Lorain County JVS

Tour Guide Scripts

2024-2025 School Year

A Wing

Landscape and Greenhouse Management

Career Readiness– 9th grades
Career Explorations –10th grades

Landscape and Greenhouse Management

Landscape and Greenhouse Management allows students to see the many opportunities available for them in the green industry. Jobs in this growing industry include: Plant grower, plant breeder, hydroponic farmer, landscape architect, floral designer, landscaper, turf grass management, salesperson, and many more. Students will learn things such as how to drive a zero-turn mower, grow plants from seeds, how to take care of plants, how to take cuttings, how to mulch correctly, the proper use of landscape software, floral design techniques and a variety of other things. Students can also learn several methods of alternative, controlled environment agriculture such as hydroponics, aeroponics, and aquaponics which have become more available and grown in popularity over the last few years.

Instructor: Ms. Berthold

Career Readiness Lab - 9th grades
Career Explorations -10th grades

The 9th and 10th grade programs are designed to provide an early intervention for students to start attending Lorain County JVS before the 11th grade. In the 9th grade readiness lab the students participate in a three period lab setting following the Industrial Arts model. They may choose a preference of Blue collar, Green collar or White collar programs to concentrate on in 9th grade. In 10th grade they will actually spend two periods a day, during four, 6-week sessions in 4 different JVS labs. They will complete the year in their chosen lab to get a head start on their junior year program choice.

10 instructors include: Mr. Abed, Mrs. Atterholt, Mr. Scanlan, Mrs. Eland, Mrs. Greer, Mr. Munchik, Mr. Peth, Ms. Pohorence, Mr. Robson and Mr. Wachholz **(wok-Holts)**

B Wing
Main Floor

Culinary Arts

Bakery Pastry Arts

Culinary Arts

People who prepare and serve food in restaurants and other places where food is served can be involved in a variety of activities. They can work in the dining area assisting the public, as a server, host, or cashier, or in the kitchen, preparing the meal and cleaning up, as a chef, cook, or bus person. The junior students focus on learning the culinary fundamentals, like knife skills, cooking methods and baking procedures and seniors operate the “Buckeye Room Restaurant”.

Instructors: Chef Krystowski ***(Krist-ow-ski)***

Bakery Pastry Arts

These students learn techniques to work on or with items like cookies, pies, breads, chocolate and cake decorating. Class work covers such things as sanitation and safety as well as the science of baking and pastries. The bakery is open to the public two days a week.

Instructor: Chef Moore

B Wing
Down

Allied Health Sciences

Early Childhood Education

Sports, Health and Fitness Technology

Cosmetology

Allied Health Sciences

Allied Health Sciences helps prepare students for a wide range of health care related careers in nursing, physical therapy, dentistry, radiography, medical assisting and more. Students use technology to learn both basic and advanced patient care techniques, infection control, anatomy and physiology, first aid & CPR, medical terminology, and other standard medical procedures.

Instructor: Mrs. Ramsey / Mrs. Yonkoff

Early Childhood Education

These workers are found in daycare centers, preschools, as well as elementary schools. They help children explore interests, develop talents and independence, build self-esteem, and learn how to interact socially with others. Childcare workers plan and supervise learning activities, provide safety and first aid, and work with parents. Our students operate a preschool for 3 - 5 year olds as well as special needs children.

Instructors: Junior- Mrs. Duffala
Senior- Mrs. Lorko

Sports, Health and Fitness Technology

Learn about anatomy, exercise physiology, nutrition, sports medicine and therapy techniques. This program will highlight health and fitness assessment training, orthopedic injury evaluations and treatments, rehab techniques along with nutrition and wellness management.

Instructor: Mr. Christner

Cosmetology

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Cosmetologists have the job of helping people look their best. They shampoo, cut, color, and style hair. They are trained to give manicures and scalp and facial treatments. Seniors run the Reflections Salon.

Go to either Senior Lab
Or Junior Labs

Instructors: Mrs. Wooley
Mrs. Hernandez, Mrs. Sarconi

E Wing Upstairs

Digital Media Arts

Web & Graphic Design

Cybersecurity and Networking

Digital Media Arts (DMA)

Students work in a digitally integrated computer lab and studio environment where they gain hands on experience with DSLR cameras as well as digital audio and lighting equipment. Students use industry standard software to create digital content that can be applied to a career in video/film production, animation, photography and live media. They will also learn and apply the foundations of color theory, screenwriting, media criticism, and study several directors in the industry.

