review or Modify Unavailability Dates
6 - Review or Modify Daily Availability
7 - Change PIN, Re-record Name, or Change Language Preference*
9 - Exit and hang-up
* If multiple languages are configured.

1 - REVIEW OR CANCEL ASSIGNMENTS

Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
PRESS 8 to Hear another assigned job
PRESS 9 to Exit to menu options

If you pressed 2 to Cancel assignment
PRESS 1 to Confirm cancellation
Enter cancellation reason from page 1 followed by the star (*) key or wait for a list of reasons
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hear next assignment
PRESS 9 to Exit and hear next assignment (assignment will not be cancelled)

2 - HEAR AVAILABLE JOBS
Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
PRESS 8 to Hear next assignment
PRESS 9 to Exit to menu options

If you pressed 2 to Accept assignment, hear the job assignment
PRESS 1 to Repeat assignment
PRESS 2 to Hear next assignment
PRESS 9 to Exit to menu options

If you pressed 3 to Decline assignment
Enter decline reason from page 1 followed by the star (*) key or wait for a list of reasons
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hear next assignment

3 - CHANGE YOUR CALLBACK NUMBER
Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
PRESS 9 to Exit to menu options (number will not be changed)

Enter new telephone number followed by the star (*) key. Hear the new telephone number
PRESS 1 if Correct
PRESS 2 to Re-enter the number
PRESS 9 to Exit to menu options

4 - REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES
Hear the temporary Do Not Call time
PRESS 1 to Enter a time
PRESS 2 to Delete this time
PRESS 9 to Exit to menu options

If you pressed 1 to Enter a time, hear a time offered
PRESS 1 to Accept the time offered
PRESS 8 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to menu options

5 - REVIEW OR MODIFY UNAVAILABILITY DATES
PRESS 1 to Review or delete unavailability period
PRESS 2 to Add a new unavailability period
PRESS 9 to Exit to menu options

If you pressed 1 to Review or delete, hear the unavailable period information
PRESS 1 to Delete this unavailability period
PRESS 2 to Hear the next unavailability period
PRESS 9 to Exit to menu options
If you pressed 2 to Add dates
Enter Start Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)
Enter End Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)

Indicate unavailable all day?
PRESS 1 for Yes
PRESS 2 to Enter time
Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
Repeat procedure for End time

Receive calls for future assignments during unavailable period?
PRESS 1 to Receive calls for future jobs during this unavailability period
PRESS 2 if you do not want to receive calls for future jobs during this unavailability period
PRESS 9 to Exit and review or modify unavailability dates (without saving unavailability period)

6 - REVIEW OR MODIFY DAILY AVAILABILITY

PRESS 1 to Review or delete, hear a time period you are available to work
PRESS 2 to Enter a new time period you are available to work
PRESS 3 to Review or delete, hear a time period you should not be called
PRESS 4 to Enter a new time period you should not be called
PRESS 9 to Exit to menu options

If you pressed 1 to Review or delete a time period you are available to work, or pressed 3 to review or delete a time period you should not be called, hear the day and time period in chronological order
PRESS 1 to Delete this time period
PRESS 8 to Hear the next time period
PRESS 9 to Exit to review or modify daily availability

If you pressed 2 to Enter a new time period you are available to work, or pressed 4 to a new time period you should not be called
Select the day of the week
PRESS 1 for Monday thru Friday
PRESS 2 – 8 for Sunday thru Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday, 6=Thursday, 7=Friday, 8=Saturday)
If you pressed 1 thru 8, enter a time
PRESS 1 for All day
PRESS 2 to Enter start and end time
Enter the time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to review or modify daily availability (without saving changes)

7 - TO CHANGE PIN, RE-RECORD NAME, OR CHANGE LANGUAGE PREFERENCE
PRESS 1 to Change your PIN
PRESS 2 to Change the recording of your name
PRESS 3 to Change the language preference
PRESS 9 to Exit to menu options

