

NASHOBA VALLEY TECHNICAL SCHOOL DISTRICT
Office of the Principal

Date: 11/16/2011

MEMORANDUM

To: All Staff
From: Denise Pigeon
RE: Directions for White Ribbon Campaign: Thursday, November 17, 2011

General Instructions for Teaching Staff:

On Thursday, November 17, 2011 the regular day bell schedule will freeze at the end of second period. **DO NOT SEND STUDENTS TO THIRD PERIOD.**

At approximately 9:30 a.m. **BY ANNOUNCEMENT** the following will occur:

- All staff will send male students directly to the auditorium
 - All MALE staff will first escort their female students to assigned location (*if applicable*) and then report to the auditorium
- All FEMALE staff will remain in their classroom (*additional female students may join their classes if assigned-see attached individual instructions*)
- Once the FEMALE classes are settled, FEMALE instructors will then open their *instructions envelope* and follow the directions provided for the classroom assignment. The assignment will take approximately 45 minutes. All the information needed to oversee the assignment will be provided in the envelope which will be in your mailbox Thursday morning.

All students will then return to their regular class schedule **BY ANNOUNCEMENT** at approximately 10:30 a.m. (4th period).

Math Department

Specific Instructions for White Ribbon Campaign

Teacher	Classroom	Assignment
Sharon Kosteva	B206	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Ed Doherty will escort his period 2 female students to Kosteva's room Once female students are settled open and follow sealed instructions
Valerie LaBelle	B204	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Heath Squires will escort his period 2 female students to LaBelle's room Once female students are settled open and follow sealed instructions
Jodie Murphy	G208	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Patrick Kelly will escort his period 2 female students to Murphy's room Once female students are settled open and follow sealed instructions
Barbara Whitney	G116	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Robert Beaudette will escort his period 2 female students to B. Whitney's room Once female students are settled open and follow sealed instructions
Kristyna Duval	B208	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Once female students are settled open and follow sealed instructions
Ed Doherty	B207	Upon announcement send second period male students directly to the auditorium Escort female students to Sharon Kosteva's room Report to the Auditorium and sit in the audience mixed in with students
Heath Squires	A229	Upon announcement send second period male students directly to the auditorium Escort female students to Valerie LaBelle's room Report to the Auditorium and sit in the audience mixed in with students
Robert Beaudette	B101	Upon announcement send second period male students directly to the auditorium Escort female students to B. Whitney's room Report to the Auditorium and check in with Mr. Ricard for instructions
Patrick Kelly	A230	Upon announcement send second period male students directly to the auditorium Escort female students to Jodie Murphy's room Report to the Auditorium and sit in the audience mixed in with students

English Department

Specific Instructions for White Ribbon Campaign

Teacher	Classroom	Assignment
Bruce Sullivan	A219	Upon announcement send second period male students directly to the auditorium Escort female students to Watson's room Report to the Auditorium and check in with Mr. Ricard for instructions
Dan Ford	A207	Upon announcement send second period male students directly to the auditorium Escort female students to Hood's room Report to the Auditorium and sit in the audience mixed in with students
Jeremy Slotnick	A216	Upon announcement send second period male students directly to the auditorium Escort female students to Carroll's room Report to the Auditorium and sit in the audience mixed in with students
Jonathan Roman	A218	Upon announcement send second period male students directly to the auditorium Escort female students to Watson's room Report to the Auditorium and sit in the audience mixed in with students
Sheila Carroll	A202	Upon announcement remain in her classroom Don Phillips and Jeremy Slotnick will escort his period 2 female students to Carroll's room Once female students are settled open and follow sealed instructions
Andrea Watson	A217	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Bruce Sullivan will escort his period 2 female students to Watson's room Jonathan Roman will escort his period 2 female students to Watson's room Once female students are settled open and follow sealed instructions
Wendy Hood	A205	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Dan Ford will escort his period 2 female students to Hood's room Once female students are settled open and follow sealed instructions
Don Phillips	A220	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Escort female students to Carroll's room Report to the Auditorium and sit in the audience mixed in with students

