

# Franklin Elementary Faculty Handbook

## ABSENCES/ SCHOOL EXCUSES

All student excuses are to be sent to the office each morning **no later than 8:15 am.**

To promote regular attendance, it is the responsibility of each homeroom teacher to:

- ☐ Discuss students with frequent absences and tardies with the counselor and/or administration.
- ☐ Watch for patterns of absences and tardies.
- ☐ Watch for patterns of excused and unexcused absences and tardies.
- ☐ Contact parents after three consecutive absences, or a total of four unexcused absences. Document in Infinite Campus contact log. The timing of the contact is important, and first contacts must come from the teacher and should be documented.
- ☐ Refer students sooner who have previous patterns of attendance problems, siblings with problems, or if you have concerns regarding safety.
- ☐ Documentation is essential at each step.

**A letter (from the Attendance Clerk) will go out to parents after three unexcused absences.**

## ANNOUNCEMENTS

Morning and afternoon announcements over the intercom will be reserved mainly for student information. **You should check your e-mail at least at the beginning and end of each day (and preferably during your planning period). E-mail will be the primary means of communication.** Also check your mail box at least at the beginning and end of each day.

## ATTENDANCE FOR STUDENTS

Teachers are encouraged to recognize 100% attendance days by making a sign for the door, using a classroom poster, classroom chart, or graph, etc. Teachers should do everything possible to make students feel welcome in their classroom and school. Remind students of the importance of being in school and on time every day. A complete outline of the regulations pertaining to school attendance is contained in the Simpson County Code of Acceptable Student Behavior and Discipline.

## DAILY ATTENDANCE

**Attendance should be completed by 8:15 every morning.**

**Please note:** children who are not in school by 8:00 a.m., are to be marked “Absent” in I.C. If/When that student arrives (late), Felita will update the child’s attendance record to reflect a tardy. **Teachers should never mark tardies.** Please remember to send any student who arrives after the 8:00 bell to the office for a tardy pass.

## CALENDAR

A copy of the school calendar is available on the district website.

## CATALOGS

Catalogs for ordering materials and supplies are located in the office. Please return catalogs when you are finished so the next person may use them. The bookkeeper will have a list of all catalogs that are approved for use.

## CHECK-OUTS

### (Student)

Parents (or other authorized adults) must come to the office, with picture identification, to sign a child out of school. The secretary will then check the Student's Information to be sure that the person picking the child up is authorized to do so. Students who have been properly signed out will be called to the office over the intercom/phone to go home. At times, we have students with Special Instructions regarding who **CAN NOT** pick the child up from school. If you are aware of any student with this situation, please let the office know. **DO NOT release students to a parent or other adult unless the office notifies you. If a parent is volunteering in your classroom at the end of the day and would like to take his/her child when leaving, that parent must stop by the office and sign their child out on the attendance book.**

## CHILD ABUSE

If a staff member suspects child abuse, the principal or counselor should be notified immediately and reported to DCBS by the teacher. Failure to report child abuse is a crime and could lead to the loss of your teaching certificate and/or arrest.

## CIVILITY

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. **\*Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.\***

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of **Board Policy 10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the call; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police. **\*As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor\*.**

## **CLASSROOM FOLDERS**

### **Work Folders**

#### **(NOT PERMANENT RECORD FOLDERS)**

These records are kept in the classroom. This folder should contain all information pertinent to the child's progress in school. Samples of work will include tests, homework, class work, creative work, special reports, etc.

**CONFIDENTIAL MATERIAL SHOULD NOT BE IN THE CLASSROOM FOLDER.**

## **CLASSROOM MANAGEMENT**

- ❖ Classroom management is the responsibility of each classroom teacher. A positive, warm atmosphere conducive to learning should be the prime goal. It is mandatory however, that a definite structure be established so that each child knows what behaviors are expected of him/her. Having set classroom rules that the students help formulate is one way to help set this structure.
- ❖ It is our job as educators to help a child change undesirable behavior rather than simply try to control this undesirable behavior. Let's plan ahead and use preventive discipline as much as possible.
- ❖ Please refer to the KYCID guidelines for further explanation

## **COMMITTEES**

Teachers are strongly encouraged to serve on both school level and district level committees. The work of the school and the district is complex, and there are many tasks to be completed. Your input and work are important.