Instructor: Mr. Wing

Web and Graphic Design

You learn the fundamentals of design in graphics, web, video, animation, photography, and gaming. Drawing activities, tutorials, and projects encompass the lab time. If you are ready to be creative and learn new skills, this program may be for you.

Instructor: Mr. Davidson

Cybersecurity and Networking

In the Cybersecurity course, students learn how to secure computers, mobile devices, and networks from harmful intrusions. In addition, students learn how to build, upgrade, and repair computers and maintain laptops and mobile devices. They also learn how to install and configure network routers, switches, wireless devices, and servers that are commonly used in business networking environments. This program uses the Cisco Networking Academy systems. Cisco is a global leader in providing network equipment and services across every industry on the planet. These classes are ½ day (3 credits) in lab at JVS with an option to attend academic classes at the students' associate school or JVS and with special criteria required.

Instructor: Mr. Reeves

E Wing
Main Floor

Auto Technology

Collision Repair

Agricultural Equipment Mechanics

Commercial Truck Technology

Engineering Design & Technology

Precision Machine Technology

Welding and Fabrication

Auto Technology

Auto mechanics figure out what is wrong with, make adjustments on, and repair and service cars, vans, and pickups. They perform engine tune ups, and work on suspension and brake systems, chassis, electrical and electronic engine control systems using diagnostic equipment and computer analysis.

Instructor: Mr. Hohman ***(Hoe-Man)***

Collision Repair

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Vehicles damaged in traffic accidents can be repaired to look and drive like new. Automotive body repair workers repair damaged vehicles by straightening bent frames, removing dents, replacing parts that are beyond repair, and repainting the car or truck.

Instructor: Mr. Wahl

Agricultural Equipment Mechanics

AEM students repair and keep agricultural, industrial and construction equipment in running order. Agricultural equipment mechanics work on both gasoline and diesel engine systems on a variety of equipment including fork lifts, lawn mowers, 4-Wheelers, snowmobiles, tractors, trenchers, backhoes, bulldozers and other OFF-ROAD equipment.

Instructor: Mr. Bremke **(Brem-Key)**

Commercial Truck Technology

These mechanics work on buses and semi-trucks to repair and keep diesel engines running. They operate, diagnose problems, and repair engines, fuel injection systems, power trains, heavy duty suspensions, chassis, hydraulic systems, electrical systems, and electronic control and computer systems.

Instructor: Mr. Mahle ***(Mail)***

Engineering Design and Technology

STUDENTS design, sketch, and model products used in various industries throughout the field of engineering. They design residential and commercial buildings, create site plans, and build physical models, for contractor use. All the designs, prototypes, and models are used in manufacturing, automotive industry, medical, architectural, and civil engineering. Students become familiar with rapid

proto-typing their designs on the “DIMENSION” 3D printer and have the opportunity to manufacture them in the machine shop along with building physical models of their designs. They study DRONE technology and flight on small RECREATIONAL and large INDUSTRIAL Unmanned Aircraft Systems to receive their F. A. A. Pilot’s License, qualifying them for additional employment opportunities.

Instructor: Mrs. Rush

Precision Machine Technology

Machine operators play a major part in producing most of the products on which we rely daily – for example all of the parts of a car. These parts and many other metal and plastic products are produced by precision machine operators. They cut, drill, and grind material into a desired shape or size.

Instructor: Mr. Green

Welding and Fabrication

Welders join or fuse metal parts to form a permanent bond. Because of its strength, welding is used to build and repair everything from ships, cars, spacecraft, buildings, and bridges.

*Instructor: Mr. Tyree **(Tie-Ree)***

D Wing

Carpentry

Masonry Trades

Heating & Air Conditioning

Public Safety

Industrial Electricity

Carpentry

Carpenters are involved in many different kinds of construction activities. They use wood and other materials to construct or remodel such things as buildings and houses. They use hand tools and power equipment to cut, fit, and construct projects such as homes, barns, furniture & cabinetry.

Instructor: Mr. Papesh

Masonry Trades

Masons work with concrete, stone, marble and tile. Masonry work varies from laying a simple walkway to installing decorated exteriors of large buildings. They build walls, floors, partitions, fireplaces, chimneys, and other structures.

Instructor: Mr. Rudisill

Heating and Air Conditioning

Heating and air conditioning systems control the temperature, humidity, and the total air quality in homes, offices, and factories. The heating and air conditioning technicians install, maintain, and repair these systems as well as work on refrigeration systems.

Instructor: Mr. Morgan

Public Safety

Students will learn the basics of Public Safety. These areas include first responder, emergency medical technician, and firefighting. Specific topics of study include first aid, dispatch, communications, incident command, homeland security, lifesaving techniques, and fire behavior and control.

