



Lawrenceburg **P**ublic **S**chool

“Learning and Preparing for Success”

Faculty & Staff Handbook

2022-2023

***600 Prosser Road
Lawrenceburg, TN***

931-762-3282

**Lawrenceburg Public
Faculty & Staff**

Administrative/Office Staff

Pam King, Principal
Kim Martin, Assistant Principal
Kim Ellis, RTI Coordinator
Jan Phillips, Bookkeeper
Debbie Curtis, Attendance Secretary
Mark Glass, SRO
Alethea McMasters, Nurse

Pre-Kindergarten

Carol Wall

Kindergarten

Lindsey Cox
Kesha Durham
Heather Hammond
Samantha Keeton

First Grade

Maria Caruso
Brittany Hartsfield
Dacey Krick
Amanda Moore
Kristin Risner

Second Grade

Katie Gargis
Emmy Gobble
Courtney Rudy
Holly Penix

Third Grade

Betsy Berryhill
Kayla Gray

Valerie McLain
Brittany Moore

Fourth Grade

Carter Henson
Laura Lovell
Kasie Wright
Jyl Taylor

Fifth Grade

Barry Holt
Carla Kirk
Paula Williams

3rd & 4th Interventionist

Charity Simbeck

School Counselor

Beverly Peters

Library Media Specialist

Sarah Thigpen

Physical Education

Jason Jones
Paul Newsom

Exploratory

Christy Holt

Computer Lab/Technology

Lindsay Buie

Resource

Sonya Hunt

UDL

Bridgette Williams

Speech Language Pathologist

Elizabeth Moore

State Assistant

Lindsay Bishop

ESSER Assistants

Nancy Benefield

?

Tonya Roberts

Cara Robertson

ESSER Tutor

Janet Bradley

Federal Assistant

Pat Sutherland

Library Assistant

Michelle Freeman

PreK Assistant

Krista Trapp

Sp. Ed. Assistant

John Irwin

Cristina Daniels

UDL Assistants

Heather Misenhimer

Cindy Smith

Maintenance

Michael Prince

Custodians

Teresia Prince

Zach Misenhimer

Lawrence County School System-Mission Statement

The Lawrence County School System envisions an inclusive, welcoming and safe educational environment in which all students are valued, held to high expectations, and are successful.

LPS - Vision Statement

At Lawrenceburg Public School, we envision all of our students being provided with authentic learning experiences that will enable and empower them to become lifelong learners and productive citizens.

LPS-Mission Statement

To provide researched based strategies that promote learning and preparation for life for all students.

LPS-Belief Statements

Our school family believes:

- Teaching and learning require a healthy, safe, and orderly environment that supports cooperation and collaboration.
- Parents must be actively engaged in the education of their children.
- Students learn at different rates, but **all** students can learn.
- Parent and community involvement is essential to a successful school.
- Curriculum should focus on enhancing student learning.
- All staff must continue to learn, and all schools must continue to improve.
- Schools must have effective leaders that are lifelong learners.
- Everyone can learn when learning is differentiated to meet individual needs.
- If we work in harmony with others in the education of our children and show that we take pride in our work, students will learn from our attitudes.
- Experiencing success is crucial to **every** learner.

School Motto: Learning & Preparing for Success

School Colors: Red & White

School Mascot: Cherokees

Key Questions:

- Do our students feel valued, supported, and loved?
- Do our students (all of them) have their basic needs met? If not, what/how are we addressing that?

- Are we leading our students by example in relationship to having a positive attitude and being a team player at all times?
- What is it we expect our students to learn?
- How will we know when they have learned it?
- How will we respond when they do not learn it?
- How will we respond when they have learned it?

PURPOSE:

It is necessary for students to know and understand what is expected of them while attending Lawrenceburg Public Elementary School. Development of good character is a major goal of our school. This includes honesty, a sense of fair play, loyalty to parents, teachers, and classmates, respect for public and private property, and a desire to develop wholesome behaviors and attitudes.

We have students with varied interests and abilities attending our school. We, as the instructional staff, need to devote our time and effort to help these students attain maximum development of these interests and abilities. Students are expected to form good study habits. We must give them guidance in laying the groundwork for success in the years ahead.

To achieve optimal success, our students, parents, teachers, and community must work together in the spirit of harmony and cooperation. It is imperative for all of us to work together as a **team** if we expect our students to achieve the high goals we have set for them.

POLICIES:

Administrative items have been developed in association with the school staff, central office staff, Board of Education, and the MOU (Memorandum of Understanding). Please refer to these written policies for your guidance. This policy handbook should be kept on hand in your work area for use as needed. These policies are subject to change or revision should the need arise.

INSTRUCTIONAL PROGRAM:

Our instructional program must be built on a common vision. Each one of us must share the vision that we can provide instructional improvement for all students, measure progress on those goals, and align all programs and resources around those goals. Teachers must adopt standards-based curriculum across grades and common assessment systems. The curriculum must include safeguards to insure instructional pacing. Curriculum should be aligned so that students are being exposed to grade level material and assignments organized across grades so that teachers build on prior work and move students on to more complex intellectual work. We have implemented a framework that describes developmentally appropriate practice and research-based strategies to drive the curriculum. Leadership teams working together must align the instructional program to meet the goals and standards set for our students. Administrators and teachers must communicate and involve families in supporting the students' learning.

CLASSROOM MANAGEMENT:

Classroom teachers will:

- establish and enforce rules, procedures, and expectations on a constant & consistent basis.
- carry out disciplinary actions.
- utilize **restorative practices** strategies in addressing misbehavior
- maintain effective teacher-student relationships.
- maintain an appropriate mindset (positive and growth mindset to be specific).
- implement and consistently follow the school-wide positive behavior plan (Capturing Kids Hearts).
- implement daily circles (Cherokee Pow-Wow) for 10 minutes of each school day (7:55 - 8:05).

CLASSROOM CURRICULUM DESIGN:

Teachers need to:

- identify and articulate goals and objectives to students as well as administration.
- give students multiple exposures to content.
- identify standards to be mastered.
- engage students in addressing content in unique ways.
- incorporate writing in response to text weekly across all subject areas.
- implement CKLA/Amplify ELA curriculum and incorporate Ready Math curriculum into weekly planning & instruction in grades K through 5th.
- administer benchmark assessments and continuously track student data.

GOALS & OBJECTIVES

It shall be the policy of Lawrenceburg Public Elementary School to establish: 1) annual school-wide goals, 2) grade level goals, and 3) individual classroom goals. In determining these goals, we will use information from test scores, school improvement plan, and/or our school system's goals. (A comprehensive listing of school-wide goals have been developed by building level administration. Grade level goals and individual classroom goals should relate in some way to the overall goals of the school which have been developed for you and are listed below.)

SCHOOL-WIDE GOALS:

- LPS will promote a minimum of 90% of third grade students to fourth grade at the close of the academic school year reading on or above grade level.
- LPS students will meet or exceed annual Achievement benchmarks for Mathematics, ELA, Science, & Social Studies within all subgroups in grades 2-5 and make positive gains in TVAAS for 2022-2023 in the grade levels that will receive a TVAAS growth score measure at the close of the 2022-2023 school year.
- LPS students will write in response to text no less than 2-3 times per week.
- LPS faculty and staff will implement, with fidelity, a research-based, School-Wide Positive Behavior Plan (Capturing Kids Hearts)

- LPS students and teachers will utilize the first 10 minutes(7:50-8:00) of every instructional day utilizing “circles” time which will be referred to as **Cherokee Pow-Wows**.
- LPS will provide an open and inviting environment for families to be involved in their children’s learning at school, at home, and in the community communicating with parents as often as possible.

GRADE LEVEL GOALS AND OBJECTIVES:

It is the duty of the grade level chairperson to organize a review of all previous state assessment scores, AimsWeb data, permanent records, or any other documentation, records, or scores from the previous year and with the assistance of the other members of the grade level team formulate the grade level goals and objectives. **These should be submitted as SMART Goals: Specific, Measurable, Achievable, Relevant, and Timely.** (An example might be: 95% of LPS kindergarten students will be able to accurately identify letters a, b, c, d & e (both upper and lower) as well as corresponding letter sounds for each (including short and long vowels where applicable) with 100% accuracy by midterm of the first grading period.) *****Note: This example should be understood as merely an example to go by when formulating grade level and individual goals. It is understood that those letters are not taught in that sequence.**

Please give consideration to the system goals and school-wide goals in preparing your grade level goals. To meet our school-wide goals, we must look at our grade level groups as a whole as well as the various subgroups within the grade level. These goals will be due to the office by the close of the work day on **August 26th (Friday)**. (Grade level chairperson is expected to make a submission to both building administrators and RTI Coordinator electronically via **google docs**).

INDIVIDUAL GOALS AND OBJECTIVES:

Each classroom teacher in a grade level that is assessed should review their test scores from the previous year to note any areas that might be in need of attention. Classroom teachers **without** state assessment data are expected to reflect on classroom-based assessments, teacher practices, and student performance measured in various ways from the previous year to determine areas of need and be conscious of those needs when developing individual classroom goals for the upcoming year. In addition, each teacher should review their current students’ scores and formulate the goals and objectives for his/her classroom based on both of these areas. **These should also be submitted as SMART Goals: Specific, Measurable, Achievable, Relevant, and Timely just as the grade level goals and objectives are.**

These goals will be shared with the administrative team (principal, assistant principal, and RTI Coordinator) by the close of the work day on **August 26th** via google docs.

SCHOOL-WIDE PROCEDURES

Absence of all faculty & staff):

- Teachers will contact a substitute from the new Absence and Substitute online program that was emailed out to you from the central office via Robin Thompson.
- If you have a planned absence, come by the office and **add your name to the calendar** so we know to check on your classroom periodically throughout the day.
- You and only you are responsible for finding a substitute. This does **not** include emergency situations as anyone would be willing to help locate a sub in that case, but it **should not be common practice** to wake up sick and call the office staff or an immediate co-worker to tell them you need a sub. That is the person seeking a sub's responsibility.
- All decisions about make-up for in-service days missed will be made at the district level.
- **All employees must report their absences, late arrivals, & early departures to the principal.** It is the expectation that all faculty & staff members communicate directly to the principal either face to face, by phone call, text message, or email if you will be absent from work, leave work early, or arrive at work late. Contact information: 931-242-1173 or pamela.king@lcss.us If principal cannot be reached contact assistant principal. Contact information: 931-205-2000 or kimberly.martin@lcss.us.
- Attendance, as a general rule, is extremely important for efficient operations among all faculty and staff members at all times. When an employee is absent - someone is forced to pick up our duties for us, or worse, our duties get left completely undone.