If you pressed 1 to Change your PIN
Enter a new PIN at least xx digits in length followed by the star (*) key
PRES 1 if Correct
PRES 8 to Re-enter
PRES 9 to Exit to menu options

If you pressed 2 to Change the recording of your name
Hear “Your name is recorded as “recorded name.”
PRESS 1 to Hear your name again
PRES 2 to Re-record name
PRESS 9 to Exit to menu options

If you pressed 2 to Re-record name, system plays, “Please record your name. Press * when done.”
   System plays Name.
      PRESS 1 to Accept this recording
      PRESS 2 to Re-record name
      PRESS 9 to Exit to menu options

If you pressed 3 to Change the language preference
   Enter language followed by the star key (*) when finished
      PRESS 1 to Accept
      PRESS 2 to Hear more language options
      PRESS 9 to Exit to menu options (without saving language)
If you pressed 3 to Change the language preference
   Enter language followed by the star key (*) when finished
      PRESS 1 to Accept
      PRESS 2 to Hear more language options
      PRESS 9 to Exit to menu options (without saving language)

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN
Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In.
Enter your User ID and Password. Review additional announcements on your home page, if any.

LANGUAGE SELECTION
If multiple languages are present, the language choice is offered on the Sign In page. Selecting the language choice
on the Sign In page will immediately refresh the page and all screens are displayed in the selected language after
you successfully log into the system. The language choice must be made before clicking the Submit button on the
Sign In page.

PIN/PASSWORD REMINDER

The “Trouble Signing in?” link supports users who want to log into the system, but have forgotten their
PIN/password. When this link is selected, the system displays the PIN/Password request page. The User’s ID and
the security code being displayed must be entered on this page. Note: You must be registered with the system to
use this option.

If the submitted information is valid, the system sends the user an email containing their PIN/password. This in-
formation will enable the user to successfully log into the system. The email is sent to the email address on the
user’s profile. If the submitted information is invalid, the system will return an error message and allow new
information to be entered, or refer the user to their system administrator for assistance.

PROFILE
Choose the Profile link to view and update your information
Profile Tab

Change your Callback Number
   Enter the telephone number where you can be contacted by the system.
   Include the ‘1’ (long distance indicator) and area code only if required for the system to call you from
   the district office

Add Temporary Do Not Call setting
   Enter a time in HH:MM am or pm format for the system to resume calling
   (The maximum is 24 hours from the current time)
Schedule Tab

Create a new Availability Schedule
- Select New button
- Select days of the week for the schedule by leaving boxes checked by that day
- Select either the times you are available to work or the times you should not be called, but not both
  - Check box for all day or
  - Enter a start and end time range in HH:MM am or pm format
- Select Save button
- To Exit without saving changes, select the Return to List button

Modify an Availability Schedule
- Choose day or days of the week you want to delete by checking the boxes by that day
- Select the Delete button
- Select the New button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above

Classifications and Locations Tab
- Review classifications and locations you have chosen for possible assignments

Unavail Dates Tab

Create Unavailability Schedule
- Select the New button
- Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
- Select the All Day check box or enter the time range in HH:MM am or pm format
- Select the Call for Future Assignments checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- Select Save button

Delete Unavailability Schedule
- Place a checkmark in the desired date range box
- Select the Delete button

Email Tab
- Enter or change email address.

AVAILABLE JOBS

Choose the Available Jobs link to view and accept assignments
To view and accept jobs
- You must be available to work all days and times of the job
- You have specified that you will work at the location
- You are specified for the job

Follow these steps:
- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the Search button to display the list of jobs
- Press the Details link to view the job details. Review the specifics and choose one of the following
  - Select the Accept Job button. A job number will be assigned to you if the job has been successfully assigned to you. Please record this Job Number.
  - Select the Decline Job button. Select a reason for decline from the drop-down list, then select the Decline Job button
- Select the Return to List button to return to the job listing

REMINDER: ALL PHONE NUMBERS MUST HAVE 1 AND AN AREA CODE
REVIEW ASSIGNMENTS

Choose the **Review Assignments** link to review past, present and future assignments or to cancel an assignment.