Science Department

Specific Instructions for White Ribbon Campaign

Teacher	Classroom	Assignment
Kathy Lamarre	G217	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Dave McCloskey will escort his period 2 female students to Lamarre's room Once female students are settled open and follow sealed instructions
Dave McCloskey	G213	Upon announcement send second period male students directly to the auditorium Escort female students to Lamarre's room Report to the Auditorium and sit in the audience mixed in with students
Diane Jardin	G204	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Once female students are settled open and follow sealed instructions
Andrea Knowles	G215	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Once female students are settled open and follow sealed instructions
Jean Manes	G202	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium William Toomey will escort his period 2 female students to Jean Manes' room Once female students are settled open and follow sealed instructions
William Toomey	G206	Upon announcement send second period male students directly to the auditorium Escort female students to Jean Manes' room Report to the Auditorium and sit in the audience mixed in with students

Social Studies and Electives Department

Specific Instructions for White Ribbon Campaign

Teacher	Classroom	Assignment
James Creed	G111	Upon announcement send second period male students directly to the auditorium Escort female students to Stacy Stevens' room Report to the Auditorium and check in with Mr. Ricard for instructions
Dave Fusco	B104	Upon announcement send second period male students directly to the auditorium Escort female students to Stacy Stevens' room Report to the Auditorium and sit in the audience mixed in with students
Tim Gallagher	B103	Upon announcement send second period male students directly to the auditorium Escort female students to Laura LeSaffre's room Report to the Auditorium and sit in the audience mixed in with students
Lacey McCabe	G112	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Design and Visual and Programming and Web instructors will escort female students to your classroom Once female students are settled open and follow sealed instructions
Laura LeSaffre	C124	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium Tim Gallagher will escort his period 2 female students to her room Once female students are settled open and follow sealed instructions
Stacia Stevens	B201	Upon announcement remain in her classroom with period 2 female students and send period 2 male students to the auditorium James Creed will escort his period 2 female students to S. Stevens' room Dave Fusco will escort his period 2 female students to S. Stevens' room Once female students are settled open and follow sealed instructions
Nora Clooney		Five minutes before the end of second period require all students in the library to report back to their second period teacher Report to Jodie Murphy's classroom and follow Jodie Murphy's instructions

Technical Instructors		
Specific Instructions for White Ribbon Campaign		
Automotive Technology	R. Karamanian	Send second period male students directly to the auditorium Report to the Auditorium and sit in the audience mixed in with students
Automotive Technology	R. Begay	Send second period male students directly to the auditorium Report to the Auditorium and sit in the audience mixed in with students
Automotive Collision Repair	M. Kamfonik	Send second period male students directly to the auditorium Report to the Auditorium and check in with Mr. Ricard for instructions
Automotive Collision Repair	R. Robichaud	Send second period male students directly to the auditorium Escort female student to TV Media with Emily Smith Report to the Auditorium and sit in the audience mixed in with students
Banking and Marketing	S. Anderer	Send second period male students directly to the auditorium Continue working in Dress for Success Program with female students Female students will participate in White Ribbon Event at later time
Carpentry	T. Cerra	Send second period male students directly to the auditorium Report to the Auditorium and sit in the audience mixed in with students
Carpentry	R. Silva	Send second period male students directly to the auditorium Report to the Auditorium and sit in the audience mixed in with students
Cosmetology	D. McMahon	Send second period male students directly to the auditorium Continue working in Dress for Success Program with female students Female students will participate in White Ribbon Event at later time
Cosmetology	S. Farrand	Send second period male students directly to the auditorium Continue working in Dress for Success Program with female students Female students will participate in White Ribbon Event at later time
Culinary	F. Zentgraf	Send second period male students directly to the auditorium Continue working in Dress for Success Program with female students Female students will participate in White Ribbon Event at later time
Culinary	K. McGuire	Send second period male students directly to the auditorium Continue working in Dress for Success Program with female students Female students will participate in White Ribbon Event at later time
Hotel Restaurant	S. Whiting	Send second period male students directly to the auditorium Continue working in Dress for Success Program with female students Female students will participate in White Ribbon Event at later time
Programming and Web	T. Dean	Send second period male students directly to the auditorium Escort female student to L. McCabe's classroom Report to the Auditorium and sit in the audience mixed in with students
Electrical	K. McDermott	Send second period male students directly to the auditorium Report to the Auditorium and sit in the audience mixed in with students