Absentee Report Form:

- Employee absences are reported through the Absence and Substitute online platform. This will be used for all employee absences in place of the Absentee Forms previously submitted to Mrs. Debbie.

Accident Reports:

When a child is injured: All injuries, except for very minor scratches, should be reported on the Accident Report form. The nurse has the forms. Please follow the steps outlined below:

1. The teacher or school personnel in charge of the class or activity should examine and determine as far as possible the extent of injury; all injuries with the exception of very minor ones should be reported to the nurse and one of the building administrators.
2. Every attempt should be made to contact parents or the person listed on the student information card.
3. If unable to reach the parents or parents' representatives, the administration, nurse, or person in charge must take whatever emergency measures are deemed necessary for the well-being of the student.
4. In all cases of doubt as to the seriousness of the injury, it is better to be overly cautious.

Administration:

- All final decisions will be at the discretion of the building principal. In the absence of the principal - all final decisions will be at the discretion of the assistant principal. If neither administrator is available, then consult with Ms. Kim Ellis, RTI Coordinator, for direction.
- Administration wants to assist in any way possible. Please never hesitate to ask.
- Both administrators share responsibilities for various things throughout the school. Ask the first available administrator and if you need to speak with the other administrator, we will advise you to do so.
- All evaluations for faculty & staff will be divided evenly between the two building administrators including all certified staff as well as performance evaluations for all support staff.

Announcements:

- Please mark the dates on your calendar that your class is responsible for pledge and motto (Learning & Preparing for Success). The schedule is provided in the back of this handbook for easy reference.
- Students doing pledge and motto (choose a few students for pledge & motto) on your designated pledge and motto days should be in the principal's office and ready to begin at 7:50 A.M. (In the event the principal is not available - the pledge and motto students will need to report to the assistant principal's office. In the event the assistant principal is unavailable the students will report to the RTI Coordinator's office.)
- Announcements will begin each morning with the Pledge & Motto, birthday recognitions, & any other necessary announcements will follow.
- All faculty, staff, students, and visitors are expected to be attentive during this time.
- Announcements will only be made at 7:50 A.M. and 2:45 P.M. unless otherwise approved by administration and/or there is an emergency. If you need an announcement made, please have information to the office according to these approved times for announcements.

Arrival/Dismissal of Faculty & Staff:

- Everyone is expected to sign in upon arriving on campus. Sign in sheets for all employees are in binders in the office.
- Everyone is expected to sign out on the leaving campus log before departing from campus for any reason. Sign out on the "Leaving Campus" log in the notebook and also complete a "Leaving Campus Form" and present it to administration for approval or denial of request before leaving. It is the expectation that no employee leaves campus without completing, in full, a **"Leaving Campus Request Form"** approved by building administration as well as sign out on the designated log.
- It is extremely important that these logs and approval/denial forms are accurate at all times for safety and liability purposes.
- All faculty and staff should be at their assigned morning posts on time. This ensures the **safety** and **security** of all of our students which is our number one priority.
- All faculty and staff should be at their assigned afternoon posts on time which is when afternoon announcements begin @ 2:45 P.M. **This includes all teachers standing at their doors visible as students leave for the day.** This too - is **non-negotiable** as it ensures children are safely dismissed from school and their behavior is much better just because of teacher presence.

Teachers- 7:40 A.M. - 3:10 P.M.

Assistants- 7:30 A.M. - 3:15 P.M.

Attendance Secretary- 7:30 A.M. - 3:30 P.M. (30 minute required lunch)

Bookkeeper - 7:15 A.M. - 3:15 P.M. (30 minute required lunch)

Custodians & Maintenance (***subject to change**) - 5:30 A.M. - 2:00 P.M. (Maintenance) & 6:00 A.M. - 2:30 P.M.(Custodians) - (30 minute required lunch)

Arrival of Students:

- Students may enter the school building at 7:15 A.M. and must report directly to the cafeteria (if they are eating breakfast) or the gym (if they are not eating breakfast).
- Breakfast will begin at 7:15 A.M.
- Students are dismissed to go to classrooms at 7:40 A.M.
- Students should be prepared and ready for class to begin at 7:50 A.M. Students arriving after 7:50 A.M. are **required** to get a tardy slip from the office. Please encourage your students to be on time and prepared for class. **Five minutes lost a day amounts to 25 instructional minutes lost per week. This equates to 900 instructional minutes lost per year. WOW! Perfect illustration of the fact that every minute counts for both students and educators.**
- If students do arrive late, please welcome them and help them to become adjusted so as not to start them off frustrated. (The majority of the time when dealing with elementary age students it is not their fault that they are late.)
- Please have something engaging for students to do from the moment he/she enters the classroom door each morning. **Down time = trouble time.**

Attendance at School Functions:

- Your attendance at school functions is indicative of your interest in the entire school program. I strongly believe that parents and students appreciate the interest and support of the faculty at these special activities. Special programs that we are not aware of at the present time will arise during the course of the year. If at all possible, you are encouraged to attend.

Capturing Kids' Hearts:

- Teachers are expected to utilize Capturing Kids' Hearts tools in and out of the classroom.
- Each classroom is expected to have a Social Contract in place by the end of August.
- The Capturing Kids' Hearts EXCEL Model will be utilized school wide.
- Use of the 4 Guiding Questions should be utilized consistently to address behavior issues.

Behavior in Hallways:

- When groups of students leave your classrooms, they must be under the supervision of an adult.
- Please be on time to deliver and pick up your students from the activity period, lunch, and such.
- **Each grade level will deliver their students to their activity class and pick up their class at the end of the activity class.**

- **Students are expected to go through the hallways in a quiet, organized manner because students in other grades are working. A quiet, organized manner looks like this: (red line on the right-hand side of the hallway depending on which direction they are traveling, lips zipped; not even a whisper. This expectation is for PreK-5th grade with no exceptions).**
- Children should travel on the right hand side of the red lines (not walking/running 3 wide). (Please keep hands and feet off the walls.)

Break/Recess:

- A break/recess time will be decided upon by grade level and submitted to the office. Each grade level will have one 30 minute recess block per day or two 15 minute recess blocks (depending on which fits each grade level schedule the best). Total time of recess is not to exceed 30 minutes daily. (This includes traveling to and from.)
- Restroom breaks during instruction time should be minimal. Students have the opportunity to go to the restroom at several points during the day (1) before school begins, (2) before/after lunch, (3) before/after activity, (4) before/after recess, (5) the end of the day before going home. If utilization of the restroom during a 7 hour day is more than 5 times - then the student potentially has issues that we need to be speaking with parents about that are far more serious than the loss of instructional time for their child. ***Yes, emergencies, upset stomach, etc. are going to happen. As always - **exercise common sense** - but on the average day - students should not be leaving his/her classroom very often.

Bus Duty:

MORNINGS

- All faculty and staff will follow the bus duty and car duty schedules provided in the back of this handbook.
- Bus duty teacher will monitor students getting off the bus and entering the gym doors. Once all buses are unloaded the teacher will be responsible for monitoring the gym until the bell rings for students to be dismissed to class. The teacher will line students up and send them from the gym back into the building in an organized manner (PE teacher will be posted on the breezeway ensuring that students stay in a line as they enter the building).
- Teachers should be ready to begin bus duty at 7:10 A.M. Doors will open at 7:15 A.M.
- Students who eat breakfast will go straight to the cafeteria, get their breakfast, and begin eating.
- Breakfast begins at 7:15 A.M.
- Students who do not eat breakfast will report to the gym and will sit in their **designated sections**. As students finish breakfast, they should report to the gym (if it is before 7:35). If it is after 7:35 those students should remain in the cafeteria.
- The School Counselor will be responsible for monitoring the cafeteria while students eat breakfast. (A replacement needs to be found in the case of an absence). - School counselor will have this duty every day of the school year rather than being included in the bus duty schedule.
- Students are dismissed from the gym at 7:40 A.M. in this order by grade level: kindergarten, first, second, and so on working all the way up through 5th grade.

- Students are dismissed from the cafeteria at 7:40 A.M.
- Students should exit the cafeteria to go to their homeroom in an organized, safe manner while seeing a teacher at each classroom door along their way to class.

AFTERNOONS

- Afternoon bus duty begins at 3:05 P.M. Bus duty teacher should be in their designated place (outside the office door) to receive bus students traveling to the gym. (Lead lower grades first)
- Teachers that have bus duty will need to get another teacher to watch their homeroom in order for them to be ready to monitor as car riders will be dismissed from the classrooms via google doc on projector screen.
- RTI Coordinator, Assistant Principal, and/or Principal will monitor car rider students traveling up the hallway to the front doors once their number has shown up on the car rider screen in his/her classroom. During this time - all classroom teachers should have students sitting silently and paying attention to the projector screen where he/she has the school-wide car rider dismissal google doc pulled up on the projector screen. The students should be packed up with a backpack on their shoulders and just waiting for their number so they simply stand up and move to the hallway toward the front doors where people will be there to assist the students getting to the front doors and to the sidewalk to their vehicle.
- There will be a bus duty teacher and a car rider teacher daily. It will be the responsibility of the car rider teacher to contact someone to pick-up students who are left over after buses have picked up and the car rider line has stopped.
- Car Duty teachers should remain with students not picked up until 3:20. If between 3:15 and 3:20 no one shows up to pick up the remaining student(s) and an attempt to reach all numbers listed on the child's contact information has been made - at that time - the student(s) will be delivered to one of the administrators and the car duty teacher will be free to go.
- In this particular order - **all** bus students, walkers, and then car rider numbers already listed on the projection screen in the classroom at the close of announcements will be dismissed from their classroom to their designated location. **Please do not dismiss students early!** It causes students to be unsupervised. (There will no longer be a second announcement for buses as all bus students will be released at the same time and met at the end of their hallway at the double doors by the bus duty teacher who will lead them to the gym.)