Instructor: Mr. Mason

Industrial Electricity

Electricians wire and maintain electrical systems in factories, office buildings, and homes. They work on or with transformers, generators, control instruments, and lighting systems. They may also install communications and computer wiring and equipment.

Instructor: Mr. Kuhn **(Koon)**

2024-2025 SCHOOL YEAR: BELL SCHEDULE

1st Period	7:40 am – 8:40 am
2nd Period	8:44 am – 9:30 am
3rd Period	9:34 am – 10:20 am
4th – 5th Period	10:24 am - 11:10 am
5th – 6th Period	10:58 am – 11:44 am
6th – 7th Period	11:14 am – 12:00 pm
7th – 8th Period	11:48 pm – 12:34 pm
8th – 9th Period	12:04 pm – 12:50 pm
9th – 10th Period	12:38 pm – 1:24 pm
11th Period	1:28 pm – 2:14 pm
LUNCH PERIODS	
4th Period	10:24 am – 10:54 am
6th Period	11:14 am – 11:44 am
8th Period	12:04 pm – 12:34 pm
10th Period	12:54 pm – 1:24 pm

TOUR GUIDE

Emergency/ Drill Procedures

CHANGE OF CLASS - BELLS

-Try to be in a classroom/lab during change of class bells.

-In a LAB-

- **Keep the path out of the door clear. Allow the lab students to exit first. Continue on the tour after the lab is clear.**

-In a HALLWAY-

- **Keep your entire tour group lined up against a wall.**
- **Get students into the next scheduled lab as quickly as possible.**
- **Try not to end up caught against lockers, fencing or classroom doors.**

TOUR GUIDE

Emergency/ Drill Procedures

FIRE DRILL

-In a LAB

- **Remain calm and inform the tour guests that the sound is a JVS Fire Alarm.**
- **Ask the lab P.R. person presenting to lead the group out the appropriate exit for the lab.**
- **Take a count of your tour guests once outside.**
- **Radio Mr. Keller, or Mr. Mason where you exited and your count.**
- **Follow the directions you receive over the radio.**

-In a HALLWAY

- **Remain calm and inform the tour guests that the sound is a JVS Fire Alarm.**
- **Proceed to the nearest exit in the wing.**
- **Locate a lab instructor, introduce yourself and your tour group number.**
- **Ask the instructor to lead you to their evacuation point.**
- **Take a count of your tour guests once outside.**
- **Radio Mr. Keller, or Mr. Mason where you exited and your count.**
- **Follow the directions you receive over the radio.**

TOUR GUIDE

Emergency/ Drill Procedures

TORNADO

-In a LAB

- **Remain calm and inform the tour guests that the sound is a JVS Tornado Alarm.**
- **Ask the lab P.R. person presenting to lead the group to the appropriate shelter area for the lab.**
- **In the designated area, direct the tour guests to kneel facing the wall, cover their heads with their hands and arms, and bend down to the ground.**
- **Take a count of your tour guests.**
- **Take care to assume the position and listen to the instructors in the hallways.**
- **We will notify all groups via radio of how to proceed after the event.**

-In a HALLWAY

- **Remain calm and inform the tour guests that the sound is a JVS Tornado Alarm.**
- **Ask an instructor in the hall of the nearest shelter area.**
- **If no instructor is around, find an area along a solid wall, away from windows.**
- **In the designated area, direct the tour guests to kneel facing the wall, cover their heads with their hands and arms, and bend down to the ground.**
- **Take a count of your tour guests.**
- **Take care to assume the position and listen to the instructors in the hallways.**
- **We will notify all groups via radio of how to proceed after the event.**

TOUR GUIDE

Emergency/ Drill Procedures

POWER OUTAGE

-In a LAB

- **Remain calm and inform the tour guests to stand still.**
- **Follow the directions of the lab instructor.**
- **Radio Mr. Keller, or Mr. Mason where you are and count your guests.**
- **Follow the directions you receive over the radio.**

-In a HALLWAY

- **Remain calm and inform the tour guests to stand still.**
- **Radio Mr. Keller, or Mr. Mason where you are and count your guests.**
- **Follow the directions you receive over the radio.**

TOUR GUIDE

Emergency/ Drill Procedures

MEDICAL EMERGENCY

-In a LAB

- **Inform the lab instructor immediately.**
- **Remove the rest of the tour to a different location, or out into the hallway.**
- **Radio Mr. Keller, or Mr. Mason where you are, the medical emergency, and the person's name.**
- **Follow the directions you receive over the radio.**

