

Franklin-Simpson High School



Attack the Mission

Teacher Handbook 2019-2020

2019-2020 Bell Schedule

8:00	1st Period Begins
8:55	1st Period Ends
9:00	2nd Period Begins
9:55	2nd Period Ends
10:00.....	Academic Time Begins
10:30.....	Academic Time Ends
10:35	3rd Period Begins
11:30	3rd Period Ends
11:35.....	4 th Period Begins

LUNCH

1ST LUNCH.....11:30-11:55

2nd LUNCH.....12:30-12:55

12:55	4th Period Ends
1:00	5th Period Begins
1:55	5th Period Ends
2:00	6th Period Begins
3:00.....	6th Period Ends

Announcements will be made during 1st period and 6th period.

PLC SCHEDULE

AM- PLC day schedule

7:30am – 8:30am
 8:35am – 9:30am
 9:35am – 10:30am
 10:35am – 11:30am
 11:35am – 12:55pm
 1:00pm - 1:55pm
 2:00pm – 3:00pm

NO ACADEMIC TIME

Teachers in PLC

1st period
 2nd period
 3rd period
 4th period
 5th period
 6th period

Students in Gym

Regular Lunch schedule

PLC's will again be a focus for FSHS in the 2019-2020 school year. We have scheduled time within the regular school day to see this initiative roll out. The PLC work will be essential for all students to reach our mission of students being transition ready. **FSHS will follow the same schedule on collaboration Friday's.**

1st day of school schedule: Most important day of the Year- August 14, 2019

8:00-8:25 am – Assembly in gym all students and teachers

8:30-9:00 am - 1st period

9:05-9:35 am - 2nd period

9:40-10:10 am - 3rd period

10:15-10:45 am - 5th period

10:50-11:30 am - 6th period

11:30-12:55 pm - 4th period Regular lunch schedule

Teachers will spend 10 minutes in periods 1,2,3,5, 6 discussing specific parts of Student Handbook and 20 minutes of class syllabus and expectations.

Teachers are to spend 30 minutes discussing Behavior Matrix

1:00- 2:45 pm - FR/SO/JR/SR Class rotations in gym, cafeteria, library and AG shop

2:50 pm - Students will report back to 6th period for end of day.

3:00 pm - Dismiss

Academic time teachers will travel with their respective classes.

Time	Gym	Cafeteria	Library	Ag shop
1-1:20 pm	SR	JR	SO	FR
1-1:45 pm	FR	SR	JR	SO
1:50-2:15 pm	SO	FR	SR	JR
2:20-2:40 pm	JR	SO	FR	SR
2:50 pm	Report back to 6 th period			

Gym- Student council- FB Homecoming

Cafeteria- Renaissance Cards and Photo booth

Library- Academic Achievement

AG shop- C 2 G(Commitment to Graduate)

80% of all students that dropout decide in their Freshman year and decide within the first 5 days of school(Stanford University study on dropouts). We need to make this day one of the best of the year if not the best. We only get one opportunity to have the first day of school.

ACADEMIC TIME

Academic Time (AT): Intervention time for students 30 minutes each day from 10-10:30 am.

Each teacher will be assigned about 17-22 students in their respective AT. We really want you to get to know the students in your AT. During this time we want you to be monitoring these students'

grades, behavior and attendance. Please let the office know of any concerns that you have about a particular student. The ultimate goal is that every student at FSHS has at least one adult that they can connect with and turn to for advice or send them in the right direction.

Academic Time is an ongoing process that is always changing and evolving. However, we will start the year with the Sophomores in preparing for the PLAN test the last week in September. After September we will switch that focus to Seniors and getting them CCR.

The counselors will be sending out AT rosters that need to be checked each day for attendance. If you have students that are to be in the room and are missing report them to Mr. Dobbs immediately. Please check the attendance each day of AT.

If you are doing interventions we will have floating teachers that will take your AT class back to their classroom while you conduct interventions in your room. Each of the floating teachers has been assigned a schedule on which teachers they are to cover each week.

AT teachers:

Please establish policies and procedures for your students during AT. We want this time to be beneficial for our students. Monday will be school wide Sustained Silent Reading (All students need to have something to read). Tuesday will be our day for skills enhancement, homework help and test makeup. Wednesday and Thursday will be our EPAS reading/strategy days. Friday will be club days.

Senior AT teachers:

We have approximately 100 Seniors who are already CCR. They will be going to the gym for AT. Many of the Seniors who are CCR could be used to help out in many ways. Be thinking of ways these students could help FSHS grow.

KEEP STUDENTS IN THE ROOM!!!! IT IS ONLY 30 MINUTES, AND LET THEM KNOW THE FIRST DAY THAT THEY WILL NOT BE LEAVING THE ROOM!!!.

Event Supervision 2019-2020

1. Football Homecoming After-Party

Allen
Adams. T.

Eaton
Boyd
Phillips
Petty

Dalton
Kennedy
Hollmeyer
Lambert
Fulkerson
Mann
Strain

Buelow
Cauley
Dobbs, A.
Whittemore
Hopson
James
King
C. Smith
M. Smith
Meador
Yarano

2. Fall Bonfire

Adams
Bills
Chandler
Dyer
Holt
Houchens
Kilburn
Link
Parrish
Vincent
Smith, J.
Spencer
Wyatt

4. Prom

Abney
Evans
Hickman
Laster
Loveall
Islas
Johnson
Salyer
Sams
Searcy
Smyth
Varson
Vaughn
D. Wilhite

3. Basketball Homecoming After-Party

Brace

FOOTBALL HOMECOMING SUPERVISION 2019

Construction Supervisor: Instructions

- It is not your job to build the float
- You need to give guidance on tools needed to build the float
- You need to give guidance on supplies that will be needed to build the float
- You need to work with officers and class in getting construction phase organized

Purchasing Coordinator: Instructions

- It is not your job to order supplies
- You need to give guidance on how to get order ready
- You need to give guidance on how to get with Mrs. Fowler to place an order using PO
- You need to give guidance on organizing their plans.

FRESHMEN

	Monday	Tuesday	Wednesday	Thursday
3:30 – 6:30	Varson	Hickman	Whittemore	Allen
	Brace	Pyles	Spencer	Adams
	Dobbs	Mann	Chandler	King
6:30 – 9:30	Whittemore	Allen	Varson	Hickman
	Spencer	Adams	Brace	Pyles
	Chandler	King	Dobbs	Mann

- Construction Supervisor - Loveall
- Purchasing Coordinator – Meador

SOPHOMORE

	Monday	Tuesday	Wednesday	Thursday
3:30 – 6:30	Cauley	Eaton	J. Smith	Dyer
	Islas	Lambert	Sams	
	C. Smith	Laster	Petty	Parrish
6:30 – 9:30	J. Smith	Dyer	Cauley	Eaton
	Sams		Islas	Lambert
	Petty	Parrish	C. Smith	Laster

- Construction Supervisor - Dalton
- Purchasing Coordinator – Meador

JUNIOR

	Monday	Tuesday	Wednesday	Thursday
3:30 – 6:30	Vaughn	Kennedy	Link	Boyd
	James	Smyth	Salyer	Buelow
	Fulkerson	Strain	Hopson	
6:30 – 9:30	Kennedy	Boyd	Salyer	Link
	Vaughn	Buelow	James	Smyth
	Hopson		Fulkerson	Strain

- Construction Supervisor – Evans/Poteet
- Purchasing Coordinator – Meador

SENIOR

	Monday	Tuesday	Wednesday	Thursday
3:30 – 6:30	Bills	D. Wilhite	Wyatt	Abney
	Searcy	Phillips	Yarano	Houchens
	Hollmeyer	Kilburn		Vincent
6:30 – 9:30	Wyatt	Abney	Bills	Houchens
	Yarano	D. Wilhite	Searcy	Phillips
		Vincent	Hollmeyer	Kilburn

- Construction Supervisor – Poteet/Evans
- Purchasing Coordinator – Meador

2019-2020 Early Morning (7:30 - 8:00) Supervision

NOTE: Assignments may change as problems arise!