Cafeteria (Breakfast & Lunch):

- Free lunches or reduced lunches are available to students in financial need. Applications are to be filled out and returned to the office.
- Please follow the lunch schedule closely. Getting off schedule throws everyone off. Please do frequent clock checks. All classes should arrive and depart on time.
- Breakfast is served from 7:15 - 7:50 A.M. each morning.
- Breakfast serving line closes at 7:50 A.M..
- Teachers must accompany their students to and from the cafeteria. Once the students start through the line, the teacher may have duty free lunch.

- Please discuss the cafeteria rules with your students each day for the first two weeks of school and then at least once per week to reinforce them.

Calendar:

- The current academic calendar for Lawrence County Schools can be found at www.lcss.us
- LPS events will be scheduled and those dates will be added to the school calendar in the front lobby and to the google calendar that I will share with all stakeholders that will contain dates of any and all events that directly involve students.
- There is a faculty and staff Google calendar that has been shared with all faculty and staff that lists faculty meetings, grade level meetings, deadlines for submissions of various things, etc.

Chain of Command:

- Please always give your administration an opportunity to correct a problem before reporting it to a supervisor, the director, or a board member.
- Administration will always ask that parents give you the opportunity to correct a problem before reporting it to the office.
- Please always give custodians and educational assistants an opportunity to correct a problem before reporting it to administration.

Child Abuse Investigation:

- Under Tennessee Law (TCA 37-1-403) it is the duty of any person, including a teacher or other school employee, who has a reasonable suspicion that a child has been the victim of physical, mental, or sexual abuse, to report such harm to the court office of the Department of Human Services or the Juvenile Court of the sheriff or the police. If school personnel do not report the suspected abuse, they could be found guilty of a misdemeanor. Schools are required by law to give access to the child's records to the authorized person or team investigating the suspected abuse, and to cooperate fully with the investigation. (It is not a violation of either state or federal confidentiality laws to disclose the child's school records to investigative personnel upon request.)
- **Teachers must report suspected child abuse. Failing to report is a Class A Misdemeanor and up to a \$2,500 fine.**
- The principal cannot insist that a school employee be present during the interview by the investigative team, but may control within reason the time, place, and circumstances of the interview. This policy is to be followed even if the suspected abuser is a school employee or another student. School officials must honor the investigator(s) directive not to inform the child's parents of the interview if a parent is the suspected abuser.

Classroom Appearance/Care/Cleanliness:

- Classroom equipment includes but is not limited to desks, chairs, computers, chrome bases, CD players, projectors, elmos, and chromebooks to be used in the instructional program.
- The condition of the classroom is the responsibility of the individual classroom teacher.

- Students need to be taught to help keep the classroom neat. It is suggested that students be assigned responsibilities to assist in this area.
- The maintenance of the equipment in the classroom falls back on the classroom teacher. If any equipment needs attention - submit it to helpdesk so the technology department can get you back up and running.
- Teachers must keep wastepaper off the floor, clean whiteboards on a regular basis, and keep backpacks out of walkways.
- Nothing should be placed directly in front of or on the heating/cooling units in your room.
- Student work should be displayed within your classroom as well as out in the hallway outside the classroom at all times. Students do not feel they have any ownership of the classroom if some of their work is not displayed.
- It is understood that housekeeping chores are not part of your instructional program; however, they play a vital part in the appearance of your room and the school. This affects the academic part of the program.
- Instruct your students of their role in the care and respect for **all** school property. Marking or writing on furniture is prohibited. Students who do so will be required to clean the item or their parents must pay for the damage.
- Keep furniture clean with an occasional washing with a damp sponge or cloth. It is good for children to participate in occasional cleaning of the room. It teaches respect for property and appreciation of cleanliness.
- Remember you are a role model for your students. Please keep your rooms neat and free from “clutter.” Your classroom is a reflection of you and how well you are organized.
- Classroom activities should end for the day 5 minutes prior to dismissal. (This provides a great time for some quick cleaning each day.)
- All trash and pencils must be picked up off the floor and all materials neatly put away before the students leave each afternoon.
- Desktops should be washed often for cleanliness and germ control (especially during high-germ season).
- No food items may be kept in the classroom unless it is in an airtight container. We do not want to see any extra animals roaming the building.
- **Teach community, responsibility, and respect for others by ensuring that our students pick up after themselves. Students taking part in a “cutting and pasting” activity should not warrant classroom floors looking like confetti has been spread. Make students pick up after themselves when they drop things on the floor. Our custodians jobs are hard and we can do this much to help make their jobs a bit easier.**
- **Students should place their chairs up on the tables anytime they exit the classroom that a custodian regularly comes in to sweep. In the end - we will have much cleaner classrooms and a much cleaner school if we do small things to help them save time.**
- **A clear path should be somewhere in the classroom where their large cleaning cart can be wheeled back to the bathrooms for those classrooms that have restrooms in them. This is a huge time saver as well.**

Classroom Management:

- Classroom management is imperative for a successful school year. Discipline should be a positive effort through kindness to help a child set limits for his work and his behavior.
- Remember to:
 - spend a large amount of time on practices routines and procedures at the very beginning (2, 3, 4 weeks)
 - reprimand privately, when feasible.
 - show respect to the students in your reprimands.
 - get the attention of your class before you begin to teach.
 - use your eyes and other non-verbal means to correct students.
 - keep your voice as low as is appropriate—yelling continuously soon loses its effect.
 - be ***consistent*** in following your classroom expectations and school wide expectations.
 - Each teacher will be expected to utilize **Restorative Practices** and **Capturing Kids' Hearts** tools when addressing discipline issues.

Classroom Materials:

- A teacher's desk, student desks/tables, a teacher computer, access to a printer, adopted textbooks, and teacher resources for adopted textbooks will be provided. Materials beyond these will be the responsibility of the teacher to supply.
- Ask custodians before purchasing any furniture. Needed items might be in storage.
- Ask colleagues for needed teaching materials before purchasing because remember that one man's trash is another man's treasure.
- Also keep in mind that you receive some money at the beginning of each school year that can go toward some of the needed materials.

Committees/Teams

- Committees/Teams will be assigned for this year. Please be aware of which committees you are a member of and listen for announcements of meetings. Committee assignments will be in the back of this handbook.

Communication with Administration and Colleagues:

- Teachers should check the door pockets daily for notes, mail, and messages.
- Teachers should check emails frequently. (No less than first thing in the morning, planning time, and right before going home for the day.)

Communication with Parents:

- All teachers will scan into your computer and email a Phone Communication Log to Mrs. Kim Martin by the last day of August showing a positive communication with each family represented in your classroom. (Located in the back of this book)

- Positive parent communication is extremely important. Be sure to talk with all parents, not just the parents of the difficult students.
- A student who has committed an offense that is of a zero tolerance nature would be considered an “automatic office referral” per board policy. Please only bring a student to the office for misbehavior (even repeated offenses) if you have communicated in writing and/or by phone with the caretaker of the child, and have implemented all restorative practice and **Capturing Kids’ Hearts** tools you have been given. Documentation of parent/guardian contact for prior offenses are expected as well as what measures, as a classroom teacher, you have taken to resolve the misbehavior. Once it becomes an office matter, the administrator handling the situation will proceed accordingly with dealing with the student. It is **not** good practice for the first parent contact from school to home about behavior/not completing assignments, etc. to come from the administration. Just keep this in mind when dealing with behavioral situations and remember to tap into your “Restorative Practice” toolbox as well as **Capturing Kids’ Hearts** initiative.

Copiers and Printers

- Printers are in all classrooms. They are for your use. If you are in need of paper, please see the custodians to bring paper to your room.
- Color copying can be completed on any color copiers available.
- No personal printers of any kind should still be in the building.
- Any copies necessary for proper implementation of our curriculum standards are perfectly fine and encouraged. However, please do not make any copies that are not necessary and beneficial to student learning and/or communication.

Corporal Punishment:

- The Lawrence County Board of Education provides discipline procedures which allow any principal, assistant principal, or certified teacher to administer corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public school.
- *****While corporal punishment is legal in our state and in our school district - we will no longer be administering corporal punishment at Lawrenceburg Public School. Corporal punishment is not “restorative” in nature and our school has adopted the restorative practices approach to managing student discipline and behavior.**

THE LPS NEWS

- **THE LPS NEWS** is our monthly school-wide communication with parents. It will be posted on our new Lawrenceburg Public School App, new twitter account, and facebook page. This communication will be made available to parents, students, and all other stakeholders on the first day of each month (or no later than the end of the first week of each month). **We will also be sending hard copies home this year as well.**

- All submissions and information to be included from you (or your grade level) needs to be emailed to Mrs. Samantha Keeton and Mrs. Kesha Durham by the deadline they give you each month.
- Teachers will be asked to submit information monthly (by grade level). **Please be prompt and efficient with these submissions.** Library news, exploratory news, counseling news, physical education news, special event news, family involvement news, etc. will be needed each month.

Custodial Services:

- If there is a problem in your area, ask the custodian responsible for that area to fix it. If the problem is not corrected, please inform administration and the problem will be addressed.
- Custodians work is typically things pertaining directly to you in your classroom; therefore, please let them know daily what you need done in your classroom. If you are unhappy with the job they are doing, first address your custodian (politely and professionally, but let them know what needs to be done) and then inform the administration if things do not improve.

Dismissal of Students:

- Everyone is expected to be a part of afternoon dismissal.
- Order should be maintained inside the classrooms to insure that the students get where they are supposed to be and do so in a timely manner.
- Teachers may not leave the building before all of their students have been placed safely and securely in the company of another adult for supervision.
- The **homeroom teacher** is responsible for calling parents and finding students a way home when they are not picked up on early dismissal days.
- Please acquaint yourself with the way your students are transported home each day. A child must have a note if there is a change in the mode of transportation. Do not take a child's word that their transportation has changed. These notes should be sent to the office for signature. (Please also refer to the county-wide handout that was sent out about new bus transportation procedures and receiving "change of destination" phone calls and notes after 2:30 P.M.)
- No student - without special approval from the building principal - will be allowed to be picked up/checked out after 2:30 P.M. in the front office.

Dress Code – Student:

- Students and parents have access to the Lawrence County Board of Education Dress Code Policy for students via the district website located @ www.lcss.us. (A copy of what used to be in the hardcopy student planners will be available soon in our new school info app.)
- Some students have to dress themselves. Watch for inappropriate items as well as inappropriate dress for the weather. Our school nurse may have available items.