-In a HALLWAY

- **Stay calm and tell someone specifically to get an instructor from a classroom or lab to help. Remove the rest of the tour to a different location, or out into the hallway.**
- **Radio Mr. Keller, or Mr. Mason where you are, the medical emergency, and the person's name.**
- **Follow the directions you receive over the radio.**

TOUR GUIDE

Emergency/ Drill Procedures

FIGHT/UNRULY VISITOR

-In a LAB

- **Stay calm and DO NOT try to stop the fight yourself.**
- **Remove the rest of the tour to a different location, or out into the hallway.**
- **Radio Mr. Keller, or Mr. Mason where you are, the emergency, and the involved person's names.**
- **Follow the directions you receive over the radio.**

-In a HALLWAY

- **Stay calm and DO NOT try to stop the fight yourself.**
- **Remove the rest of the tour to a different location.**
- **Tell someone specifically to get an instructor from a classroom or lab to get help.**
- **Radio Mr. Keller, or Mr. Mason where you are, the emergency, and the involved person's names.**
- **Follow the directions you receive over the radio.**

TOUR GUIDE

Emergency/ Drill Procedures

EMERGENCY LOCKDOWN/ EVACUATION

IN A LAB-Follow the instructions of the lab instructor.

-Remain calm and with your tour group.

-DO NOT attempt to use the radio or phone.

-Mr. Keller, or Mr. Mason will come to your location and send the lab teacher directions.

For an Evacuation of the JVS - In a HALLWAY

-Remain calm and inform the tour guests that we are leaving the JVS building.

-Follow the evacuation directions and proceed to the nearest exit.
-Locate a lab instructor, introduce yourself and your tour group number.
-Ask the instructor to lead you to their evacuation point.
-Take count of your tour guests once outside. Proceed with the other classes to their evacuation point.

-DO NOT attempt to use the radio or phone.

-Mr. Keller, or Mr. Mason will come to your location and send the lab teacher directions.

For a Lockdown Procedure of the JVS - In a HALLWAY

-Follow the directions of faculty instructed to clear the hallway.

-DO NOT attempt to use the radio or phone.

-Remain calm and inform the tour guests that we are to remain in the lab or room until you receive word from the instructor, Mr. Keller, or Mr. Mason.

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TOUR GUIDES
Do's and Don'ts

- **DO…show up on time when you are assigned to a tour.**
- **DO…dress appropriately**
- **DO…check in with Mr. Keller to receive tour map/route**
- **DO…pick up the correctly numbered tour map/route**
- **DO…follow the tour route for your assigned map/route**
- **DO…work with your fellow guide to keep track of your group**
- **DO…Introduce yourself to the adults in your group**
- **DO…return your group to the meeting room at the appropriate time**
- **DO…call for Mr. Keller or Mr. Mason if you have disruptive students ---USE YOUR RADIO**
- **DO…remember to give the evaluation form to the adult in your tour group**
- **DO…return the tour map/route and your evaluation to Mr. Keller**
- **DO…report any problems or inappropriate student behavior (by guests or JVS students) to Mr. Keller**
- **DO…report any "unusual" questions asked by our guests**

TOUR GUIDES
Do's and Don'ts

- **DON'T…talk about personal matters in front of our guests**
- **DON'T…exchange phone numbers, email addresses, or personal information with our guests**
- **DON'T…use inappropriate language or gestures**
- **DON'T…try to discipline our guests—DO use the radio for assistance or a lab instructor to use their phone(x22323)**
- **DON'T… "show off" in front of our guests**
- **DON'T…give any answers to the Scavenger Hunt**
- **DON'T…comment on <u>ANY</u> students, labs or teachers**
- **DON'T…leave our guests alone in the halls, labs or meeting room**
- **DON'T…use the radio for non-emergency traffic or clicking**
- **DON'T…forget to fill out a tour evaluation and leave it in the tour map/route**
- **DON'T…forget to leave the tour map/route, in the binder, in the meeting room for Mr. Keller**

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TOUR GUIDES
Training Plan

4. DEALING WITH KIDS

A. Junior High School students are all going through PUBERTY. This makes them want to act more mature than they are but many times it comes out as goofy.