All teachers will be divided into groups of at least FOUR and will have an area to supervise ALL YEAR from 7:30 a.m. to 8:00 a.m.

Each group is responsible for assigning members to certain days of the week, except for Fridays. Fridays are collaboration days, and a separate team will supervise the building during these days. Please let Mrs. Downey know which member will supervise your area on Monday, Tuesday, Wednesday, and Thursday. These will be placed into a master list.

1-Library Hallway
2-Middle Commons Area
3-JR/SR Hallway (room 129)

Adams, T., Chandler, Bills, Islas
Cauley, Whittemore, Mann, Boyd
Adams, Lambert, King, **New Sped Teacher**

4-YSC Hallway	Laster, Hollmeyer, C. Smith, Kennedy
5-English Hallway	Allen, Varson, Wyatt, James
6--Math Hallway	Hickman, Eaton, Sams, Strain
7-Science Hallway	Houchens, Smyth, Fulkerson, Link
8-Parent Drop-Off	Buelow, _____, Brace, Holt
9-New Gym Commons C/T	Meador, A. Dobbs, Salyer, M. Wilhite
10-C/T Hallway	Hopson, Dalton, Phillips, D. Wilhite
11-C/T Parking	Poteet, Loveall, Evans, Abney
12-Lobby/Hallway New Gym	Searcy, Vaughn, Vincent, Johnson
13-Courtyard/Old Gym Area	Nash, Petty, M. Smith, Yarano

Cafeteria-	Chaney, Satterly (floater)
Lobby -	Preston and Spencer (rotating)
Facility-	Robey
New Gym (CTE side)-	Dyer and Parrish (rotating)
New Gym (Lobby side)-	Pyles and J. Smith (rotating)
Library-	Kilburn

FRIDAY SUPERVISION

Library Entrance	T. Adams
East Stairwell	Spencer
Cafeteria-	Chaney, Yarano
Lobby-	Satterly
Gym Lobby-	Poteet
Gym-	Clark and Pyles
Library-	Kilburn
Commons-	Holt, Meador/Wilhite/Abney (rotation)
Facility/Jr. Parking-	Robey
Sr. Parking-	Loveall

** In addition to assigned morning supervision, teachers are also expected to be visible outside of their classrooms during EACH AND EVERY CLASS CHANGE.

ALL OTHERS -- Be visible near your doorways by no later than **7:45**. Be aware of those teachers who will not be at their normal work stations because they are listed above, and help cover their areas. Whenever you pass by a restroom, check it!

Other Supervision Issues

Throughout the Day

When the bell rings to end the class, we need to be **highly visible** in the hallways and common areas. **Sweep all halls** to prevent tardiness and skipping. Be aware of colleagues who may be performing other duties and help to cover their areas. We don't want students to be able to walk too many feet without seeing a faculty member on the scene. **For security purposes, all classroom doors will be shut and locked during instruction throughout the school day.**

Restrooms

Anytime you pass by a restroom, check it. If students are present, make sure they're supposed to be there. If the restroom needs attention, take care of it (e.g., commodes need flushing) or let us know (e.g., out of toilet paper, water on floor). Be especially conscious of these areas before and after school and during lunch shifts.

After School

If we're going to have a problem after school, it is almost certain to occur downstairs or outside within the first fifteen minutes after the bell rings. When 6th period ends, move students out of your areas and be **highly visible** where the students are. Move into the downstairs hallways, the cafeteria, outside, etc. Remember that **everyone** is on duty until **3:15**.

SUPERVISION IS EVERYONE'S RESPONSIBILITY. WHAT GETS MONITORED GETS DONE. 2019 – 2020 AFTER SCHOOL SUPERVISION

Supervision is from 3:00 pm until 3:20 pm after school in designated area.

- Follow students out of school to designated area
- Following areas need to be covered:
 - o Gym/Catwalk – 1
 - o Courtyard- 1
 - o Bus Loop- 2
 - o Parent Drop Off - 1
 - o Tech. Center- 2
 - o Lobby - 2
 - o New gym lobby – 2
 - o Downstairs sweep – 1
 - o Commons Area - 2

Team #1 (13)

Adams, L.
Boyd
Chandler
Dobbs, A.
Eaton
Kennedy
Mann
Loveall
Phillips
Poteet
Smith, J.
Vaughn
Wyatt

Team #2 (13)

Abney
Adams, T.
Bills
Hollmeyer
Holt
James
Lambert
Link
Meador
Parrish
Sams
Whittemore
Yarano

Team #3 (12)

Brace
Buelow
Cauley
Evans
Fulkerson
Houchens
King
Laster
Petty
Pyles
Saylor
Smith, C.

Team #4 (13)

Allen
Dalton
Hickman
Hopson
Islas
Johnson
Searcy
Smyth
Strain
Varson
Vincent
Wilhite, D.

Asst Principal will be sending an e-mail each Monday morning with the responsibility for weekly Afternoon Supervision.

SIMPSON COUNTY SCHOOLS 12-WEEK GRADE REPORTING PERIODS 2019-2020

1st	Starts.....	8/14/2019
Reporting	Ends.....	11/13/2019
Period	Report Cards Go Out.....	11/20/2019

END OF FIRST TRIMESTER-57 DAYS

2nd	Starts.....	11/14/2020
Reporting	Ends.....	2/24/2020
Period	Report Cards Go Out.....	3/2/2020

END OF SECOND TRIMESTER-56 DAYS

3rd	Starts.....	2/25/2020
Reporting	Ends.....	5/22/2020
Period		

END OF THIRD TRIMESTER-57 DAYS

2019-2020 CLUB SCHEDULE

1. Clubs will be divided into three groups. Meetings will be generally held on Mondays throughout the year. The schedule below gives the dates of each group. There will be no club meetings during the month of May.
2. Clubs will meet during Academic time. Students will report to Academic Time and then be released to their club meeting.
3. Club sponsors are responsible for seeing that an **alphabetized list** of all students in attendance be sent to all teachers and attendance clerk by the end of the day.