## **COMMUNICATION WITH PARENTS**

It is important to keep a file/log of ALL your correspondence to parents and from parents for documentation purposes. Develop a file and drop all copies of your correspondence to parents in it for future reference. Make certain it is dated.

If you feel you may have a problem with a parent, make the administrators aware of this. Explicit documentation will help the administrators communicate with the parent more effectively.

## **COMPUTERS**

All Franklin Elementary School staff are expected to follow the Simpson County Schools Electronic Resources Acceptable Use Policy. (See Detailed Information in this handbook).

E-MAIL: All district guidelines must be followed when using email. Rule of thumb, "If you wouldn't want it on a billboard, don't put it on e-mail." **Chain e-mails should not be forwarded/ sent.**

## CONFERENCES

Conferences are **required** during the parent/teacher conference release days. Others are encouraged as often as needed.

## CONFIDENTIAL FILES

### PERMANENT RECORDS

All permanent records must be kept in a secure location (the vault/records room) in the main office. **If records are taken out during the day, they must be returned at the end of the day. Under no circumstances should records be left in the classroom overnight.** It is the responsibility of each classroom teacher to ensure that permanent records are properly documented and have the correct information enclosed in them.

Teachers should check with SpEd teachers to make sure that SpEd children are being served. SpEd, ESL, and 504 modifications will be shared with classroom teachers during the first week of school. **Teachers are accountable for implementing modifications and accommodations specified in SpEd, ESL and 504 files.** Teachers will review all permanent records during the first week of school.

## COPY MATERIALS

### ALLOTMENT/CENTRAL PRINTING

Please be frugal in copying. Limit the amount of worksheets utilized, and ensure that the work designed for students is engaging. A schedule for Central Printing will be sent out once it has been set for the 2015-2016 school year. \*Prior approval from administration is required for all color copies requested from central printing.

## CROSSWALKS

**According to the National Highway Traffic Safety Administration, children ages 16 and under are the most at-risk for getting hit while crossing the street. For the protection of our students, crosswalks are to be utilized when students are crossing the street to and from school. Students will be required to remove headphones and walk bikes across or carry skateboards or similar items. For students continued safety, they will be encouraged to always use a crosswalk when available and to observe crosswalk safety whenever they are on the road.**

## DISCIPLINE

A copy of the Simpson County BOE Code of Acceptable Student Behavior and Discipline procedures will be distributed at registration. There are some things with regard to discipline that a teacher should bring directly to the attention of the principal. These include:

- a) tobacco, alcohol, drugs
- b) weapons or items which could inflict harm to another
- c) threats

## DISMISSAL

Classes are dismissed in the afternoon using the bell system according to predetermined times. An orderly dismissal reflects a safe environment. Students should not be allowed to leave the classroom before their appropriate bell for dismissal. Teachers should have a list of their students, bell, and corresponding bus numbers. Lists should be checked off each day as students are dismissed. **Do not line up students prior to 3:00 p.m.**

### DISMISSAL PROCEDURES (FIRST DAY OF SCHOOL)

It is very important that teachers determine how each student is going home BEFORE the end of the school day. If you need help finding out about afternoon transportation, please call the office for assistance.

**It is best to make note of a child's transportation at Open House.**

If a child brings a change of transportation note, please follow the procedures below:

- ✓ A child brings a note to the teacher
- ✓ The teacher initials the note and dates it

(Please make sure the student's first and last name is on the note)

- ✓ The note is sent to the office
- ✓ The secretary logs in the transportation change and writes the appropriate transportation note
- ✓ The note will be delivered to the homeroom teacher before 2:45 daily

**ABSOLUTELY NO CHANGES IN TRANSPORTATION CAN BE TAKEN OVER THE PHONE. STUDENTS CANNOT VERBALLY TELL A TEACHER OF TRANSPORTATION CHANGES WITHOUT WRITTEN NOTIFICATION.**

**\*NO CHANGES AFTER 2:00 P.M.\***

## DOORS

Exterior and Classroom doors are to remain locked at all times during the school day with the exception of the front entrance. **Doors should never be propped open.**

## DRESS CODE

Employees should dress appropriately for the job which they perform. Proper dress shall be determined by each employee's immediate supervisor and communicated to the individual before their first working day. **Board Policies 03.1326/03.2326**

## DUTY ASSIGNMENTS

Car duty, bus duty, breakfast duty and lunch duty will be faithfully executed so that students will be supervised at all times. Staff members assigned a specific duty are responsible for the welfare of the students and school property under their supervision. A duty roster will be provided at the beginning of the school year. **If you are absent on a day of scheduled duty, you MUST make arrangements to have someone else responsible for your duty. The office should be notified of the responsible party.**

## FAX TRANSMISSIONS

The fax machine located in the office should be reserved for official school business. The number is 270-586-2042.