B. If there is a problem with any student call Mr. Keller or Mr. Mason

X. Every group will have a radio for this purpose

Δ. Most groups will have an adult to go with them

E. Make sure to write up a summary of every tour not just the troubled tours

B. Introduce yourself and the other guide to the tour group

- Use proper names only – NO NICKNAMES

C. Pay special attention at the beginning of the tour to the adults in your group

- Write their names down so you don't forget them
- They will often be able to help if students become disruptive
- They will be evaluating your performance throughout the year

D. Before entering a lab explain to the students rules

- BOTH guides should enter the lab – one in front and one in back of the group
- Upon entering a lab the students will stay behind the safety lines in many labs
- The rear guide will try to move the group completely into the lab
- If more than two guides are with a group; one guide should be aware and check on the next lab that will be visited.
- The rear guide will move the group out the door to the lab

(make sure to tell them where they are going next)

- Remember to thank the P/R person—Let Mr. Keller know how they did

E. Work with the other guide, adults and students as a team with a GOAL to complete the tour and return with the information to the meeting area on time

F. DO NOT GIVE SCAVENGER HUNT ANSWERS TO STUDENTS THAT DID NOT LISTEN:

- They need to pay attention to the P/R/ people
- They will talk amongst themselves when they return from the tour and share answers

Outline – Tour Guides

TRAINING PLAN

1. INTRODUCTION – WHY GUIDE?

    - We need students to lead elementary, junior high, & adult groups around the JVS
    - We need students to present the JVS students as working toward careers
    - We need students to that want to help continue the programs at the JVS

2. RECRUITER/ PRINCIPAL COMMENTS

3. RESPONISBILITIES-ours/theirs

    - The recruitment office will remind guides/instructors a day ahead or all tours
    - Guides will dress appropriately in program uniforms on all tours
    - The recruitment office will inform teachers which students serve as guides
    - Guides will be on time, follow directions and finish all tour responsibilities

4. DEALING WITH KIDS-questions trouble, adults

    - Junior high students want independence but need limits
    - Introduce yourself and the other guide to the tour, especially to any adults in the group
    - Explain the tour process at each lab
    - Work with your other guide and the adults in the group
    - You have a goal to get through the tour and answer the tour questions

5. EXPECTATIONS-LANGUAGE, APPEARRANCE, DO's & DON'T's
    - Speak respectfully to the studentsand adults-even if you don't receive it
    - Stay with your group until adults or the JVS teachers release you
    - Look professional at all times
    - Keep your attention on the tour not others around the school
    - Keep track of the students in your group
    - Be polite when entering the different labs
    - Do not make demeaning, sexual or vulgar comments to the tour students, adults or labs
    - Do not exchange phone numbers, emails, or personal business with the tours
    - Do not simply give answers for any labs not visited-Tours should pay attention
    - Do not belittle any labs, instructors, other students, JVS, home schools, or prizes

INTRODUCE THE BINDER

6. TOUR DAY AGENDA
   - Schedules and dates
   - Time/places to meet
   - How to team up and get an assignment
   - How to collect and meet your tour group
   - What to do when the tour is over
   - Evaluations-From guides/About Guides

7. DEALING WITH LABS AND BACK-UPS
   - We have a set schedule to see as many labs as possible in a 75 minute tour
   - This will be tough if there are large groups waiting in halls
   - Try not to get caught in back-ups, but still get to as many labs as possible

8. REWARDS-certificates, garb
   - We will have leadership certificates to be included in the passports
   - Activities like guiding can be included on resumes as school activities
   - Guides will be assessed
   - Thank you luncheon

9. TOUR ROUTES
   - Walk it
   - Entering Labs
   - Using the Binder

TOUR GUIDE EVALUATION

Tour Number_____

Date: _____ Guide's Name: _____ Program: _____

Guide Partner(s): _____ _____ _____ _____

# of students in group: _____ # of adults in group: _____ # of open labs: _____

List any labs that were not open and/or did not have a PR person:

_____

_____

List any ideas or presentations that went very well and/or actions of your partner guide(s) of special note:

_____

_____

On the back of this form, list any other challenges on this tour along with suggestions to help the tour process.

Please leave this form and tour binder with Mr. Keller. Thank you for your help!

Tour Guides Fill out Yellow form

LORAIN COUNTY JVS

EVALUATION of TOUR GUIDES

Tour Number_____

Date: _____ Evaluator's Name: _____ School: _____

Guide Names: _____ _____ _____ _____

# of students in group: _____ # of adults in group: _____ # of labs attended: _____

List any labs you missed but would have liked to visit: _____

Were the guides courteous and dressed appropriately?	Y N
Were the lab speakers knowledgeable and able to answer questions?	Y N
Was the information effective in the group presentations?	Y N
Would you plan another tour of the JVS for students?	Y N

List any ideas or presentations that went very well, or actions of your guides of special note:

_____

On the back of this form, list any other challenges on this tour along with suggestions to help the tour process.

Please leave this form with Mr. Keller. Thank you for your help, we hope to see you next year!

Adults Fill out Pink Form