Club Groups

Group 1

BETA
Skills USA
DECA
History Club
Spanish Club

Group 2

FBLA
FCCLA
Travel Club
FEC
Young Democrats
Teenage Republicans

Group 3

FFA
Mu Alpha Theta
Diversity
HOSA
STLP

Group 1 Meeting Dates

September 16
October 14
November 4
December 2
January 6
February 3

Group 2 Meeting Dates

September 23
October 21
November 11
December 9
January 13
February 10

Group 3 Meeting Dates

September 30
October 28
November 18
December 16
January 27
February 24

March 2
April 13

March 9
April 20

March 16
April 27

General Information

ABSENTEEISM

Again this year, the district has purchased the AESOP Program for recording absenteeism and for scheduling substitute teachers. Each employee will be given an ID and PIN number to use in the AESOP program. You can interact with AESOP at <http://www.frontlinek12.com/aesop>. Here you will be able to schedule absences, check your absence schedule and upload lesson plans for substitutes to view online. You may also call AESOP to schedule an absence at 1-800-942-3767. Follow the voice menu to enter and manage absences. When entering an absence through either the internet or phone, please wait until you receive a confirmation number before terminating your connection.

Training for using the AESOP system is available at <http://help.frontlinek12.com/aesop/knowledgebase/getting-started-with-aesop/>

If you will be unable to perform your duties due to illness or family emergency, please notify the Assistant-Principal, Mark Dobbs (270-776-5855), as soon as possible. Requests for personal days will be addressed on a case-by-case basis subject to Board Policy and the availability of substitutes. **Anyone wishing to use a personal day must get approval from Dr. Darnall.** Upon your return to school, see _____ to complete the appropriate paperwork. If absences are known ahead of time paperwork can be completed first.

When absent, be sure to leave detailed lesson plans and sufficient work to keep your classes busy. Busy students are much easier to supervise than idle ones. Having a dedicated sub folder is the preferred way to leave plans. This folder should contain not only lesson plans and such, but also should have seating charts, emergency medical information, instructions for emergency drills, etc.

ALWAYS, ALWAYS, ALWAYS...

- Be in the hallway during class changes. **Sweep all halls** – send students to class before the tardy bell rings.
- Require students to be in their seats when the bell rings.
- Check attendance at the beginning of each class. (This may or may not involve "calling the roll.")
- Use INFINITE CAMPUS and/or the computer-generated absentee to verify your attendance and/or the status of absences, and report any discrepancies to the office.
- Remain in your classroom throughout the period. If an emergency forces you to leave for a moment, seek out the help of a colleague to keep an eye on your class.

ANNOUNCEMENTS

Announcements will be made during 1st period and 6th period. "All-calls" will otherwise be restricted to instances of great necessity. Administrators and secretaries will make a determined effort to limit calls to individual rooms. Announcements will be sent via email every morning to be read to your Academic Time class. **Please read your announcements to your Academic Time Class every day.**

ASSEMBLIES, PEP RALLIES, ETC.

All teachers are expected to attend all assemblies, pep rallies, etc. and to sit/stand amongst the students both to show support and to help with supervision. The only exception to this procedure is when teacher teams are allowed to miss an assembly to allow for common planning.

ATHLETIC EVENTS

Each teacher at Franklin-Simpson High School will be admitted free to all athletic events upon presentation of his/her current Athletic Pass.

CALENDAR

Please inform Mrs. Norwood when scheduling school events, field trips, meetings, etc., so they may be included in the FSHS calendar. Any trip requiring students to be out of class needs to be approved three weeks in advance. The roster of

students attending must be completed two weeks before any scheduled trip. If a list is not generated at least two weeks prior to a scheduled trip, the trip may not be allowed. This leaves plenty of time to meet requirements of students with medical needs. Please make every effort to consult the calendar when scheduling to avoid creating conflicts or having students out of class during testing periods.

CHECKING MAILBOX / E-MAIL / VOICE MAIL

Please check your mailbox, email, and voice mail at least once each day. Keep your mailbox cleaned out so that we will be able to access it as necessary. Set up and access voice mail by entering 770 and following the instructions. Emails and voicemails should be deleted regularly to optimize our telephone and computer systems. To check from home follow these steps: for email go to the district web page at www.simpson.kyschools.us and click staff email (lower left). For voicemail, dial (270) 586-3273. Upon hearing the announcement ("Thank you for calling Franklin-Simpson High School...."), enter *7. This will take you directly to the same voice mail menu you access from your classroom telephone.

CLASS RECORD BOOK

The Class Record Book is to be the teacher's "first-line" for both attendance and grade matters. Even though this information is posted to Infinite Campus, teachers should maintain their Class Record Books in such a way that they could answer any attendance and/or grade questions from this source. **Grades are to be updated and posted each and every Thursday.**

CLASSROOMS

Classroom doors shall be closed and locked during instructional times. KRS 158.162 (d)(3) states "If a classroom is equipped with hardware that allows the door to be locked from the outside but opened from the inside, the door should remain locked during instructional time." If you have an issue with a door and/or lock, please notify an administrator as soon as possible."

Please help to keep your room neat and orderly. Do not let your students trash your room. Your students can help you in this regard. Keep desks away from walls and boards, and see that they are straightened up at the end of each day. In rooms with tables and chairs, put chairs on tables at the end of the last instructional period in order to assist the custodians. Have students pick up paper and clean out any paper which is in chair bottoms. Teachers are responsible for their own chalkboards/whiteboards. Custodians will assist with these only when requested. Instructional bulletin boards are encouraged. Use care in attaching posters, etc. to the walls. Be sure that windows are closed, lights and computers are off, and doors are locked before you leave each day.

COMMUNICATION with parents

- Each teacher will be allotted their own page to share information with both students and parents at the FSHS link on the district's web site at www.simpson.kyschools.us. Teachers will have the ability to update their profile and information from anywhere there is internet access.
- Keep in mind students and parents can access grades online so it is essential to keep grades current so parents can stay informed. **Grades are to be updated and posted each and every Thursday.**
- Parent-Teacher Conferences are scheduled on September 21st and on February 15th with the times to be determined. Teachers are expected to be available to parents during these times. Conferences occur on a first come first served basis. Please be prepared to highlight both strengths and weaknesses of the student while giving an accurate account of the student's current academic performance.
- When there are significant concerns about a student's performance either academically or behaviorally in the classroom, please make every effort to contact the student's parent or guardian to share these concerns. The Student Assistance Coordinator – Jessica Johnson - can assist if you are having difficulty making contact.

COPIES/PRINTING

- Use your employee ID for your ID when using the copiers. No password is required.
- Please plan ahead to avoid sending a student to the office with material to be copied. Office staff have other duties to attend to other than making copies. Students are not allowed in the teacher workroom. Central Printing is available (extension 104) and suggested for larger printing needs. Materials may be sent electronically to Central Printing. Teacher computers are networked with the copiers in the teacher work room.