Follow these steps:
- Select format for Assignment display. List or Calendar view
- Search for assignments
  - Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon.
  - Leaving dates blank will return all data.
  - Enter a specific job number (date range will not be used)
- Press the **Search** button to display the list of assigned jobs.
- Choose the **Job Number** link to view job details
  - Select the **Return to List** button to review other jobs assigned to you
  - Select the **Cancel Assignment** button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment that has already started.
  - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the **Sign Out** link can be pressed to end the session and disconnect from SmartFindExpress. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the **Sign Out** link to disconnect from SmartFindExpress and close the browser when you finish with your session.

**Important Note:** Do NOT use the browser's BACK button to navigate to screens. *Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.*

THE FOLLOWING PAGES CAN BE DUPLICATED FOR YOU TO USE.
HUMAN RESOURCES DEPARTMENT
115 S. Ludlow Street
Dayton, OH 45402

RESERVE TEACHER ASSESSMENT
To be completed by principal or assistant principal:

Name of Reserve Teacher: ___________________________ School: ___________________________
Date(s) of observation: ___________________________ Number of days: ______
Grade or Subject: ____________________________________________

Your opinion of teacher's success: PLEASE CIRCLE ONE
Satisfactory
Unsatisfactory*

The following assessment is based on ______________ minutes of observation.
COMMENTS:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Principal or Assistant Principal Signature

To be completed by Reserve Teacher:

YES NO

1. Did you receive instructions from the school office upon arrival? _____ _____
2. Was a seating chart or class list available? _____ _____
3. Were lesson plans available? _____ _____

COMMENTS:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date ___________________________ Reserve Teacher Signature

*If an Unsatisfactory rating is given, the evaluator must attach written reason and recommendations for improvement.
1 copy to Human Resources Dept 1 copy to School office 1 copy to Reserve Teacher office 1 copy to DCRT
STUDENT BEHAVIOR LIST

TO: ______________________  FROM: ______________________

DATE: __ / __ / 201__

<table>
<thead>
<tr>
<th>Student's Name *</th>
<th>Behavior / Problem</th>
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<tbody>
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<td>1.</td>
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</table>

1. If more than one student's name is listed in the same box, then all students listed in that box displayed the same behavior.
# CLASS SIGN-IN

CLASS: ________________  PERIOD: ____  DATE: ____/____/_____

PRINT NAME:

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<td>17.</td>
<td>34.</td>
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</tbody>
</table>
RESERVE TEACHER’S CLASS REPORT
(A report of what occurred in your classroom during your absence)

Prepared for: ___________________________ Class(s): ___________________________
Prepared by: ___________________________ Date: ____________ School: ___________________________

I covered the subject matters listed in your lesson plan for today except as noted below:

AM ___________________________________________ PM ___________________________

__________________________________________

__________________________________________

__________________________________________

B. Homework assigned:

AM ___________________________________________ PM ___________________________

__________________________________________

__________________________________________

__________________________________________

Students(s) who were late (L) to or skipped (S) your class: (also see “D”)

AM ___________________________________________ PM ___________________________

__________________________________________

__________________________________________

__________________________________________

See student behavior list attached to the back of this report if there were any discipline
problems with any student(s).
General comments & observations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Continued on back, if needed
RESERVE TEACHER’S CLASS REPORT
(A report of what occurred in your classroom during your absence)
MIDDLE / HIGH SCHOOL

Prepared for: ____________________  Class(s): ____________________
Prepared by: ____________________  Date: ____________  School: ____________________

I covered the subject matters listed in your lesson plan for today except as noted below:

Pd 1: ____________________  Pd 5: ____________________
Pd 2: ____________________  Pd 6: ____________________
Pd 3: ____________________  Pd 7: ____________________
Pd 4: ____________________  Pd 8: ____________________

B. Homework assigned:

Pd 1: ____________________  Pd 5: ____________________
Pd 2: ____________________  Pd 6: ____________________
Pd 3: ____________________  Pd 7: ____________________
Pd 4: ____________________  Pd 8: ____________________

Students(s) who were late (L) to or skipped (S) your class: (also see “D”)

Pd 1: ____________________  Pd 5: ____________________
Pd 2: ____________________  Pd 6: ____________________
Pd 3: ____________________  Pd 7: ____________________
Pd 4: ____________________  Pd 8: ____________________

See student behavior list attached to the back of this report if there were any discipline problems with any student(s).