Dress Code-Teacher:

- Dress code for teachers is "professional dress." As strong role models for the students, teachers should maintain a professional appearance at school. Dressing as a professional sends important messages to the entire school community, including students, parents, and community

members. Professional dress also sets a tone for the school and makes a statement about our pride in what we do and who we are. It is understood, however, that certain activities will require more casual clothing and that the teaching profession may require less formal attire than other professional occupations.

- Dressing in a **conservative and professional** manner helps preserve the dignity of the Education profession.
- Tank tops without shirts or sweaters, hemlines above fingertips, exposed cleavage, clothing with holes, and casual shorts are not permitted.
- Leggings - If an outfit could be worn without the leggings on and still, with no doubt, meet dress code - then they are permitted. However, if the absence of the leggings would cause a violation of board policy about teacher dress code; it is inappropriate and should not be worn.
- **No “running” shorts should be worn at any time. (Including field days/ field trips, and special events when students are present.)**

Duty Free Lunch:

- All teachers are entitled to a thirty minute duty-free lunch. Please plan to have your children in the cafeteria on time to get them started through the line and plan to pick them up on time because down time = trouble time. When rare emergencies occur, you will be asked to assist in the cafeteria or have your students report back to your classroom to eat for that day.

Early Student Dismissal:

- Students should not leave early except for very important reasons.
- Parents should send a note telling why the child is leaving early and what time he/she needs to leave.
- Parents must come by the office to have the student dismissed.
- A secretary or administrator will call the room and ask that the child be sent to the office.
- Do not dismiss a student to a parent who has not checked in to the office first

Educational Assistants:

- All assistants are under the direction of the supervising teacher when in a classroom.
- All assistants will operate under the co-teaching model.

Emergency Information:

- Emergency information will be on file in the office for immediate use in the event of an emergency.
- These papers should always be current. When updated telephone numbers are sent by parents, please forward those to the office.
- These papers will go home on registration day. As they are returned, make a list of the students. Each child must have accurate emergency contact information, so **be persistent!**

Employee Only Days:

- Register for PLC's, work days, etc., or you will be docked. No exceptions! It is the responsibility of the employee to be responsible and complete the registration process via My Benefits Channel and/or sign the sign-in sheets provided in the office.
- PLC (Professional Learning Communities)
- PTC (Parent Teacher Conferences)
- Teacher Prep Days (Work in Classroom)
- Administrative Days (Meetings at home school)
- In-service Days (Presenter)
- Always check schedules and calendars for times and locations.
- Be sure to always register (My Benefits Channel) and complete evaluation.
- Be optimistic and positive! ☺ We usually get out of things what we put into them.

Evaluations:

- All certified personnel will be evaluated according to the COACH model.
- Teacher COACH self-assessments are due by Sept. 27th.
- The number of observations will be based on licensure status and scores from the previous year.
- Coaching conversations will take place throughout the year for all educators.
- The goal is for the first coaching conference to occur after each observation.
- Teachers scoring a 1 or a 2 on their overall evaluation or individual growth score will be visited more often in both a formal and informal setting.
- Administration will be in classrooms as often as possible for informal observations.
- Teachers should start a google doc with your name at the top of it and the school year (2022-2023). Make a bulleted list that continues throughout the year and simply add items such as "attended an extra day of CKLA Training on 6/25/22" (this was just a made up example). Or, "Supervised a student teacher from March 2nd through May 1st", etc. Keep any certificates, agendas, notes, etc. in a folder for your own record in the event there is ever a question about scoring. More than likely there will not be. **Professionalism is scored on an annual basis. It is not a culminating event over the course of many years or one's career.**

Extra Activities:

- Morning Announcements
- Bus Duty
- PTO
- Family Involvement Activities
- THE LPS NEWS submissions

***If you are uncertain about any of these activities, see another teacher or an administrator.

Faculty Meetings:

- (Admin. Day) - There will be a general faculty meeting (admin day) at the beginning of the school year. This general faculty meeting will be for the purpose of orientation, explanation, and discussion of any changes from the previous year. We will revisit our building norms that we

completed during last year's "norm setting" activity to see if there are any needed revisions. Question time, and reflection time will be provided to make certain that the entire faculty and staff understands what the expectations are as we move into a brand new school year. Norms agreed upon by faculty and staff from admin day meeting are included below for easy reference:

LPS Building Norms

Attendance

- *Be in your classroom (assigned location) by 7:40
- *If tardy or absent contact administrator
- *If leaving campus you must fill out leaving campus form and have signed by an administrator
- *Important to be here

Bus Duty

- *Be here on time for your duty
- *At 7:15 in place ready for kids
- *Notify the next person in line for bus duty
- *Teachers should have a walkie
- *Students should stay seated with inside voice
- *No food, toys, candy, drinks, etc out of their backpack
- *Students can sit with siblings if comfort issue
- *No electronics allowed!

Aware/Energy

- *Be in communication with Mrs. Beverly and administrators about at risk students
- *Follow TLC procedures
- *Make sure all lights are off when leave room
- *Help neighbors

Meetings

- *Advance notice
- *Agenda
- *Start and end on time
- *Appropriate people attend meetings
- *Materials to bring
- *Specify who attends meetings (Faculty/Faculty and Staff)
- *Student focused
- *Not a gripe session

Phones

*Use for school related purposes only

*Student's cell phone should remain in backpack and powered off unless instructed otherwise by their teacher

Faculty Meetings:

- *****Special Note: As agreed upon in the norms that we collectively set on admin day - we will not have faculty meetings short of an absolute “have to” case unless we have people who are not diligently checking and acting upon emails, docs, sheets, forms, etc.**

Family Involvement Activities:

- Back to School Open House/Orientation Night
- Each individual teacher will provide a thorough orientation to parents who are interested in attending. These orientations are for sharing specific expectations and practices in each of our classrooms so there is no gray area with parents about routines and procedures.
- Everyone is encouraged to support family involvement activities by attending when at all possible, as well as by encouraging students to attend.
- Teachers are encouraged to lead various activities within the scope of family involvement.

Examples might include, but are not limited to:

1. Take over the planning of any monthly activity in conjunction with the RTI Coordinator.
2. Plan and lead a grade level night to acquaint parents with requirements for individual grades.
3. Attending conferences & trainings upon request and reporting back to faculty about what was learned.
4. Other activities pertaining to the curriculum or school-wide initiatives.

Field Trips:

- *****New District Policy - All field trips to be taken during the school year must be submitted before September 1st! No exceptions! Also - no field trips will be approved without the request filled out in its entirety with a 1-12 ratio of adults to students. Anyone that is not a current LCSS employee cannot serve as a chaperone without submitting to and being cleared on a background check and a drug screen. No exceptions.**
- Field trips are direct extensions of units of study in the curriculum. Field trips are limited to 2 per year. Field trip request forms can be obtained from the school bookkeeper and guidelines will be discussed at that point. Field trips must be approved before transportation can be scheduled.
- The cafeteria manager must be notified at least 2 weeks prior to any trip, which will alter the lunch menu or number of sack lunches needed.
- All field trip money should be turned in no later than 24 hours prior to the trip.
- When the transportation form is filled out, the bookkeeper will calculate charges for you. You must charge enough to cover the students on waivers. Any extra money that you have turned in must be returned to the children in some way.
- Links to field trip forms can be found at the back of this handbook
- Buses cannot leave school prior to 8:00 and must return by to school by 2:30

First Days of School:

- Discuss and execute the lesson plans, expectations, and routines of our “Capturing Kids’ Hearts” initiative for our school-wide positive behavior plan so that implementation is standard and consistent across all grade levels. It is mandatory to execute full lessons with our students about all expectations of the building and for them to practice them all multiple times during the first couple of weeks of school and that they are revisited extremely often for the remainder of the year (especially following long breaks such as fall break/spring break, Christmas vacation, etc.)
- Get to know your parents and students and allow them to get to know you. Provide information on your expectations. Interest inventories for parents to fill out on their child/children are always so enlightening.
- Parents/guardians of students in Kindergarten and 1st grade are allowed to walk their student(s) to class on the first week of school if they so desire and properly check into the Ident-A-Kid system.
- Parents/guardians of students in Pre K are required to sign their child into his/her teacher/assistant.

Forms:

1. Student information packets for your incoming students should be picked up from the office.
2. Review the information to be certain that the information is current and correct.
3. Check to be sure you have the following items on each child.
 - a. Student information form
 - b. Textbook agreement form signed
 - c. Internet agreement form signed
 - d. Language form
4. Attendance excuse notes sent in by parents regarding attendance need to be turned in to the attendance secretary the same day they are turned in to the teacher. No Exceptions

Grade Books:

- **Skyward** will be used for grades 1st through 5th.
- You must inform your students and parents of how the final grade will be calculated such as category weights and extra credit.
- Parents may ask to see a child’s grades. You must be able to clearly explain to parents exactly which grade was given for a particular assignment.
- Be sure to have an ample number of grades reflecting each child’s progress for each nine week period. A minimum of 10 grades should be given per 9 weeks and those grades should be reflective of grade level skill mastery (not that they brought back all of their signed notes).
- Do **not** for any reason - assign a student (regular ed or gen ed) less than a 50 *average*. Board Policy states to never assign lower than a 50 average. (The minimum grade that can be assigned is for “averages” only. This does not mean that a student cannot be assigned a lower individual grade.)

Grading System:

- Lawrenceburg Public Elementary School follows the guidelines set forth by the Lawrence County Board of Education policy.
https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/EbdMKJODtlhDuyGjOa9LcYgB9otr5yNCauF19DtRn14IgA?rttime=9B39909N2kg

Handbooks:

- A student handbook with policies must be provided to each student. Different from in past years - the handbook will no longer be a hard copy, but rather, will be provided electronically on our LPS information app. If a student is transferring from one school to another, the parent will download the new school's app for access to the handbook for their child's new school. If a technological device is not available in that home - the school will provide hard copies of things of this nature on an individual (as-needed only) basis. It will be the responsibility of the classroom teacher to assure the student's parent has electronically signed the confirmation of receiving the handbook (through the app), has signed field trip forms, or any other documentation that is being solicited from the parent/guardian. The intent from the district level is that we move to electronic versions of all of these types of communications. Any teacher that has a student that the family has no means of accessing our school app where all things of this nature will begin taking place - it is the responsibility of the teacher to communicate that student's name to the attendance secretary and bookkeeper in the front office so that we can make other arrangements for that student and put them on a list that lets us know they will need hard copies of things.