DISCIPLINE

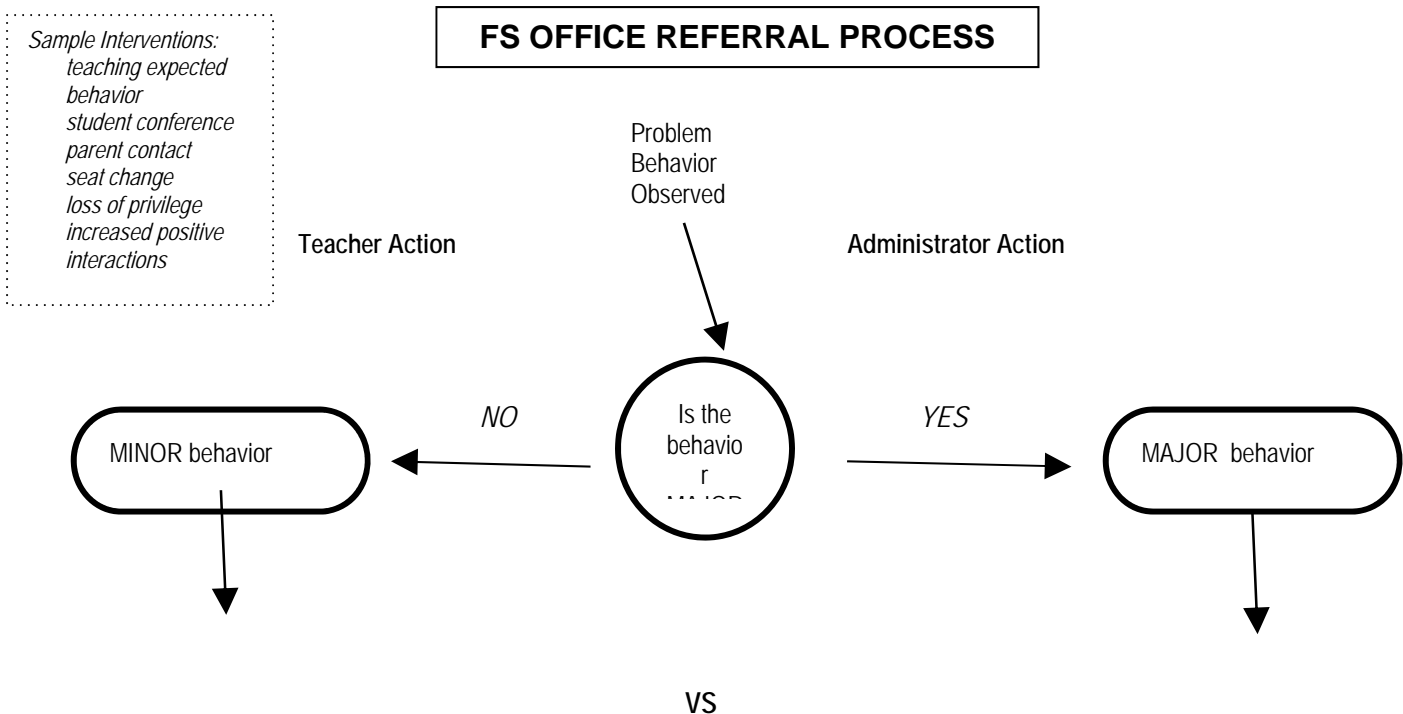
Discipline is every teacher's responsibility. You are expected to enforce all rules and policies of the school. Know what is in the student handbook. Only through *consistent application of the rules and policies by all staff* will a positive, proactive school climate develop. As part of our Positive Behavior Supports program, we have delineated major discipline issues from minor discipline issues. On the following page is a flowchart outlining the differences and how you should manage each occurrence. In short, teachers are encouraged to take care of minor problems within the classroom but should not hesitate to contact the office whenever assistance is desired or needed. When it is necessary to refer a student to the office

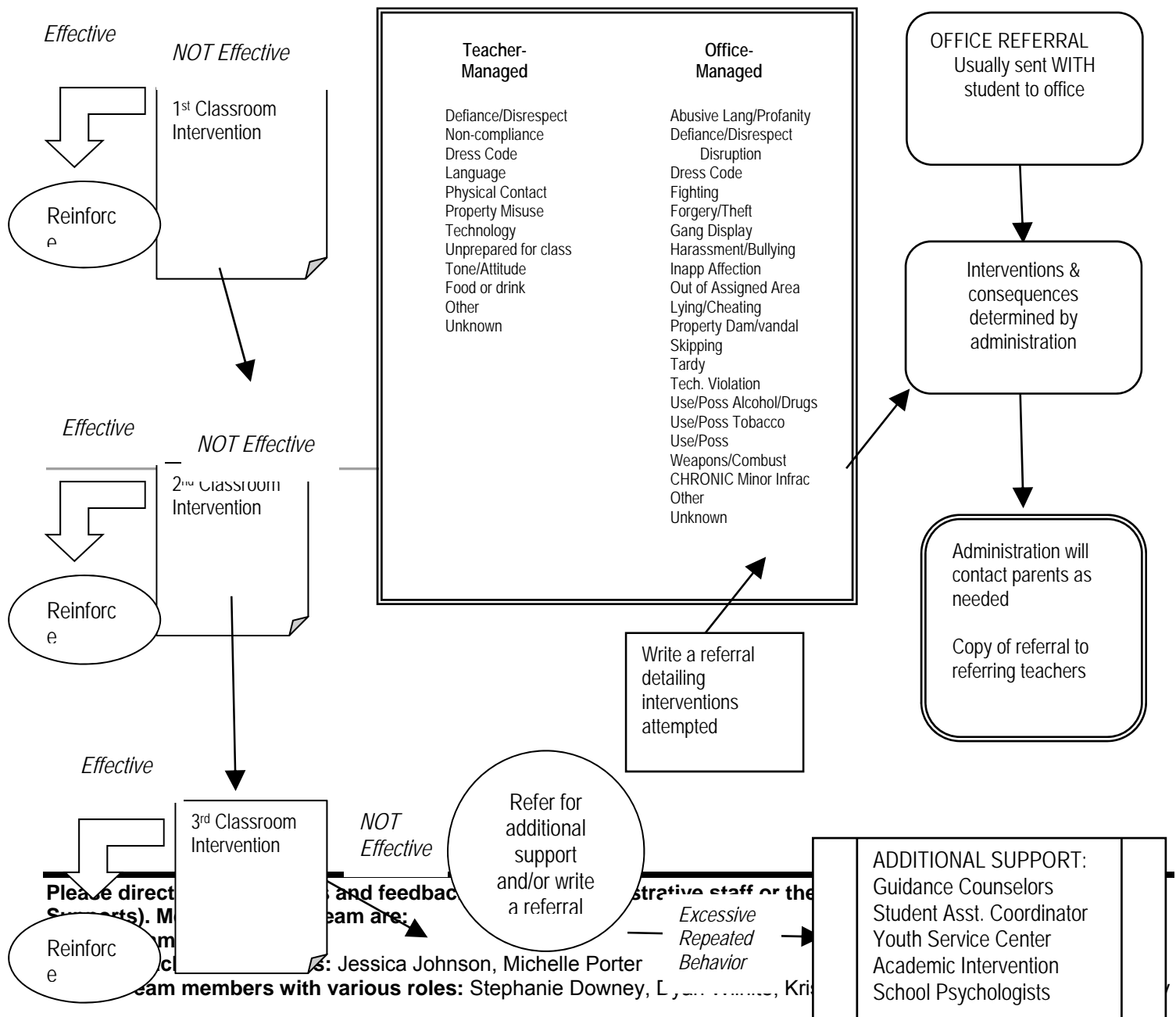
during class, **please send a Disciplinary Referral with the student and contact the office to let us know that a student is on the way. Do not send students out to stand in the hall.**

Major disciplinary referral short forms are also used for skipping. Whenever a student is absent from class, yet not listed as absent, teachers are asked to fill out a referral for skipping. If the student is later accounted for, the referral is dismissed.