Electrical	V. Vaitkunas	Send second period male students directly to the auditorium Report to the Auditorium and sit in the audience mixed in with students
Electronics	R. Beaton	Send second period male students directly to the auditorium Report to the Auditorium and sit in the audience mixed in with students
Design and Visual	N. Meharg	Send second period male students directly to the auditorium Escort female student to L. McCabe's classroom Report to the Auditorium and sit in the audience mixed in with students
Design and Visual	D. Whitney	Send second period male students directly to the auditorium Escort female student to L. McCabe's classroom Report to the Auditorium and sit in the audience mixed in with students
Dental	S. Gallagher	Remain in her classroom with period 2 female students and send period 2 male students to the auditorium Once female students are settled open and follow sealed instructions
Early Childhood	C. Hogan-Mazzola	Remain in her classroom with period 2 female students and send period 2 male students to the auditorium Once female students are settled open and follow sealed instructions
Health Assisting	Vicki Poulin	Remain in her classroom with period 2 female students and send period 2 male students to the auditorium T. Ryan (Machine) will escort his female student to Health Assisting Once female students are settled open and follow sealed instructions
Machine Tool	J. Ryan	Send second period male students directly to the auditorium Escort female student to Health Assisting with Vicki Poulin Report to the Auditorium and sit in the audience mixed in with students
Plumbing	T. Villandry	Send second period male students directly to the auditorium Report to the Auditorium and sit in the audience mixed in with students
Plumbing	R. Brazeau	Send second period male students directly to the auditorium Report to the Auditorium and sit in the audience mixed in with students
Engineering	J. Scheminger	Send second period male students directly to the auditorium Report to the Auditorium and check in with Mr. Ricard for instructions
TV Media	E. Stevenson	Send second period male students directly to the auditorium Work as needed with male TV Media students to live broadcast event
TV Media	E. Smith	M. Robichaud will escort his female student to TV Media with Emily Smith Report to the Auditorium and sit in the audience mixed in with students

Technical Program	Grade 11		PG's		Teacher Assignment	Location for Females
	Males	Females	Males	Females		
Automotive Technology	12	0	2	0	Auditorium Begay and Karamanian	NA
Automotive Collision Repair	6	1	2	0	Auditorium Kamfonik and Robichaud	Robichaud escort female student to TV Media
Banking and Marketing	3	4	0	1	staff to work on Dress for Success	Stay in location
Carpentry	12	0	1	0	Auditorium Cerra and Silva	NA
Cosmetology	0	6	1	3	Staff to work on Dress for Success	Stay in location
Culinary	7	7	1	2	Staff to work on Dress for Success	Stay in location
Hotel Restaurant	0	2	0	0	Saff to work on Dress for Success	Stay in location
Programming and Web	0	1	0	1	Auditorium	Dean escort student to L. McCabe's room (G112)
Electrical	16	0	1	0	Auditorium McDermott and Vaitkunas	NA
Electronics	8	0	0	0	Auditorium Beaton	NA
Design and Visual	3	7	0	0	Auditorium	Instructor to escort student to L. McCabe's room (G112)
Dental	0	12	0	3	Stay in technical program	Stay in location
Early Childhood	0	8	0	0	Stay in technical program	Stay in location
Health Assisting	2	15	0	0	Stay in technical program	Stay in location
Machine Tool	3	1	0	0	Auditorium	Instructor escort student to Health Assisting
Plumbing	13	0	3	0	Auditorium Villandry and Brazeau	NA
Engineering	3	0	0	0	Jeffrey Scheminger to report to Auditorium	NA
TV Media	3	9	0	0	Emily Smith will stay in location Eric Stevenson will be in auditorium	Stay in location