Illness of Students:

- Children who are suspected to be ill should be sent/brought to the nurse.
- Call the nurse to let her know when a student is on his/her way to her office.
- Please allow us to call about any head injury or injury that you have doubts about. It is always better to be safe. The nurse will contact the parent and inform you of the parent's decision.

Inclement Weather Absences or Tardiness:

- When inclement weather and/or road conditions warrant early dismissal of students, staff members are to remain until all car rider students in their homeroom have departed. Bus duty teachers will be expected to stay until all buses have departed unless otherwise instructed by administration.
- Check the student's information record to see what they are to do if school is dismissed early. We should not have long lines of students using the phone. (If a student needs to phone home and has their own cell phone - you may give them permission, as a teacher, to use their phone to contact their parent/guardian).

In-Service Documentation:

- Keep documentation of all in-service you complete so if there is ever a question from anyone you have proof.

Instructional Time:

- Every effort must be made to preserve instructional time. Administration will work to protect your instructional time from unnecessary interruptions from the office. All staff members must work together to protect instructional time in our classrooms. Classes must begin on schedule (7:50) daily (or following announcements). Classroom instructional time must be preserved.

Insurance:

- Kathy Burks at the Board of Education handles all employee insurance. If she cannot answer questions, she can direct you to the appropriate person.

Lesson Plans:

- Teachers will **not** be required to submit lesson plans on a daily, weekly, or monthly basis. If a concern arises and administration is concerned with potential lack of preparedness - on an individual basis - that teacher(s) will begin submitting weekly lesson plans. This will be on an individual, as needed, basis only.
- While lesson plans are not required for submission - please remember that **"Failing to Plan is Planning to Fail"**. Plans are subject to be asked for at any time by administration to be used as part of the COACH evaluation.

Medication:

- Each prescription medication to be administered by school personnel must be accompanied by a signed statement from the child's doctor detailing the dosage to be administered and the time for administration. This is only to be administered by the school nurse.
- Over the counter medications will not be administered by the nurse or designated school personnel. No medication will be distributed by school personnel until a completed medication form is on file in the nurse's office.
- All medications will be kept in a locked cabinet in the nurse's office.

Money (Collection Logs):

- When making corrections: Draw one line through the mistake (mistakes must still be visible), correct mistakes, and initial it.
- No pencils permitted.
- No white-out permitted.
- Keep an original copy of the collection log to make extra copies.
- Separate collection logs/forms will be used for Magazine, Fall/Spring pictures, and yearbook. These will be given out to teachers when sales begin.
- Do **not** put any other items in collection logs. For example: permission slips
- Turn in collection logs by 9:00 A.M. (No exceptions)

- All money turned in after 9:00 A.M. should not be left in the classroom overnight, but should be brought to the office and placed in the vault so it is locked up overnight. Deposits will be made based on what has been turned in at 9:00 A.M. This is why it is important that all collection logs and money collected are turned in to the office by 9:00A.M.
- Checks for field trips and such must be requested 2 days prior to the scheduled field trip. It is not a good practice to have to rush around and write checks on the day of a field trip.
- Purchase requests need to go straight to the bookkeeper. She will get with the principal to approve or deny the purchase.

Parking:

- All faculty and staff members are to park in the parking lot either in front or behind the school building in a properly marked parking space. This does not include SRO.
- There should be no parking in any unmarked space for anyone except the SRO.
- **Parking spots in the middle of the back parking lot are no longer parking spots. They have been covered up and parking is no longer allowed in that area.**

PLC Documentation:

- Keep documentation of PLC hours so that if there is ever a discrepancy between your hours and the central office you can show proof of what you have completed. Certified Staff must add PLC to MyBenefits.

PTA Committee:

- Please support our PTA (Parent Teacher Advisory) and any and all things pertaining to the organization. Our PTA funds many things that many never realize. This is not a luxury at other schools like it is ours so let's always do our best to support their initiatives and show our appreciation when they do things for us.

Recess:

- All grade levels will participate in a 30 minute recess (or 2 fifteen minute ones).
- Make certain when your grade level goes to recess that a radio is carried with you so easy communication can take place.
- All faculty and staff are expected to strictly adhere to the recess time which is submitted by each grade level as the designated recess time for that grade level.
- This time is a privilege for our students and it can be taken by the teacher at any time. However, be extra cautious of taking this time away as a lot of times our students who lose recess are the very ones who need to be active when at all possible.
- **Supervision of the playground is a must at all times by all faculty and staff to ensure student safety and prevent confrontation.** Being present on the playground is not enough. Events should not occur or escalate on the playground and a teacher be completely unaware of it if proper monitoring is taking place. Note: Sitting in a group talking with one another is not proper supervision and monitoring of the playground.

Reporting Student Attendance to Office:

- All teachers will report attendance electronically through Skyward.
- All attendance must be entered daily by 7:50A.M when we begin Cherokee Pow-Wows. It is law to report accurate attendance of our students in a timely manner. The expectation is that this is as much of a routine part of our day as what going to lunch is for us.
- Tardies, checkouts, and all other entries will be handled by the attendance secretary.

Reports:

- Reports are a vital part of our school program. Since reports are time consuming, you will not be asked to hand in unnecessary information. When reports are requested such as the sharing of or adding to a google doc, sheet, or form - please complete them **promptly**.

Report Cards:

- Report cards are computer generated for grades 1-5 and are completed and are issued by the Lawrence County Board of Education for kindergarten.

Safety Drills:

- Review the safety drill procedures prior to the first day of school. There will be a fire drill the first couple of weeks of school and monthly. There will be storm & intruder drills at various times throughout the year. We need to refresh our student's and our own memories of Lockdown/Lockout Procedures as well as fire drills.
- Classroom emergency exit doors should not be utilized for any reason other than evacuating out of them during a drill or actual emergency event.
- Classroom hallway doors should be locked and pulled all the way shut when students are present at all times. **No exceptions.**
- The cafeteria exit doors leading to the gym and the main front entrance should be the only entrances utilized during the morning time when we have so many transient parents/visitors in our building. End doors and fire exit doors are completely off limits when students are present.

Smoke Free Environment:

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all buildings belonging to the school district. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

- Adult staff members may be permitted to smoke outdoors during approved breaks in the day, but not within (50) feet of the building, except after school hours. Adults shall be allowed to smoke on the property surrounding the school but not blocking any entrance to any building and please do not litter.

Staggered Enrollment:

- Pre K and Kindergarten stagger their enrollment to help the children learn routines and procedures as well as to complete testing.

- See a Pre K or Kindergarten teacher for more specific details.

Substitute Folder:

- Each teacher must complete a substitute teacher folder. Health papers should be in the sub folder.
- Activities, a daily schedule, a complete student listing, and easy-to-follow directions should be included.
- Substitute folders must be readily accessible.

Supervision of Students:

- All instructional staff members (teachers and educational assistants) are responsible for supervision in their area at all times (wherever you are on campus). All staff members have this responsibility. Proper supervision of students will begin at 7:30 A.M. for assistants and 7:40 A.M. for teachers each day (unless times vary due to a schedule put in place by building principal). Classrooms, restrooms, hallways, cafeteria, and gym, as well as any other area where students are present, should be supervised. This supervision responsibility extends until your school day is completed or when the students are all gone.
- **Supervision is a responsibility - not a choice. No matter what class a student is assigned to, or where they are on campus, all staff members must take responsibility for all of our students. Any teacher who ignores or condones misconduct by students is increasing the burden on fellow staff members who are attempting to establish proper modes of behavior by students.**
- Any teacher must see that students under his/her direction are supervised at all times. If you must leave your assigned area, ask a colleague to cover for you until you return.
- Students should be delivered to and from any place in the building that the class is going to such as activity period and lunch. Students should not be dismissed or left until they are under the supervision of another adult.

Suspicion of Learning Disability:

- Discuss suspicions with a member of the Special Education Staff and/or the RTI Coordinator for appropriate steps to follow.

Technology:

- Faculty and staff computers were all added to “Active Directory” during the 2016-2017 school year, therefore, moving them from classroom to classroom (as faculty/staff relocates to different areas of the building) is strictly prohibited. Teacher computer stays with the room it is currently in as well as any instructional technology i.e. elmos, smart slates, document cameras. No exceptions.
- As part of the new Quality of Service (QoS) standards for technology, please observe these requests; ANY network cable change or connection is limited to authorized technology personnel ONLY. The ONLY two things a network cable can be plugged into by educators are computers and

printers. Never plug network cable into ethernet switches, hubs, data poles, or network wall outlets. This can form a loopback shutting down the entire school network for hours.

- For assistance with your networking and connectivity needs and all other technology service requests, please submit your own requests for service via the LCSS HelpDesk. There has been a new “helpdesk” icon added to all LCSS desktop computers. You will click that icon to submit Help Desk requests from now on. An email was sent this summer with directions for logging in. For any technology questions or comments not requiring a service action, you may email the technology department at technology@lcss.us.
- All teachers need to be utilizing the available technology we have in the building.

Timesheets:

- All staff completing timesheets must submit them to the attendance secretary on the 15th and the 30/31st of each month. It is the responsibility of each staff member to be certain all information on the timesheet is correct and they are turned in as directed.

Note: Attendance Secretary should not have to call or come around collecting these. They should be turned in by those from which they are due.

Visitors in the Building:

- Outside of the student body and the staff assigned to the school whether instructional or auxiliary, everyone else is considered to be a visitor. The school will have visitors from the Central Office from time to time who will be permitted to tour the school and visit the classrooms, but any parents, grandparents, volunteers, or outside personnel during the course of the school day from 7:15 A.M. until 3:10 P.M. must first check in at the office and be granted permission to visit any part of the building. No visitor is to be allowed in the classroom during the course of the instructional day without direct permission from the office and/or without being scheduled through the RTI Coordinator who is in charge of family and stakeholder involvement. No exceptions. All visitors must sign in through the office, be scanned in on the ident-a-kid system, and get a visitor’s badge to wear.
- If a visitor is ever an interruption to instruction, notify the office immediately! This will **not** be allowed.