- ALWAYS REFER STUDENTS TO THE OFFICE IF A PHYSICAL ALTERCATION OCCURS.
- **TARDIES** to class – Any (and every) time a student arrives in the classroom after the bell rings, send him/her to the tardy desk for a tardy slip. If the student is later than 10-15 minutes, admit the student but complete a referral for skipping and turn it in later in the day (rather than disrupt class). **EXCEPTION:** Students tardy to first period **MUST** have a tardy slip showing they have checked in at the office, otherwise they are counted absent.
- Whenever possible, when sending a student to the office for behavioral reasons, send student **WITH** a referral form **IN** hand. If not possible, send referral form down with another student as soon as possible.
- Always call when sending a student so office staff can be on the lookout.
- **SKIPPING** – Probably one of two times a referral form is likely to be sent to the office **WITHOUT** a student. Anytime a student is not listed on the absentee (or field trip list, etc.), but is absent from your class, complete a referral form for skipping and turn into the office by the end of the day. (Skips are both discipline and attendance issues – we need them reported in a timely fashion.)
- **CELL PHONES** – ANY (and every) time a student has a cell phone out in the classroom without your explicit permission, **TAKE IT UP**. Keep cell phone in a secure place until you are able to turn it into the office **WITH A REFERRAL SLIP** wrapped around the phone. (This would be the other time a referral would come to the office without a student.) Cell phones must be turned in no later than the end of the day. (See student handbook for explanation of student consequences.)
- As indicated on the front of this sheet, IF a student **REFUSES TO TURN OVER A CELL PHONE**, it is no longer a cell phone issue, but one of defiance and insubordination and should be handled as a referral to the office. (The administrator will then take up the cell phone in addition to addressing the escalation of behavior.)

If you are ever concerned a student may be under the influence of **drugs and/or alcohol**, contact the office as soon as possible (preferably before student leaves your room) and quietly inform an administrator or secretary. Do **NOT** send the student down to the office. An administrator will come get the student. Do **NOT** send an email unless you know it will be read immediately.





PBIS is all about creating a school climate that emphasizes a school-wide system of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Our starting place is defining what is currently in place so we can then determine where to begin. STAFF INPUT, INVOLVEMENT, & FEEDBACK WILL BE ESSENTIAL TO OUR SUCCESS.

DRESS CODE

Monday- College and Career Ready Monday- Wear your favorite college or career gear.

Friday- Franklin-Simpson Friday- Wear you blue and white FS gear.

Part of having a positive climate is having a professional one. Dress accordingly. I would rather not have to go through a list of clothing items and enumerate which ones are OK and which are not. A simple rule to follow: If you are not sure if a particular item is OK or not, wear something else.

FACULTY MEETINGS

All staff should plan on being available for faculty meetings **every** second **Wednesday** of the month. Meetings will begin after staff members are finished with after school supervision duties. Most of these meetings will be staff development. As much administrative trivia as possible will be conducted via email.

FIELD TRIPS

We are fortunate to have the resources available to send our students on field trips and to conferences and competitions as part of their total educational experience. Used wisely, these trips can be valuable teaching tools; in excess, or absent proper objectives, they can be of little or no benefit. Teachers should:

- exercise good judgment in determining which trips will be most meaningful;
- **justify the reasons and objectives for the trip and confer with the principal to obtain approval for the trip;**
- secure transportation and at least one teacher/parent volunteer for every 25 students;
- see that the trip is placed on the monthly calendar; and
- provide to all staff and teachers an alphabetized list of students who will be participating, along with the times of departure and return. This list must be distributed at least two weeks in advance or the trip may not take place.
- Teacher must check eligibility of all students attending. Refer to the student handbook for eligibility guidelines.

Except in unusual circumstances, no such trips may be made during the last four days of any Trimester, two weeks before or during our testing window, or during the last two weeks of school. Students going on such trips are expected to consult with teachers so that as much class work as possible can be completed before the student leaves. Any work not completed before the trip must be done by or on the class period following the student's return. Teachers should be aware of the eligibility requirements for students to attend field trips. Please refer to the student handbook to determine eligibility and it is the teachers responsibility to determine eligibility.

FINAL EXAMS

Please have a final exam on the days scheduled for final exams. When all classes are testing, it promotes the creation of a serious academic climate. Students having "nothing" to do tend to disrupt the school environment.

FINANCIAL PROCEDURES

You must obtain a purchase order before you order anything! This includes athletics, clubs, instructional funds, and professional development registration. This also applies to mileage and meal reimbursements for attending conferences, workshops, etc. Please remember that only itemized receipts will be accepted!

In the past, we have been relaxed about clubs and athletics filling out purchase orders in advance. In complying with our state's accounting guidelines, it is mandatory to obtain a purchase order prior to making any purchase! If this procedure is not completed properly, the school has the right to refuse payment of the invoice and the purchaser will be responsible for payment. This rule also applies to purchases made by teachers expecting reimbursements. Arrangements such as this must be made in advance with the bookkeeper.

Fundraiser/Student Money Reminders:

- When collecting money from students, you must have them sign a "Teacher's Multiple Receipt Form." This form is turned in to the bookkeeper with the money collected.
- Do not bring envelopes of cash to the bookkeeper's office without proper documentation.
- Money should be turned in as it is collected. Please do not store money in your classroom.
- Please attempt to turn your deposits in prior to 3:00 in the afternoon in order to allow enough time to prepare the bank deposits prior to the bank closing. Bank deposits are required daily by the state's accounting guidelines. Also, as a courtesy, please have your deposits somewhat organized. It takes a lot of time to sort and organize wadded handfuls of cash stuff into baggies!
- All fundraisers must be pre-approved by the Board!
- When doing a fundraiser, you must fill out a "School Fundraising Worksheet" and turn it into the bookkeeper at the end of the fundraiser!

FOOD / DRINKS

Vending machines will be turned off before students arrive in the morning and will not be turned on again until after the beginning of fifth period. Teachers are not to allow students to go to vending machines at any time. **All lunches must be eaten in the cafeteria and commons area.** Exceptions must have administrator approval. Teachers wishing to reward students with food/drink must receive prior approval from the principal and should plan such rewards so as not to involve the vending machines.

GRADING

Be sure that you clearly communicate to students and parents exactly how grading will be done. As long as your methods are neither unreasonable nor arbitrary, and all parties involved understand what the rules are, then neither you nor the principal (if needed) should have a difficult time defending your grades. Students should be evaluated on at least a weekly

basis and **grades should be posted to INFINITE CAMPUS each and every Thursday..** *Don't forget to hit the "save" button after entering grades.*

HALL PASSES

All students must have a Hall Pass to leave the classroom. The only exceptions would be if a large group of students were being called to the office or lobby for some purpose. Do not allow a student to come to your room or area without one. There are three possible kinds of hall passes: pass to class from being tardy, a regular printed Hall Pass, or a staff member of the school accompanying a student may serve as a student's "Hall Pass".