## FEES

Fees for trips will be collected by the teacher and returned to the bookkeeper. A "Multiple Receipt Form" should be completed each time money is collected. Michelle Humphrey will verify monies. Teachers should keep an accurate record of all money.

## FIELD TRIPS

Any travel requiring buses requires administration and central office approval prior to the trip. Requests should be completed on line (School Dude). Walking field trips only require the approval from the administration or designee. Requests should be made at least four weeks in advance. Please see the School Board Procedure for planning a field trip.

No child will be denied permission to go on the trip for financial reasons. Teachers must notify Michelle Humphrey in advance of any student who is unable to pay so that arrangements can be made to cover the costs. Teachers must make every effort to collect the required fees.

## FIRST AID

**All medications are dispensed from the school nurse and only through her office.** If, during the school day, a child becomes ill and it is necessary for the school nurse to check him/her, please send the child to the first aid room with a note. In some cases it may be necessary to have someone accompany the individual to the first aid room. All accidents

need to be reported to the office, and the proper paperwork needs to be completed before the end of that school day.

## **FORMS**

All forms can be found in the office or on the district web site.

## **CALL THE OFFICE IMMEDIATELY**

Paint is Spilled  
Glue is Spilled  
A Student Vomits  
Toilets Overflow  
Sinks are Stopped Up  
Blood Borne Pathogens

## **INCLEMENT WEATHER**

**(Student)**

Inclement Weather (Early Release) Forms will be sent home for parents to complete on their student(s) in order for the appropriate early dismissal arrangements to be in place. Teachers are asked to turn the completed sheets in to the attendance clerk once all forms are returned.

## **INJURY REPORT**

If a child is injured, an injury report form (located in the office) must be completed by the teacher involved and returned to the attendance clerk ASAP. If the child sees the nurse, she will be required to fill out an additional report for her records. (HIPPA Law)

## **KEYS**

All teachers will be issued a classroom key. The classroom key should be kept readily available in the event of a lockdown. Keys must be returned to the office when a teacher is no longer employed or at the end of closing day each year.

## **LAMINATOR**

The staff is encouraged to be conservative when using the school laminator. Whenever possible, we prefer that an authorized person use the laminator.

## **LEAVE REQUESTS**

For personal and professional leave, request must be entered in AESOP as well as communicated to Mrs. Wright at least **FIVE** days in advance. No personal days shall be



granted the day before or after any scheduled school break or day out of school. Personal days must be approved by the principal. No personal day shall be used on PLC days.

## **LESSON PLANS**

Lesson plans are a primary responsibility of all teachers. You may choose to use a plan book, complete lesson plans on the computer, or use your own form. Lesson plans should be written clearly so substitutes can use them if you are away. Please leave your lesson plan book out in a visible location on your desk so that the administrators can also refer to the plans as they visit your room.

## **LESSON PLANS**

### **For substitutes**

#### **Emergency Lesson Plans**

(Plans left for a substitute in case of an emergency illness or other absence)

These plans must be kept in a completed substitute folder and in an accessible place in the classroom. **Substitute Folders will be available during Opening Day and should be complete by the second Friday we are in session in August.**

## **LOUNGE**

**The lounge is provided for faculty and staff.**

Everyone is expected to help keep the lounge pleasant, neat and as comfortable as possible. It is the responsibility of the staff to clean up after themselves and not the responsibility of the custodial staff.

**\*Students are not allowed in the faculty lounge\***

## **LUNCHROOM**

- **Free and Reduced Lunch forms MUST go home with every student on the first day of school, Registration or at Open House.** All completed forms, returned to you, should be sent to the office as soon as possible.
- **Lunch Count MUST be turned in to the lunchroom each morning before 8:10.**
- **Field Trips - Please notify the lunchroom manager as soon as you submit a field trip request form.**

The lunch period is a maximum of 25 minutes. Schedules MUST be carefully followed.