Volunteers:

- LPS welcomes with open arms and encourages volunteers to assist teachers and students in the classroom.
- All volunteers will be scheduled through and under the direction of RTI Coordinator, Ms. Kim Ellis.
- If a teacher wants to have a parent or volunteer of any type come into the building to volunteer, that is perfectly fine with no questions asked. However, it is our procedure that the person’s name and schedule (or if it is just one time) be given to Ms. Ellis so that our volunteers are accounted for

and there is a record of who and what they are doing for us at all times. There is a specific form that must be completed and on file with Ms. Ellis.

- Volunteers should report to the front office and ask to speak to Ms. Ellis upon arrival when they come to volunteer for their scheduled hours if she hasn't already communicated it to the volunteer and/or Mrs. Debbie or Mrs. Jan for them to be able to communicate to the volunteer.
- Teachers should have written directions for the activities they would like our volunteers to complete or accomplish.
- Please make every effort to welcome them to our school as good volunteers are a valuable asset to any school.

- **Withholding Records for Money Owed:**

- A school can withhold all grade cards, diplomas, certificates of progress, or transcripts of progress of a student who owes money to the school or to an approved school organization whose funds are accountable through the local school's bookkeeping system and the debt is the fault of the student. (Excluding students who are covered under the McKinney Vento Act).
-

PE 1 (Jones)	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:45	PLAN	PLAN	PLAN	PLAN	PLAN
8:45-9:35	Holt	Wall	Kirk	OPEN	Williams
9:40-10:30	OPEN	Henson	Lovell	Taylor	Wright
10:35-11:25	Gray	McLain	UDL	Moore	Berryhill
11:30-12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00-12:50	Gargis	Gobble	Penix	Rudy	OPEN
12:55-1:45	Caruso	Risner	Hartsfield	Krick	Moore
1:50-2:40	Cox	Durham	OPEN	Hammond	Keeton

EXPLORATORY	Monday	Tuesday	Wednes day	Thursday	Friday
7:50-8:45	PLAN	PLAN	PLAN	PLAN	PLAN
8:45-9:35	Williams	Holt	Wall	Kirk	OPEN
9:40-10:30	Wright	OPEN	Henson	Lovell	Taylor
10:35-11:25	McLain	Moore	Gray	Berryhill	UDL (30min)
11:30-12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00-12:50	Open	Gargis	Gobble	Penix	Rudy
12:55-1:45	Moore	Caruso	Risner	Hartsfield	Krick
1:50-2:40	Keeton	Cox	Durham	OPEN	Hammond

Library	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:45	PLAN	PLAN	PLAN	PLAN	PLAN
8:45-9:35	OPEN	Williams	Holt	Wall	Kirk
9:40-10:30	Taylor	Wright	OPEN	Henson	Lovell
10:35-11:25	Berryhill	Gray	McLain	UDL(30min)	Moore
11:30-12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00-12:50	Rudy	OPEN	Gargis	Gobble	Penix
12:55-1:45	Krick	Moore	Caruso	Risner	Hartsfield
1:50-2:40	Hammond	Keeton	Cox	Durham	OPEN

PE 2 (Newsom)	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:45	PLAN	PLAN	PLAN	PLAN	PLAN
8:45-9:35	Kirk	OPEN	Williams	Holt	Wall
9:40-10:30	Lovell	Taylor	Wright	OPEN	Henson
10:35-11:25	Moore	UDL	Berryhill	Gray	McLain
11:30-12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00-12:50	Penix	Rudy	OPEN	Gargis	Gobble
12:55-1:45	Hartsfield	Krick	Moore	Caruso	Risner
1:50-2:40	OPEN	Hammond	Keeton	Cox	Durham

Lab/Guidance	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:45	PLAN	PLAN	PLAN	PLAN	PLAN
8:45-9:35	Wall	Kirk	OPEN	Williams	Holt
9:40-10:30	Henson	Lovell	Taylor	Wright	OPEN
10:35-11:25	UDL(30min)	Berryhill	Moore	McLain	Gray
11:30-12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00-12:50	Gobble	Penix	Rudy	OPEN	Gargis
12:55-1:45	Risner	Hartsfield	Krick	Moore	Caruso
1:50-2:40	Durham	OPEN	Hammond	Keeton	Cox

Public School Master Schedule 2022-2023

PreK	K	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
Attendance Reporting 7:50-7:55	Lawrenceburg Attendance Reporting 7:50-7:55	Attendance Reporting 7:50-7:55	Attendance Reporting 7:50-7:55	Attendance Reporting 7:50-7:55	Attendance Reporting 7:50-7:55	Attendance Reporting 7:50-7:55
Cherokee Pow-Wows (Daily Circles) 7:50-8:00	Cherokee Pow-Wows (Daily Circles) 7:50-8:00	Cherokee Pow-Wows (Daily Circles) 7:50-8:00	Cherokee Pow-Wows (Daily Circles) 7:50-8:00	Cherokee Pow-Wows (Daily Circles) 7:50-8:00	Cherokee Pow-Wows (Daily Circles) 7:50-8:00	Cherokee Pow-Wows (Daily Circles) 7:50-8:00
Instruction 8:05-8:30	Instruction 8:05-9:45	ELA 8:05-10:20	ELA 8:10-10:20	Instruction 8:05-8:50	Instruction 8:00 - 9:40	RTI 8:00 - 8:45
Movement/ Music	RTI Block 9:45-10:30	Recess 10:20-10:50	MATH 10:20-11:10	RTI 8:50-9:35	Activity 9:40-10:30	Activity 8:45 - 9:35
Activity 8:45-9:35	LUNCH 10:35-11:05	LUNCH 10:55-11:25	LUNCH 11:10-11:40	Instruction 9:35- 10:35	Instruction 10:30-11:45	Instruction 9:40 - 11:00
Instruction 9:35-10:20	Instruction 11:05-1:00	Small Group 11:25-12:05	Number Talks 11:40-12:00	Activity 10:35-11:25	Lunch 11:45-12:15	Instruction 11:00-12:00
LUNCH 10:20-10:50		RTI Block 12:05-12:50	RTI Block 12:00--1:40	Lunch 11:30-12:00	Instruction 12:15-1:25	LUNCH 12:05-12:35
Instruction 10:50-12:10	Instruction 1:30-1:45	ACTIVITY 12:55-1:45	RTI 12:55-1:40	Instruction 12:00-1:00	Recess 1:25-1:55	Instruction 12:35-2:15
Recess 12:10-12:30	ACTIVITY 1:50-2:40	Math 1:45-2:45	Recess 1:40-2:10		RTI 1:55-2:40	Recess 2:15-2:45
Nap 1:00-2:00	Pack Up 2:35-2:50	Pack up 2:50	SS/Science 2:10-2:50	Instruction 1:30-2:40	Pack-Up 2:45-2:50	Pack Up 2:45-2:50

LUNCH SCHEDULE 2022-2023

10:20-10:50	Pre-K
10:35-11:05	Kindergarten
10:55-11:25	1st Grade
11:10-11:40	2nd Grade/UDL
11:30-12:00	3rd Grade
11:45-12:15	4th Grade
12:05-12:35	5th Grade
Lunch Duty Schedule	
10:35 - 11:05	Michelle /Tonya
11:05 - 11:25	Nancy/Cara
11:25 - 11:45	Bishop/????
11:45 - 12:15	Buie/Pat _(leaves at 12:05)
12:05 - 12:35	John

John, Pat, Michelle, Lindsay Buie, Lindsay Bishop, Nancy, Cara, Tonya, ???

RTI Schedule - 2022-2023

5th Grade - 8:00 - 8:45

3rd grade - 8:50 - 9:35

Kindergarten - 9:45 - 10:30

1st grade - 12:05 - 12:50

2nd grade - 12:55 - 1:40

4th grade - 1:55-2:40

Pledge & Motto Schedule 2022-2023

Aug. 1st - 5th	Holt	Jan. 17th - 20th	A. Moore
Aug. 8th -12th	Brodie	Jan. 23rd-27th	Risner
Aug 15th -19th	Williams	Jan. 30th- Feb.3rd	Cox
Aug. 22nd - 26th	Henson	Feb. 6th - 10th	Durham
Aug. 29th-Sept 2nd	Lovell	Feb. 13th - 17th	Hammond
Sept.5th- 9th	Taylor	Feb. 21st - 24th	Keeton
Sept. 12th - 16th	Wright	Feb. 27th-Mar. 3rd	Wall
Sept.19th - 23rd	Berryhill	Mar. 6th - 10th	B. Williams
Sept. 26th - 30th	Gray	Mar. 21st -24th	Holt
Oct. 10th- 14th	McLain	Mar. 27th - 31st	Kirk
Oct. 17th -21st	B. Moore	Apr. 3rd - 7th	Williams
Oct. 24th -28th	UDL	Apr. 10th - 14th	Henson
Oct. 31st-Nov. 4th	Gargis	Apr. 17th - 21st	Lovell
Nov. 7th - 11th	Gobble	Apr.24th - 28th	Taylor
Nov. 14th - 18th	Penix	May 1st - 5th	Wright
Nov. 28th-Dec. 2nd	Rudy	May 8th -12th	Berryhill
Dec. 5th - 9th	Caruso	May 15th -19th	Gray
Dec. 12th - 16th	Hartsfield	May 22nd -23rd	McLain
Jan 9th - 13th	Krick		