HOMEWORK

Kentucky's Standards and Indicators for School Improvement mandate that homework be "frequent, monitored and tied to instructional practice." For this reason, teachers may regularly assign homework which supports classroom instruction, to require students to complete these assignments, and to analyze student work as an important assessment tool. Students, for their part, must realize the importance of being prepared for class each day, not only in terms of having completed the assigned work but also with respect to bringing all required materials (textbook, notebook, writing instrument, etc.) to class. Each teacher should develop a plan at the classroom level to hold students accountable for being prepared each day. These plans may include various consequences, including academic penalties. Repeated unpreparedness on the student's part constitutes a discipline problem, and the teacher should feel free to refer the student to the office for further action.

LENGTH OF SCHOOL DAY

Administrators will be present by 7:00 and those assigned early morning supervision duties are expected to be in their assigned areas by 7:30. All other teachers are to be at their work stations by 7:45. Everyone is expected to stay until at least 3:15. Teachers are to stay at school throughout the day. If it becomes necessary for you to leave during the day at such a time that you will miss instructional responsibilities, notify the principal as your classes must be covered by other teachers.

MAKE-UP WORK

It is the responsibility of the student, immediately upon return from an absence, to make arrangements with his/her teachers to make up all work, including quizzes, tests, and other assignments. If a quiz, test, or other assignment has been scheduled prior to the absence, the student is required to take the test on his/her return. If a student knows in advance of a day when he/she will be out of school, he/she should make arrangements to complete the work before he/she is absent. Otherwise, under normal circumstances, students will have three (3) days (depending upon the class) to make up all work. In cases of extended absence, teachers will work with students to make alternative arrangements. In all cases, teachers are expected to use "common sense" and good judgment.

OFF LIMIT AREAS for students

Students are not allowed in the teacher workroom/lounge. Please do NOT allow students to visit the gym or parking lot without the appropriate permission AND supervision.

PARKING TAGS

All staff will be given a parking tag and assigned parking spot. Please have your tag hanging from your car mirror whenever parking in the FSHS lot to avoid mistakenly being towed.

PLANNING / TEACHER PORTFOLIO

Teachers are expected to demonstrate effective planning. Syllabi, pacing guides, assessments (formative and summative), unit plans and instructional weekly overviews are all possible examples of examples of such documentation. The administration may require any of these to be turned in for review and feedback. Weekly overviews are to be posted outside your room by Monday morning and placed in the appropriate google drive.

POSTING ATTENDANCE

Attendance for the first few days of the new school year will be taken using temporary attendance sheets provided by the attendance clerk. After this time, attendance will be posted to Infinite Campus during ALL periods. First period teachers should post attendance immediately following any announcements based on students in class at that time (by 8:15). Office personnel will make every effort to update INFINITE CAMPUS as late arrivals and early dismissals occur.

PURCHASES

Each teacher is allowed \$125.00 to purchase classroom supplies, so plan accordingly. Prior to any purchase, the teacher must obtain a purchase order from the bookkeeper and complete. The bookkeeper will then place your order. Please do make purchases and then seek reimbursement. They will not be processed. All athletic purchases will be handled by the athletic director.

SCHOOL BASED DECISION MAKING (SBDM)

The SBDM council consists of three teacher and two parent representatives and is chaired by the Principal. This year regular meetings occur on the third Monday of each month at 3:30. Meetings are scheduled at times most convenient to current representatives. An agenda is posted prior to all meetings which can be seen in the front lobby. Any staff member may request items to be placed on the agenda. Meetings are open to the public.

SCHOOL EQUIPMENT

Any equipment borrowed from the high school must be cleared through the principal.

SPECIAL NEEDS STUDENTS

Teachers are responsible for complying with modifications and assistance outlined in a student's Individual Educational Plan (IEP) or 504 plan. Each student with an IEP has a special education teacher assigned to him/her. 504 plans are monitored by the Guidance Counselors.

STUDENTS OUT OF CLASS

Students belong in the classes to which they are assigned. (This applies to teacher aids / study hall students also.) Teachers are not to request students from other classes unless there is a critical need, and even then, **this should be worked out between the teachers beforehand**. Never allow a student to leave your class in order to go to another teacher's class without having either a note from or a previous conversation with that teacher. **ALL STUDENTS OUT OF CLASS MUST HAVE A HALL PASS.**

TARDIES

Whenever a student arrives late to any period, the teacher should send the student to the office for a tardy pass.

TEACHER OBSERVATION/EVALUATION (See Page 19)

USE OF TELEPHONE

School telephones are for the transaction of school business. From the lounge, office, and certain other phones, you must dial 9 9 prior to the number; from all others, you must dial # 8 0 0 4 0 # 9 9 prior to the number. Codes must be entered for all long distance calls, and office personnel can supply you with these. Personal calls should be brief and infrequent. You may reach emergency services by dialing 9 9 9 1 1.

VIRTUAL LEARNING / STUDENT INTERVENTION

We are developing more resources to assist students before they fail a class as well as once they have failed a class. Please be sure to flag students at risk of failing to the Guidance Counselors. Academic Time is an opportunity for us to intervene to help the student achieve academically.

WHERE ARE YOU?

Please let the office know if your class is not meeting in its usual place. Please sign out (and back in) when leaving and returning to school during the day.

WHOM DO YOU CALL?

- Computer problems ~ Mrs. Kilburn and Scot Perdue
- Curriculum / learning check questions ~ Mrs. Wood
- Library/ media questions, Computer Lab Scheduling ~ Mrs. Kilburn
- Money/ purchasing ~ Mrs. Jenni Fowler
- INFINITE CAMPUS/ gradebook problems ~ Mrs. Wood and guidance counselors
- INFINITE CAMPUS/ attendance ~ _____

TEACHER EVALUATION

The observation process is one source of evidence to determine teacher effectiveness for each certified teacher. The supervisor observation will provide *documentation and feedback* to measure the effectiveness of a teacher's professional practice. The observation can be used to encourage continued professional learning in teaching and learning through critical reflection.

Observation Model

- One full observation in the summative cycle for tenured teachers. A minimum of 2 observations for non-tenured teachers in the summative cycle.
- Other professionals observation can be a site visit.
- Full observations should be the full length of a class or full lesson being observed.
- All observations must be documented in the state developed or district approved electronic platform.
- The supervisor may choose to do longer and/or additional observations.
- If the evalutee disagrees with the overall rating of a measure, he or she may provide a written rebuttal and/or request additional observations. However the rating will remain the same from the original observation.
- At the conclusion of the Evaluation Cycle, the CEP ensures that evaluatee has the opportunity to submit a written statement in response to the summative rating and that the response is included in the official personnel record.
- All observations will be documented on approved forms to become part of the official personnel file.