- **Teachers should walk their students to the cafeteria.**
- **Teachers should be back in the cafeteria to pick up their students at the appropriate time.**

**By District Policy, no adult may charge meals at Franklin Elementary. Please do not put a cashier in the position of having to deny you. Each staff member may have an account set up just as students do.**

## MAIL & MESSAGES

A mailbox for each teacher is located in the mailroom. Teachers should check their mailboxes before school, mid-day, and after school, if possible. An adult needs to get the mail.

Central Office mail may be dropped off in the office to be delivered to C.O.

Email should be checked two-three times daily.

## MANAGEMENT AND SUPERVISION OF STUDENTS

### General Supervision

- ✓ All staff will be in the area of their responsibility when the students arrive and are dismissed from their buses.
- ✓ It is highly desirable that each teacher establishes the proper atmosphere of cooperation among the students. High goals and expectations should be cooperatively established.
- ✓ Students should be moved from the classroom to lunch, restroom, break, bus, etc, in an orderly manner. Running and talking loudly in the halls are discouraged.
- ✓ Students should be supervised during their outside time with classroom teachers. While supervising students, teachers need to be aware of and actively involved in the activities planned.
- ✓ At no time during the school day is any child or group of children to be unsupervised. Children are not to be left alone in a room or sent to the hall for any reason. This includes physical education, lunch, and other activities. Time out areas or assistance of other teachers may be utilized when arranged in advance. The school is responsible for each child from the time s/he gets on the bus until s/he gets off the bus each day. Teachers on duty in the morning and in the afternoon will supervise the loading and unloading of buses.
- ✓ Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District Policy requirements when intervening in and reporting to the Principal or their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made.

**Board Policies 03.162/03.262/09.422/09.42811**

## MEDICATION

## (OVER-THE-COUNTER) STUDENTS

Students will be given medication at school only with permission from parents/guardians. If parents/guardians wish to allow over-the-counter medication to be given at school, the parent must bring in written permission that will be kept on file, in the nurse's office, along with the medication in its original container.

## MEDICATION (PRESCRIPTION) STUDENTS

Prescription Medication must be in its original prescription-labeled container that states the student's name, date, name of the prescribing physician, name of the medication, and instructions for administering the medication and name of the pharmacy filling the prescription. **The school nurse/medicine delegated trained staff will administer medication in the nurse's office.**

- An adult must bring medication to school. Students may not transport any medication on the bus.

### **Please Follow The List Below For ALL Medications:**

- A medication permission form should be obtained by the school nurse/medicine delegated trained staff.
- A medication form should be completed and filed in the nurse's office.
- This required form must be completed for ANY medication.

The name, strength, dosage, and time of day medication is required should be included on the form.

## MORNING PLEDGE AND ANNOUNCEMENTS

The school day will begin at 8:00 am with selected students leading the student body in the pledge of allegiance over the intercom. After the pledge, any announcements, recognitions, etc., will be presented.

Afternoon announcements will be made at 2:45 pm. **Students and teachers should listen carefully to announcements.** Every effort will be made to avoid the use of the P.A. interruptions during the school day.

## PARENT TEACHER ORGANIZATION (PTO)

There is an expectation that teachers will attend PTO programs. Cooperation between the PTO and the school is very important. Franklin Elementary has a strong and supportive PTO. The association is important both as means to strengthen the home/school link and also, secondarily, as a strong financial backer. PTO meetings, functions, and fundraisers are an opportunity to show your commitment to the school community.

## **PARENT / STUDENT HANDBOOK**

Teachers should be familiar with the Parent/Student Handbook that includes information about Attendance Guidelines, Buses, School Bus Safety Procedures, Cafeteria Program, Changes in School Records, Code of Acceptable Student Behavior and Discipline, Electronic Resource Appropriate Use Policy, Discipline, Student Expectations, Dress Code, Homework, Grading System, Make-Up Work, Parties, Visitation, Volunteers, etc. **It is the responsibility of the members to read both the Parent/Student and the Staff Handbook.**

## **PARTIES**

*When celebrating with students, please also be mindful of the dietary, financial, and religious constraints of students and families. Birthday parties are not allowed at school. However, parents may contact teachers concerning a birthday snack to be dropped off in the office and utilized at your convenience.*

## **PICTURES**

Students will have pictures taken in the fall and spring. Information will be distributed prior to picture day.