General comments & observations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Continued on back, if needed
DIRECTIONS TO SCHOOLS
(From Center of Dayton)

HIGH SCHOOLS

Belmont High School - 2323 Mapleview Ave., 45420
Drive east on Third Street, right on Wayne Avenue; right on Watervliet Ave. and proceed one block to Mapleview Ave. Turn right on Mapleview and proceed to school.

Dunbar High School - 1400 Albritton Drive, 45408
Drive west on Third Street; left on Broadway Street; right on Stewart Street; left on Danner Ave; right on Richley and proceed to the school.

Meadowdale High School - 3873 Whitestone Ct, 45416
Drive north on Main Street; left on Monument Ave. and cross the bridge; left on Riverview Ave.; right on Salem Ave.; right on Wolf Road to first stop light; right on Whitestone Court and proceed to end of street to the elementary school Parking area which is adjacent to high school.

Thurgood Marshall High School - 4447 Hoover Ave., 45417
Take West Third Street west to Elmhurst; turn right on Elmhurst, proceed approximately three quarters of a mile to the school.

Stivers School for the Arts - 1313 E Fifth St., 45403
Drive north on Main St, left on Fifth St. to the school.

Ponitz Career Tech Center - 741 Washington St., 45402
Drive south on Main St. left on Washington St to the School.

Longfellow - 245 Salem Ave., 45406
Drive north on Main Street W Monument Ave turn left on W. Monument Ave, Left on W Riverview, turn right on Salem Ave proceed to the Longfellow

ELEMENTARY SCHOOLS

Belle Haven PreK-8 School - 4401 Free Pike, 45416
Drive north on Main Street; left on Monument Ave. and cross the bridge; left Riverview Ave.; right on Salem Ave; left on Free Pike and proceed one-half mile to the school. (Free Pike is the westward extension of Siebenthaler Ave.

Charity Adams Early Girl Academy - 444 Shoup Mill Rd., 45415
Drive north on Main Street, right on Shoup Mill to the school.

Cleveland PreK-8 School - 1102 S Pursell Ave., 45410
Drive south on Main Street, left on to Wyoming St, follow Wyoming St till it dead ends, right on Pursell.
Dayton Boy Prep Academy - 1923 W Third St., 45417
Drive west on Third Street

Eastmont PreK-8 School - 1480 Edendale Road, 45432
Drive south on Main Street; take Route 35 East toward Xenia; take the
Woodman Drive exit; right on Woodman Drive; left on Woodbine Ave.; left on
Edendale Road and proceed to the school.

Edison PreK-8 School – 228 North Broadway, 45407
Drive west on Third Street to Broadway, turn right on Broadway to the school.

EJ Brown PreK-8 School – 31 Willowwood Dr., 45405
Drive north on N Main St. left on W Fairview Ave. Right on
Willowwood Dr.

Fairview PreK-8 School - 2314 Elsmere Dr., 45406
Drive north on Main Street; left on Fairview Ave and proceed to the School.

Gardendale Academy – 1733 N Gettysburg Ave., 45427
Drive west on W Third St; Right onto N James H McGee Blvd proceed to the
School. On the corner of James H McGee and Gettysburg Ave

Gorman School @ Jackson Center – 329 Abbey Ave., 45417
Drive west on Third Street to Abbey, left on Abbey to the school.

Horace Mann PreK-8 School - 715 Krebs Ave., 45419
Drive east on Third Street; right on Wayne Ave; right on Wilmington Pike; Right
on Shroyer Road; left on Krebs and proceed to school.