Observation Conferencing

Observers will adhere to the following observation conferencing requirements

- Pre-observation conferences are required at least a week prior to the full observations.
- Pre-observations conferences may be conducted in person or submitted electronically.
- Pre-observation conferences will be documented using the district approved form.
- All observations will include a post observation conference to be conducted within five (5) working days using the district approved form. Forms must be completed and submitted electronically within 10 working days from the observation date.
- Post observation conferences for full observations will be conducted in person.
- The summative evaluation conference shall be held at the end of the summative evaluation cycle and shall include all applicable Professional Growth and Effectiveness Data. The summative evaluation must be completed by May 1 with personnel recommendations to be made by May 15 of the school year.

Observation Schedule

- Observations may begin after the evaluation training takes place within the first 30 calendar days of reporting for employment.
- A minimum of one observation will be conducted of teachers or other professionals who report after the 60th day of the instructional calendar.
- Timeline for when observations must be completed:
- Observation window begins 30 days after the start of school
- First Observation must be completed by December 15th
- Second Observation must be completed by April 15th
- Observation windows may be altered by Chief Academic Officer if needed due to inclement weather.
- All required observations must be completed by April 15th of a school year.
- Teachers on a one-year cycle will have two (2) observations completed in one (1) year.
- Teachers on a three-year growth plan cycle will have one (1) observation per year with a summative conference during the third year of the cycle.
- A summative conference shall occur at the end of the summative year.

SAFETY DRILLS 2019-2020

August 19	1:55PM	Fire Drill
August 22	8:50AM	Fire Drill
August 26	10:40AM	Tornado Drill
August 28	9:35AM	Lockdown Drill
September 5	2:05PM	Earthquake Drill
September 12	9:50AM	Fire Drill
September 17	9:20AM	Bomb Threat Drill
September 26	7:30AM	Safety Committee Meeting
October 18	11:20AM	Fire Drill

November 15	9:50AM	Fire Drill
December 11	1:55PM	Fire Drill
December 20	7:30AM	Safety Committee Meeting
January 7	10:40AM	Earthquake Drill
January 16	2:05PM	Tornado Drill
January 17	1:50PM	Fire Drill
January 23	9:30AM	Lockdown Drill
February 6	11:20AM	Fire Drill
February 28	7:30AM	Safety Committee Meeting
March 12	9:50AM	Fire Drill
April 16	8:50AM	Fire Drill
April 30	7:30AM	Safety Committee Meeting
May 5	11:25AM	Fire Drill

Bus Evacuation Drills

August 15
October 10
January 9
April 10

Evacuation Drills are conducted by administrators in the morning as busses arrive.

***The procedures outlined below are for the general student body. There may be students whose special situations require additional attention during these emergency situations. The plans for these students will be handled on a case by case basis.**

Franklin-Simpson High School Safety Plan

Principal/Incident Commander
Asst. Principal/Safety Officer
Asst. Principal
School Nurse
First Responders:

Numbers you may need in case of Emergency
Central Dispatch 270-586-8824
Sheriff's Dept 270-586-7425
Emergency Management 270-586-0531
Fire Dept 270-586-7174

Medical Emergency at School

Staff actions:

- Report accident to principal, office; call 911 if warranted
- Provide for immediate medical attention (first aid) including performing necessary life-sustaining
- For relatively minor events, have students taken to office or school clinic for assistance measures (CPR, AED, etc.), until trained emergency medical services arrives.

Principal or Designee actions:

- Provide appropriate medical attention, call 911 if needed
- Complete appropriate documentation
- Contact parents, guardians as appropriate to seek appropriate follow-up services if needed
- Document actions and complete incident reports
- If the student is transported to the local hospital a staff member should meet the family at the hospital.

Office Staff:

- Contact first responders, school nurse, and custodial staff
- Contact the parents or guardians of the injured student
- Notify central office

Bomb Threat / Terroristic Threatening

In the event of a Threat to the school or facility:

- **Staff Actions:**
- Receiving a Threat:

Phone Threat

- All personnel who answer telephone calls from outside sources shall be provided a “Threat Report Checklist”, to be placed within easy reach of their telephone, on which is printed information to ask for and information to listen for in the event a caller makes a bomb threat.
- If possible, signal other staff members to listen and notify the principal and police
- Copy any information displayed in the Caller ID – photograph if able
- Write down the exact wording of the threat
- Keep the caller on the line for as long as possible, use the Threat Checklist to gather as much information as possible
- Record the call if the telephone or other available equipment allows
- Fill out the Threat Checklist immediately
- Be available for interviews with the principal, SRO and other public safety personnel

Verbal Threat

- If the perpetrator leaves, note which direction they fled
- Notify the principal, SRO and others as appropriate
- Transcribe the threat exactly as it was communicated
- Note the description of the person(s) who made the threat:
- Name (if known)
- Gender
- Race
- Type/Color of clothing
- Approximate height and weight (body type)
- Hair and eye color
- Voice (loud, deep, accent)
- Other distinguishing features

Chemical Material Spill

Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; industry or laboratory spills, etc.

Accidents originating OUTSIDE the building:

Staff Actions:

- Notify principal, team
- Move students away from immediate vicinity of danger (if outside, reverse evacuation)
- Observe wind direction by observing flags or leaves and move students appropriately

Principal / Designee:

- Initiate Shelter in Place, shut off HVAC units
- Call 911; notify District Support Team, Central Office
- Do not leave the building unless instructed to do so; if you must evacuate building or grounds, take care to avoid fumes

Accidents originating INSIDE the building:

Staff Actions:

- Notify principal
- Move students away from immediate vicinity of danger

Principal / Designee:

- Check the Material Safety Data Sheet (MSDS) to determine the urgency of the situation
- Call 911 if warranted; notify District Support Team, Central Office
- Initiate evacuation plan; avoid the area where the chemical accident occurred and any fumes which are present.
- Follow standard student assembly, accounting and reporting procedures; modify assembly area if

- needed to be upwind, uphill, and upstream from the location of the spill
- Wait for instructions from the emergency responders
- Do not take unsafe actions such as returning to the building before it has been declared safe
- Refrain from lighting matches, candles, or other fires which could cause an explosion or ignite volatile fumes
- Document actions and complete incident reports

Gas Leak

All school personnel, including cafeteria managers and custodians, report any suspected gas leak to the principal immediately.

Staff Actions:

- Notify principal
- Move students from immediate vicinity of danger

Principal / Designee:

- Call 911, District Support Team
- If the gas leak is internal, implement evacuation procedures. Refrain from lighting matches or candles, and do not turn off/on electrical switches/equipment including cell phones (remember, electrical sparks can trigger an explosion)
- Notify gas company
- Determine whether to move to an alternate location
- If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to partner school or shelter students on buses
- Do not re-enter building until given permission to do so by emergency personnel
- If the gas leak is external, all students and staff should remain in the buildings; any students or staff outside should initiate Reverse Evacuation or follow Shelter in Place (seal off windows and doors) until further instructions are received.
- Document actions and complete incident reports

Earthquake

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremors subside. If persons are protected from falling objects, the rolling motion of the earth may be frightening but may not be dangerous.

If inside:

- Initiate Drop, Cover and Hold

- If no cover is available, get against inside doorway or crouch against inside wall and cover head; stay away from outside walls, windows or other expanses of glass, potential falling objects.
- Leave doors open to minimize jamming if the building shifts
- Do not attempt to run through building or outside due to risk of falling objects
- After initial shock, prepare for possible aftershock, then initiate evacuation and standard student accounting (avoid all hazards, i.e., electrical wires, broken glass, etc.).