## **PLANNING PERIODS**

Each teacher has a scheduled planning period. This time is intended for teachers to take care of copying, phone calls, team meetings, parent conferences, etc. Since this time is allotted daily, only emergency situations should call for a teacher to be out of the classroom leaving students unattended. Teachers are responsible for the welfare of the students and school property under their supervision. If it is necessary to leave campus during planning time, the teacher must sign out in the office.

## **PLAYGROUND AREA**

Children will play only in the designated areas and ALWAYS with teacher supervision. A certified teacher must be on the playground with his/her class. Teachers must circulate and supervise all students in a close proximity. Teachers, please have a cell phone available when supervising students on the playground. **All students should be in the building by 2:45.**

## REQUEST TO LEAVE EARLY PROCEDURE

If you must leave during the school day, please speak with an administrator before leaving campus. If it is necessary to sign out for a Dr.'s appointment, family illness, school related business, or personal business, one may do so accordingly:

- Please see an administrator
- If a substitute is needed, there is a minimum of one half day of leave.
- When possible, if a person will be out for only a short period, it is preferred that we cover the time with another school employee.

## RESTROOM EXPECTATIONS

- ❖ When an entire class is taken to the restroom, the teacher should be present.
- ❖ Children should whisper, if talk is necessary, in the restrooms. There should be no talking in the halls. Classes should be in a single file line not touching the walls.

## SCHEDULES

A copy of your class schedule should be posted inside your classroom door. If changes are made to the schedule, an updated copy should be provided to office staff.

## SCHOOL CLOSINGS

In the event of a delayed start, total school closing, or early dismissal the following radio and TV stations will be notified as soon as possible: WFKN-Franklin, WSM-Nashville, WTVF-Nashville, FOX-Nashville, WBKO-Bowling Green, WKLY-Bowling Green, WKYU/WDCL, WBVR-Russellville, WHHT, WOVO, WPTZ, WGGC-Glasgow. For early dismissal, the same media will be informed. Additionally, the SCHOOL MESSENGER notification system will be utilized.

## SCHOOL HOURS

The school day is from 7:45 a.m. until 3:20 p.m. Staff should be available to supervisors, parents, and students during that time unless otherwise instructed. **Staff with homerooms should be in classrooms by 7:45 a.m.** School hours are from 7:25 a.m. until 3:20 p.m.

## SUBSTITUTES

If you need a substitute and you know in advance a substitute is required (ex. Dr. Apt. made in advance) please let Mrs. Wright know and enter the absence in AESOP. If you need a substitute and the absence event is unplanned, please enter in AESOP and text Mrs. Wright.

## **TARDY (STUDENTS)**

Any student arriving at school after the 8:00 bell must be signed in the office by a parent/guardian. The student will be given a tardy slip to enter class. The absence will be changed to a tardy in the office. (Teachers do not record tardies in Infinite Campus).

## **VISITORS**

Direct all visitors to the office. All visitors must be cleared by the office before admittance throughout the school. Visitors **MUST** have a visitor's name tag while in the building. If you observe someone without a visitor's name tag, refer him or her to the office to obtain one. Contact the office immediately if you have concern about the presence of anyone in the building.

## **VOLUNTEERS**

We encourage parents to volunteer. However, all volunteers must complete a volunteer application to be approved before the volunteer process may begin. Volunteer Forms may be obtained from each school.

## **WITHDRAWAL PROCEDURE**

- 1) When a student in your class is withdrawing, notify the office as soon as you find out.
- 2) Make sure all books are turned in.
- 3) Check with lunchroom to see if student has any outstanding charges.
- 4) Put a note in the Special Education contact person's box if the child has been enrolled in a special education class.
- 5) Update the permanent folder including the most recent report card and conference form.
- 6) Make sure the student takes along all personal properties. Try to obtain a new address if anything will need to be mailed to the individual such as school pictures or books you may have ordered for him/her.

## **WORKMAN'S COMPENSATION**

**ANY INCIDENT MUST BE REPORTED THE DAY IT HAPPENS TO THE OFFICE.**





# **SAFETY PROCEDURES**



## **FIRE DRILL PROCEDURES**

- Make sure fire evacuation map is posted by door of classroom
- Discuss and review rules of evacuation with students in a timely manner
- Fire alarm will sound
- Close all windows and DOORS before exiting
- Turn off all lights before exiting
- Maintain order during evacuation
- Arrange assistance for any students with disabilities
- Take roll book outside
- Check roll when you reach your designated area
- Mrs. Holder will assume responsibility for picking up the box with the student's information, absentee list and the check in/out log.