Kemp PreK-8 School – 1923 Gondert Ave., 45403
Drive south on S Main St. turn right on Washington Street;; turn left to merge
onto US-35 S. Exit onto S Smithville Rd; turn right at Gondert Ave process to
the school.

Kiser PreK-8 School School - 1401 Leo St., 45404
Drive east on First Street; left on Patterson Boulevard and cross the bridge,
where it becomes Riverside Drive; right on Helena Ave; left on McCook Street;
right on Leo Street; left on Deeds Ave to parking lot.
Louise Troy PreK-8 School – 1630 Miami Chapel Rd, 45408
Drive south on S Main St; turn right at W 4th St; continue on W 5th St OH-4
Continue to follow OH-4 turn left at Danner Ave; turn right at Miami Chapel Rd.

Meadowdale PreK-8 School - 3871 Yellowstone Ave, 45416
Drive north on Main Street; left on Monument Ave. and cross the bridge; left on Riverview Ave.; right on Salem Ave.; right on Wolf Road to first stop light; right on Whitestone Courtland proceed to end of street to the elementary school parking area.

Rivers Edge Montessori PreK-8 School, – 108 Linwood St., 45405
Drive north on Main Street; right on Emmet St, left on Linwood St.

Rosa Parks PreK-8 School – 3705 Lori Sue., 45406
Drive west on W 3rd St toward N Ludlow St; turn right at N James H McGee Blvd; turn right at N Gettysburg Ave; turn right at Lori Sue Ave; processed to the school.

Ruskin PreK-8 School – 407 Ambrose Ct., 45410
Drive south on S Main St; turn left on Fifth St; turn right on Keowee St; turn right at Xenia Ave; turn left on Angel Ct which becomes Ambrose Ct.

Valerie PreK-8 School - 4020 Bradwood Drive, 45405
Drive north on Main Street; left on Monument Ave. and cross the bridge; left on Riverview Ave; right on Salem Ave.; right on Philadelphia Drive; left on Valerie Drive; left on Bradwood Drive and proceed to the school.

Wright Brothers PreK-8 School @ Grant - 4309 Arcadia Blvd., 45420
Drive east on Third Street to Smithville Road, turn right on Smithville; left on Acadia Blvd. and proceed to the school.

Westwood PreK-8 School- 2805 Oakridge., 45417
Drive west on W Third Street to right Abbey Ave continue on Brooklyn Ave; turn left on Delphos Ave; turn right at Burleigh Ave; turn left at Oakridge Dr.

Wogaman PreK-8 School - 920 McArthur St., 45408
Drive west on Third St to Broadway, left on Broadway to Germantown St. then turn right on Germantown to the school.

World of Wonder PreK-8 School @Residence Park – 4411 Oakridge Dr., 45417
Drive west on Third Street to Elmhurst Rd, north on Elmhurst to Oakridge Dr. Turn left on Oakridge to the school.
Belle Haven PreK-8  542-4220
4401 Free Pike Dayton Oh 45416
Gorman @ Jackson 542-4790
329 Abbey Ave  Dayton Oh  45417
Eastmont PreK-8  542-4490
1480 Edendale Dayton OH 45432
Edison Prek-8  542-4540
228 N Broadway  Dayton Oh 45407
E J Brown PreK-8   542-5740
31 Willowwood Ave Dayton Oh 45405
Fairview Prek-8  542-4590
2314 Elsmere Dr., Dayton Oh 45406
Gardendale Academy  542-4450
1733 N Gettysburg  Dayton Oh 45427
Wright Brothers @Grant  542-5940
4309 Arcadia  Dayton Oh 45420
Ruskin PreK-8  542-5680
407 Ambrose Ct Dayton Oh 45410
Valerie PreK-8 542-5690
4020 Bradwood Dr Dayton Oh 45405
Thurgood Marshall High School  542-6610
4535 Hoover Ave  45417