If outside:

- Move quickly away from building and overhead electrical wires
- Initiate Drop, Cover and Hold
- Initiate accountability procedures
- Do not attempt to enter the building until authorized to do so
- Do not light fires or touch fallen wires
- Be alert for instructions from principal

Assembly Areas:

- Earthquake safe areas will be away from the building and overhead power lines
- Keep everyone away from underground gas and sewer lines
- In the event of aftershocks, students shall be encouraged to remain calm and stay sitting close to the ground
- Administer emergency first aid as needed
- Do not re-enter building until given “all clear” from Incident Commander
- Document actions and complete incident reports

Fire

By law, schools practice fire drills on a monthly basis. In case of an actual fire, implement the practiced evacuation procedures and the following steps:

In the event of a fire:

- Sound alarm
- If the alarm is sounded classes will hold for 90 seconds while office staff evaluates the nature of alarm. After an evaluation, a member of the office staff will make an announcement to evacuate, to lock down, or to return to normal activities.
- Implement evacuation procedures to outside Assembly Area
- Implement plan for any students needing special assistance
- Follow standard student accounting procedures
- Do not re-enter building until being given permission to re-enter
- Determine if arrangements need to be made for transportation to alternative location

- Document actions and complete incident reports

Weather Related Emergency

Watches: Indicate that conditions are right for development of a weather hazard. *Watches* cover a larger area than *Warnings*. Watches are issued by the National Weather Service Office Severe Storm Prediction Center hours before the anticipated event is forecast to occur.

Warnings: Indicate that a hazard is imminent and the probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or identification of specific severe weather signatures on Doppler Radar. Warnings may be issued within minutes of the arrival of most severe weather events. In the case of winter storm warnings, those warnings are often issued hours before the arrival of the weather system. A NOAA Weather Radio, with battery backup, should be installed in all school buildings.

Advisories: Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening (e.g., 2-3 inches of snow, dense fog, etc.). Advisory lead times are the same as Watches.

Upon Issuance of a Watch or Advisory

Principal / Designee:

- Activate appropriate members of school Emergency Response Team to be alert for possible change in weather status.
- Monitor weather reports for change in conditions
- Document actions and complete incident reports

Upon Issuance of a Warning

Principal / Designee:

- Implement procedures for use of Safe Zones for Severe Weather
 - Media Specialist/ computer lab instructional assistant: Direct students coming down South stairway in Library, Library classroom, and video production lab until those areas are full, then direct students into downstairs hallways.
 -
 - Gym personnel: evacuate to lower level of gym including basketball locker rooms. Report to contact person.

-
- Career and Technical Center: Evacuate into interior hallway. Report to contact person
-
- Contact persons for each building:
 - Main Building:** Principal or Assistant Principals (Mark Dobbs and/or Stephanie Downey)
 - Gym:** David Clark /Max Chaney/Chris Pyles
 - Career/Tech:** Secretary of building (Sandy Mefford)

· Move as needed to a safe area:

- Ø Downstairs Classrooms -- Remain in rooms, but move to inside walls away from windows.
 - Ø Upstairs Classrooms -- Move downstairs using fire evacuation routes to designated shelter areas.
 - Ø Avoid areas with free-span roofs (Cafeteria, Gymnasium, etc.) and excessive glass (Lobby, Main Office, Portions of Media Center).
- Open windows, but allow classroom doors to close.
 - Turn away from windows and drop to knees, facing east where possible.
 - Cover side of head with elbows and clasp hands firmly behind neck.
 - Maintain position until an announcement is made.
 - Considerable "common sense" and cooperation may be necessary on the part of teachers and students. For example, be aware of vacant or low occupancy rooms on the first floor which may help to alleviate crowding in downstairs hallways.
 - Principal will coordinate assessing building for damage before allowing anyone to return to class.
- Remain in the Safe Zones for Severe Weather until the "all clear" is given
 - In the event of building damage, students should be evacuated to safer areas of the building or away from the building
 - If evacuation occurs, do not re-enter the building until given the "all clear"
 - Document actions and complete incident reports

Lockdown Procedures

Hard Lockdown

- Announce that the school is in “hard lockdown.”
- If a call cannot be made over the PA everyone should verbally relay “hard lockdown”
- Call 911.
- Lock all doors. (Barricade the door if possible.)
- Move students to a wall that is out of the line of sight from doorway.
- Remain quiet.
- Make certain the staff understands who the Incident Commander will be during a lockdown.
- All classroom lights should be turned off.
- Door and exterior windows should be covered and/or window shades pulled down
- Any students or staff not in a classroom at the time of the lockdown should look to flee to the nearest safe place, whether that is inside or outside of the school. Locked classroom doors will not be opened during a hard lockdown.
- Any students or staff that is outside when a lockdown occurs should get away from the building and find the nearest area that provides cover.
- Wait for an official to unlock the door to conclude lockdown.

Soft Lockdown

- Announce that the school is in soft lockdown.
- Students should remain in their current location until the soft lockdown ends.
- Administrative staff should check to ensure that all exterior doors are locked.

Main Building responsibilities

- o Media Specialist (Brigitte Kilburn) will secure door to video production lab
- o Teacher in Room 124(Susan Buelow) will secure South Door
- o PE Teacher (David Clark, Max Chaney, Chris Pyles) will secure Front of Gym and Weight room doors.
- o Teacher in Room 129 (Sheena Searcy)will secure doors in rear of Gym.
- o Administrators (Mark Dobbs, Stephanie Downey) will secure Front entrance and North Door
- o Teachers in Rooms 122 (Ms. Sledge) and 223A (Melinda Morgan) are responsible for securing external doors in those classrooms.

Career/Tech Building responsibilities

- o Each teacher will secure classroom doors.
- o Secretary (Sandy Mefford) will secure main entrance to career/tech center and door leading to the Senior Parking Lot.
- o Masonry teacher (Bob Poteet) will secure Rear Door of CTE.
- o Ag teachers (Sam Evans and Felicia Dalton) will secure West door between Gym and CTE Building.

Office Staff will notify FSMS and West Campus of the lockdown status.

- During a soft lockdown no one is allowed to enter the building
- If a student must leave the room they should be escorted by an adult

- Remain in the soft lockdown until further notification.

Reunification

- Teachers should keep and maintain a hard copy of class rosters for each class and should take rosters when evacuating.
- Any adult not responsible for supervising children at the time of the event should report to an administrator to assist with the process of reunification or returning to normal activities.

Attendance Clerk (_____): Evacuate with a box of hard copy registration for each student and daily absentee.

Alternate: Linda Norwood

Secretaries: (Linda Norwood) Evacuate with sign in/out and visitor log.

Alternate: Jenni Fowler

FSHS will use the following staging areas in the event that an incident command post needs to be established, and or medical triage.

1st location: Gymnasium

2nd location: Cafeteria

3rd location: Library

School wide evacuation locations: Students will be transported or they could walk to these locations

1st location: Franklin-Simpson Middle School

2nd location: Simpson Elementary

3rd location: Franklin Elementary

4th location: FSHS indoor practice facility