Please have students in the office by 7:50

Morning Responsibilities for all Faculty & Staff

- **All Classroom teachers – at the classroom door – visible the length of the hallway individually greeting your students with a smile as they enter your classrooms (7:40 – 7:50) “ENGAGE (Capturing Kids’ Hearts)”.**
- Bus duty begins at 7:10 (students can’t unload until 7:15), but we should be there ready to go 5 minutes early
- Bus duty teachers should be monitoring bus unloading and students in the gym (once all buses unload go to the gym to finish duty there) (7:10-7:40) Students must stay seated by grade level, hands to self, no getting up other than for emergency restroom use. The more consistent we stay with this from one bus duty person to another - the better and easier it will be for everyone involved. **(7:10-7:40)**
- **B. Peters**- will be in the cafeteria monitoring students eating breakfast beginning at 7:15 until 7:40 when students are dismissed to the homeroom. This duty must be covered so if the counselor can’t fulfill this duty it will be her responsibility to find a replacement. These students must be monitored. **(7:15-7:40)**
- **J. Jones** – in the gym during morning bus duty (7:15-7:40) at 7:40 walk K to the building and monitor all students as they enter the building. When all students are in from bus duty, help monitor the cafeteria until all students have left for their homeroom.
- **P. Newsom** - morning duty not required - afternoon bus monitoring daily will replace
- **M. Prince** - monitor front door (outside doors) greeting students beginning at 7:15 A.M. so that door is secure. (7:15-7:50)
- **T. Smith** - monitor front door (second set) greeting students (7:15-7:50)
- **Z. Misenhimer** (7:15-7:40) monitor the back door (going to the gym) so that the door is secure as students go between the gym and building to eat breakfast.
- **M. Freeman** – Book Check Out in the Library(7:35-7:50)
- **L. Bishop** - Posted between the lounge door and the black ESP fridge making sure that students enter the building from bus duty in a safe and orderly manner. (7:35-7:50)
- **C. Robertson** - Assisting in cafeteria 7:35-7:50

-
- **T. Roberts**- Assisting in cafeteria 7:35-7:50
-
- **????** - Assisting in cafeteria 7:35-7:50
- **L. Buie** - monitor breakfast eaters - with the exception of technology/inventory duties (7:35-7:50)
- **C. Daniels** - Meet her student at front doors.
- **J. Irwin** - Morning car rider drop off duty
- **P. Sutherland** - Morning car rider drop off duty
- **N. Benefield**- Morning car rider drop off duty
- **K. Ellis** – Lower grade wing double doors in hall greeting students and encouraging them to walk (7:40-7:50)
- **S. Thigpen** – Book Checkout
- **C. Holt** – Monitor upper grade restrooms and greet students (7:40-7:50)
- **S. Hunt** - Double doors (upper grade hall) welcoming students and encouraging them to walk. (7:40-7:50)

Afternoon Responsibilities

***Expectations for All Classroom Teachers with Homerooms**

At classroom doors monitoring students exiting classrooms and hallways/keep check on students still in the room. Note: This can be rotated within your grade level team. (Work this responsibility out within your grade level team and make it as easy for your team as possible, but please make sure that this is happening each and every day). We feel that this will really improve the dismissal process and make things more orderly and safe, less chaotic for all of our students.

P. Newsom and/or J. Jones will meet **bus 42** students in the cafeteria, at 2:50 (when the bell rings) to escort them to the bus.

Assigned bus duty teacher will report just prior to 3:05 to the cafeteria to receive students. Bus duty teacher will escort **all bus 56 and 38** students to the gym.

Any teacher who has bus duty should work out in advance with his/her grade level team to leave their students with another teacher(s) so that bus duty teachers are where they need to be by 3:05.

Students must be quiet during afternoon time in the classroom and pay attention to the projector screen watching for their number to pop up. As soon as it does that student should already have his backpack on and be headed toward the door as soon as the number comes up. Routine and expectations will make this happen very easily.

Expectation for All Teachers without a Homeroom

Non-homeroom teachers (**S. Thigpen, C. Holt, S. Hunt**) should spread out throughout the hallway areas being visible and ensure that car riders are walking with a purpose and are making their way to the front doors as quickly, but as safely as possible. (2:45-3:10) **B. Peters** will be at her door making sure bus students are walking to the gym.

Car Rider Drop Off/Pick-Up Duty

Morning Car Drop-Off

	Mon	Tues	Wed	Thurs	Friday
Front	Pat	Pat	Pat	Pat	Pat
Middle	John	John	John	John	John
Sidewalk	Nancy	Nancy	Nancy	Nancy	Nancy

Afternoon Car Pick-Up

Monday	Tuesday	Wednesday	Thursday	Friday <small>-rotate groups</small>
Krista	Michelle	Krista	Michelle	Krista/Michelle
Buie	Cara	Buie	Cara	Buie/Cara
Cindy	Bishop	Cindy	Bishop	Cindy/Bishop
NEW	Tonya	NEW	Tonya	NEW /Tonya

*****Last thing, but also most important - IF FOR ANY REASON (INCLUDING BEING OFF WORK) YOU CANNOT FULFILL YOUR MORNING CAR RIDER DUTY OR YOUR AFTERNOON DUTY- IT IS YOUR RESPONSIBILITY TO FIND SOMEONE TO COVER YOUR DUTY FOR YOU.**

COMMITTEES

A.R. Committee

Kim Ellis - Chairperson
Paula Williams
Kasie Wright
Emmy Gobble
Brittany Moore
Dacey Krick

Family Involvement Committee

Kim Ellis - Chairperson
Sarah Thigpen
Holly Penix
Emmy Gobble
Betsy Berryhill
Jyl Taylor
Paula Williams
Michelle Freeman

Capturing Kids' Hearts - (Schoolwide PBIS)

Beverly Peters - Chairperson
Brittany Moore
Sonya Hunt
Kim Martin

Kesha Durham
Christy Holt
Laura Lovell
Brittany Hartsfield
Courtney Rudy
Barry Holt

Newsletter Committee

Samantha Keeton/Kesha Durham - Co-Chairpersons
Paula Williams
Christy Holt
Maria Caruso
Jason Jones

Technology Committee

Carter Henson- Chairperson
Kayla Gray
Lindsay Buie
Brittany Hartsfield
Amanda Moore
Lindsey Cox
Carla Kirk
Jyl Taylor

Fund-Raising Committee

Dacey Krick
Emmy Gobble
Amanda Moore
Valerie McLain
Kasie Wright
Carla Kirk
Charity Simbeck

ELA Committee

Heather Hammond
Maria Caruso
Katie Gargis
Valerie McLain
Kasie Wright
Paula Williams
Charity Simbeck

Math Committee

Carter Henson
Carla Brodie
Kayla Gray
Emmy Gobble
Kristin Risner
Lindsey Cox
Carol Wall

Leadership Team

Principal	Pam King
Assistant Principal	Kim Martin
RTI Coordinator	Kim Ellis
Pre K	Carol Wall
Kindergarten	Heather Hammond
1 st	Amanda Moore
2 nd	Katie Gargis
3 rd	Betsy Berryhill
4 th	Jyl Taylor
5 th	Paula Williams
SPED	Sonya Hunt
Specialty Area	Sarah Thigpen
Support Staff Rep	Lindsay Buie

Duties for Leadership Team Members:

- Help carry out district, school, and grade level goals and objectives.
- Help see that other teachers are working toward grade level goals and objectives.
- Maintain a positive attitude in all situations influencing and leading your team to be positive as well.
- Meet and work with the administration to keep all faculty & staff informed.
- Chair weekly planning sessions of grade level teachers.

Duties for Support Staff Rep:

- Help carry out district, school-wide goals and objectives and assist in keeping everyone informed.
- Help see that the other support staff members are working toward the goals set forth for our school and for each one individually.
- Maintain a positive attitude in all situations influencing and leading your team to be positive as well.
- Meet and work with administration to keep the other support staff informed.

LAWRENCEBURG PUBLIC SCHOOL DATA TEAMS

Purpose: To hold regularly collaborative, structured, and scheduled meetings that focus on the effectiveness of teaching and learning.

Data Team Process

1. Collect and chart/display the data using a template you are given appropriate for your grade level and this will need to be kept in a data binder and presented at each meeting.
2. You will need to submit this data at least two days prior to the scheduled data meeting to give administration time to review data.
3. Analyze data and prioritize needs.
4. Set, review, and revise incremental SMART Goals.
5. Select common instructional strategies to be employed to address the learning challenges discovered in Step 3.
6. Determine results and monitor effectiveness of practices.

Data Teams

- All Data Teams will meet a minimum of once per month unless we as a team deem it necessary to meet more often.
- Meeting dates will be found on the Faculty and Staff electronic calendar that has been shared with you.
- *Data meetings will be 98% teacher-led consisting of sharing out to the RTI Coordinator and one or both building administrators on progress or lack thereof of our students.
- Only issues directly related to student learning or instructional practice will be discussed.
- Everyone should have their Data binder at each meeting to share each month's progress and refer if needed to previous months to see if we are in fact seeing patterns in children and how long this child has been struggling and at what point it began. **We really need to utilize these meetings this year in a more productive manner so we generate the results we want to see at the end.**

BEHAVIOR SUPPORT PLAN

The faculty and staff at LPS believe that every student should have the opportunity to learn skills and values that are necessary for personal development and social order in a free society. It is necessary for students to behave in a safe, orderly way so everyone has an effective learning environment.

Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

Behavior Expectations:

- LPS students are expected to adhere to the School-Wide Positive Behavior Plan- **Capturing Kids' Hearts**.
- LPS faculty & staff are expected to adhere to the School-Wide Positive Behavior Plan **Capturing Kids' Hearts**, as well as implement restorative practices type approaches to handling misbehaviors. In addition, it is the expectation that daily circle (Cherokee Pow-Wow) time will be implemented during the first 10-15 minutes of every school day. (No less than 10 and no more than 15). ***Time has been put into everyone's daily schedule so "fitting this time in" is not an issue.
- Peace Corners will be in place in all learning areas at LPS.

Classroom Management Plan: Each grade level will send home a copy of the steps of the grade levels Classroom/Grade Level Management Plan at the beginning of the school year. This plan will need to be read carefully and signed by the parent and returned by the student. **(Make sure this happens and be persistent in getting them back signed.)**

*****Note: Please be conscious of our School-Wide Positive Behavior Plan as well as handling a lot of our discipline issues through morning circles, tools we received at the Capturing Kids' Hearts and Restorative Practices Trainings. It is never a good idea to back ourselves in any corner with discipline procedures within a grade level. (Remember - it is not about the administering of the "next step" or applying "the consequence", but rather, our focus should be on taking that time to teach the student(s) better ways and change their behavior long term.**

Lawrence County
Board of Education
Information

- Please refer to www.lcss.us grading policy for grading scales and any and all other information needed for purposes of assigning grades. A new grading policy has been approved and implemented for the 2022-23 school year.

- Please refer to www.lcss.us assessment calendar link when it is uploaded for the new year to see testing windows of all assessments administered throughout the school year in LCSS.

Employee Leaving Campus Log

[illegible]

LPS - LEAVING CAMPUS REQUEST FORM

Employee Name _____ Date _____

Reason for leaving campus:

Departure time: _____ Estimated return time: _____

Person responsible for your duties while you are gone: _____

Employee Signature

Principal/Designee Signature

Approved: _____ Denied: _____

LPS - LEAVING CAMPUS REQUEST FORM

Employee Name _____ Date _____

Reason for leaving campus:

Departure time: _____ Estimated return time: _____

Person responsible for your duties while you are gone: _____

Employee Signature

Principal/Designee Signature

Approved: _____ Denied: _____

Lawrence County Schools
Field Trip Request
[Field Trip Request Form](#)

[Bus/Field Trip Request Form](#)**

****This is a new form - One must be sent to the bus garage also if bus transportation is needed.

INCIDENT REPORT
[Incident Report Form](#)

Transfer Request Form
[Transfer Request Form](#)

PARENT - PHONE COMMUNICATION LOG

<u>Student's Name</u>	<u>Date of Call</u>	<u>Caregiver with which is you spoke</u>	<u>Topic of Call</u>

Signature of Parent or Guardian

Address

City

State

Zip

Lawrenceburg Public Elementary School

600 Prosser Rd. • Lawrenceburg, TN 38464

Phone: 931-762-3282 • Fax: 931-766-5605

Pam King, Principal

Kim Martin, Assistant Principal

Student: _____

Teacher: _____

Grade: _____

Date: _____

It would be highly beneficial for _____ at this point in his/her schooling to have a second year in grade _____. This rare gift of time will provide an opportunity for academic and social growth which should render your child's future school experience happier and more productive as he/she moves on to higher grade levels. We are pleased to be able to offer your child this opportunity.

Sincerely,

Please check an option and sign below.

____ I accept the teacher's recommendation to have my child retained.

____ I would like to set up a meeting to discuss the teacher's recommendation to have my child retained.

Please return this form to school by _____.

Teacher(s) Signature

Principal Signature

RTI Coordinator Signature

Parent (s) or Guardian (s) Signature

Lawrenceburg Public Elementary School

600 Prosser Rd. • Lawrenceburg, TN 38464

Phone: 931-762-3282 • Fax: 931-766-5605

Pam King, Principal • Kim Martin, Assistant Principal

Dear Parent or Guardian,

Your child has lost/damaged his/her _____ textbook. The replacement cost is _____. Please locate and return the lost book or pay the cost of the book as soon as possible.

Please make checks to the Lawrence County Board of Education. Thank you for handling this in a timely manner!

Sincerely,

Kim Martin

Assistant Principal

Shelter/Storm Drill Procedures and Locations

****Teachers on the far end of each hall (Upper grade: V. McLain needs to retrieve the radio and bring it with you to your safe location. Lower grade: L. Cox needs to retrieve the radio and bring it with you to your safe location.)**

Lower Grade Hall

Groups will vacate their classrooms in the following order-

1. **Caruso**- Position students on the hallway wall in the classroom.
2. **A.Moore**- Position students on the hallway wall in the classroom.
3. **Krick**- Position students on the hallway wall in the classroom.
4. **Penix**- Proceed on the right side of the hall to Mrs. Kim Martin's office. Position your class in the hall between the office and Mrs. Kim Ellis' room.
5. **Gobble**- Position your students in Brittany Hartsfield's classroom with her class on the hallway wall.
6. **Hartsfield**-Position students on the hallway wall in the classroom.
7. **H. Hammond**- Take your students into Mrs. Caruso's classroom.
8. **Rudy**- Position students on the hallway wall in the room.
9. **Gargis**- Move your students into Rudy's classroom and position them on the hallway wall in the room.
10. **Durham**- Proceed up the left side of the hall. Position your students in the nurse's office.
11. **Cox**- Proceed up the right side of the hall. Position your students in Moore's classroom on the hallway wall in the carpeted area.
12. **Keeton**- Proceed up the left side of the hall and position your students in the nurse's office.
13. **Wall**- Proceed up the hallway to Mrs. Kim Martin's office with your students.
14. **Risner**- Proceed up the left side of the hallway to the nurse's office with your students.

Upper Grade Hall

Groups will vacate their classrooms in the following order-

Berryhill- Upper grade restrooms

McClain-Upper grade restrooms

Simbeck - Upper grade restrooms

B. Moore - Upper grade restrooms

C. Holt - Take students to the upper grade restrooms

L. Buie- Take students to designated spot for that homeroom

B. Peters -Take students to designated spot for that homeroom

S. Hunt - Place your students in the restrooms in front of the nurse's office

B. Williams- Take students into the classroom restroom

Jones- Bring students into the building. Place the first group in Officer Glass' office and the overflow in Mrs. Martin's office. Be sure to close both office doors. (If there is a smaller group or younger students they will all fit in Officer Glass' office.)

Lovell - Move the group into upper grade restrooms.

Gray - Proceed to the library office/storage area through the speech room

Thigpen- Take students that are in the library to the library storage room.

These people will help monitor the situation from within and outside the building.

Please be sure that you have a radio with you!

Thigpen- Monitor Weather VIA internet from library

Peters- Front lobby

Jones- Upper Grade Exit

Newsom - Lower Grade Exit

M. Prince/ Z. Misenhimer- Back of cafeteria

T. Prince - Lower grade entrance/ double doors

J. Irwin - Upper grade entrance/ double doors

Fire/Evacuation Plan

1. Upon hearing the fire alarm each teacher will line their students up at the fire door.
2. Teachers will take emergency bags as well as student information cards with them as they leave the room.
3. Custodians will sweep the classroom and bathroom ensuring that ALL students have left the building. (Mike- lower grade left side of the hallway checking bathrooms)

and classrooms, Teresia- lower grade right side of the hallway checking bathrooms and classrooms, Zach- upper grade hallway checking classrooms and bathrooms

4. Students will move to designated areas as quietly as possible.
5. Teachers will call roll to be sure all students are accounted for and hold up their “Green = OK, Yellow = ALERT (a student is missing but I know where they are), or Red = HELP (a student is missing - HELP!) card indicating status of class.
6. Mrs. King will check the front side of the building for student accountability by all teachers for their students. Mrs. Martin will check the back side of the building for student accountability by all teachers for their students. Officer Glass will also be checking one or both sides of the building for any help needed.

*****At this point there will be no radio communication from anyone other than administrators or SRO while the location of any designated missing student is established.**

PLEASE NOTE: If students are in an activity class they will be accompanied to the designated evacuation location of the activity class. The classroom teacher will join his/her students at this location to check roll.

****Teachers on the far end of each hall (Upper grade: V. McLain needs to take a radio with you to your safe location. Lower grade: L. Cox needs to take a radio with you to your safe location.)**

Mass Evacuation Lawrenceburg Public School 2022-2023

In the event we need to evacuate to a safe location off campus we will evacuate to the designated location in the neighborhood behind the school (Hidden Valley Subdivision). There are two main routes depending on your location in the building: (PK-2) Front side of the building to Alex Drive via front drive and back side of building to the rear through the gate on the lower grade playground and/or back parking lot, (3-5, music and library) exit to the rear of the building and across the back playground and vacant lot to Alex Drive via the driveway of the Messer home directly behind the

boat on the lower grade playground. UDL will exit the rear of the building to Alex Drive via back drive and will go to Dr. Heath's driveway (#1040). Special Education assistants will assist UDL students during evacuation. Please see the diagram attached to find your route.

Mass Evacuation Personnel Duties

Teachers will lead their class to the designated safe location in Hidden Valley Subdivision. If they do not have their students at that time they will go and find their class en route. **Activity teachers will be "floaters" and will help where needed along the route.** Each teacher will need to have their emergency kit/folder, student information cards, and radio (if one has been assigned to them) with them.

***SRO Officer** will go directly to the back of the school to secure Alex Drive from any traffic from Hayes road to that point until custodians can check restrooms and then go to the intersection of Alex Dr. and Hayes Rd. to stop all traffic from that point. Once students have reached the evacuation destination he will secure this point from access by anyone other than school and/or emergency personnel.

***Cafeteria workers** will exit the building through the rear exit of the kitchen and will locate pre k and kindergarten students en route and assist the teachers in getting them to the designated location. They will then serve as runners to locate students and walk them to the check out location when they are called.

***Special Education assistants** will go across the hall and assist UDL students as they exit the building. UDL students will go through the cafeteria corridor to Alex Drive via the rear parking lot and will go to Dr. Heath's house (#1040). Radios, emergency folders/kit, and student information cards will need to be taken with you.

***Custodians** will check restrooms and other areas of the building to make sure that all students and staff have exited the building. They will then block entrances from Hayes Rd. to Alex Drive(Mike) and the access road from Prosser Rd (Zach). Teresia will go directly to the back gate and close it to stop through traffic. Radios will need to be taken with you.

***Administrators** will help monitor students en route, help locate missing staff and students, and assist emergency personnel with the command center.

***Office staff (Debbie and Jan)** will assist the school nurse with medical needs if needed and coordinate the check out process. Class rosters and radios will need to be taken with you.

Buie - assist school nurse

***Teaching assistants** will go to pre-k and kindergarten rooms to assist teachers with evacuation of students.

Bishop- assist Cox

Roberts- assist Keeton

Benefield- assist Durham

Sutherland- assist Hammond

Irwin- assist B. Williams

Freeman- assist Wall & Trapp

Robertson - assist kindergarten

NEW - assist kindergarten

C. Daniels - stay with your student and his class

Faculty/Staff Duties

Teachers- evacuation of classes

Teaching Assistants- assist with pre k and kindergarten students

Special Ed. Assistants- assist with UDL students

Office Staff- assist nurse with medical issues and coordinate check out

Custodians- check restrooms for students/staff and block entrances

Cafeteria workers- assist with pre k and kindergarten students en route and then serve as runners

As an employee at Lawrenceburg Public Elementary School, I have read, understand, and will comply with the information listed in this 2022 – 2023

Lawrenceburg Public Elementary School Faculty & Staff Handbook. I also understand and agree to strictly adhere to all building norms that were agreed upon and contributed to by all faculty and staff. This signature page should be signed and turned into Mrs. Debbie in the front office by the close of the work day on Friday (8/26/2022).

Signature

Date