(Mrs. Humphrey is backup)

- Hold up a GREEN card if everyone is accounted for
- Hold up a RED card if you are missing a student
- Title Teachers, Support staff will check with teachers to report to either:  
Mrs. Wright (In front of building by the front door)

TBD (In back of building by the playground door by the heating and cooling units)

## **TORNADO DRILL PROCEDURES**

- Discuss and review rules of Tornado Drill in a timely manner  
Announcement will be made over the intercom to move students to  
"Tornado" Position
- Utilize designated safe areas during the drill (inside hallways and rooms without windows)
- Maintain order during drill, watch or warning
- Rest on knees, lean forward, cover face/head by crossing arms over head
- Title 1 staff/support staff will check hallways and report to the Principal any problems or missing students
- Mrs. Wright will be located in the main hallway by the office and preschool
- TBD will be located in the hallway by the cafeteria
- Custodians will be located in the 1985 hallway
- Administration staff with the assistance of the custodians will check the building for any damage
- Remain in the assigned safety area with students until "all clear" signal is given over intercom

## **MEDICAL EMERGENCY PROCEDURES**

- In the event of an emergency, call 911 or report to the office
- If you call 911, notify the office immediately
- Office staff should notify the Emergency Response Team/First Responders
- Principal /Incident Commander manages the scene
- Safety Officer meets the police and/or ambulance to direct them
- First Responders provide immediate care until ambulance comes
- Principal meets the ambulance
- School Nurse/Custodians limits exposure to BBP
- Office staff notifies parent/guardian of student(s) involved
- Notify Central Office
- If taken to the hospital, the Incident Commander will appoint someone to accompany/follow child to the hospital

## **EARTHQUAKE DRILL PROCEDURES**

- Discuss and review rules of Earthquake Drill in a timely manner
- For drill - announcement will be made to move students to “Earthquake” position
- Real event - use good judgment if announcement cannot be made in a timely manner
- Inside: Drop and take cover under desks, tables, or other heavy furniture
- Inside: Stay away from windows, light fixtures, and suspended objects
- Inside: Hallways - move to interior wall and cover head and neck with elbows/hands
- Inside: Under no circumstances should anyone leave the building
- Outside: Move away from the building and into an open space
- Outside: Lie down or crouch low to the ground
- Outside: Avoid utility poles and over-head wires
- Outside: Do not enter the building until given the okay by the Principal or designee
- Title 1 staff/support staff will check the building for problems and missing children and report to the Principal/Guidance Counselor/Support staff as in the Tornado Drill

## **INTERNAL/EXTERNAL LOCK DOWN / SHELTER IN PLACE PROCEDURES**

- A call will be given over the PA System to begin the internal or external lockdown
- Make sure your room key is handy at all times
- Teachers are encouraged to keep their doors locked
- Teachers are encouraged not to use wooden door stops
- Everyone check the immediate hallways before shutting and locking your doors
- Lock your door quickly, if lockable
- If you need assistance, place the red card under the door
- Turn lights OFF, move your students to an area in the room where they cannot be seen through the door window
- Stay in position until announcement that lock down is over
- During the External (Community) lockdown, Mrs. Wright, TBD or Mrs. Gass will be responsible for making sure all external doors are secured and locked.

## **BOMB THREAT PROCEDURES**

- The prompt will be “Staff please evacuate the building and scan your rooms”
- Follow the same directions as a fire drill. As you leave your room and the building scan and check for: anything that might be a cause for concern (packages, boxes, etc. that are out of place; usually not there)
- Move away from the building as safety permits (if on the playground, move to the back of the lot)
- Out in front of the building - move towards the Goodnight Library
- In parking lot - move up in the lot going towards the Regional Training Center (RTC)

**FES**



**KYCID**  
**GUIDELINES**  
**FOR**  
**SUCCESS**

## **FES HALLWAY CONDUCT**

The hallway of FES will be a safe and quiet environment where people interact with respect, and are courteous of one another.

- 1) Walk in a single file line, on the right side of the hallway
- 2) Keep your hands, feet, and all other objects to yourself. Keep hands and feet off the wall.
- 3) Stay quiet in the hallways.

## **OUTSIDE TRANSITIONS**

The students, during safety drills, will exit the building in a safe and orderly manner.

- 1) Walk in single file line during all safety drills. Once outside, stay in line.
- 2) During any safety drill; no talking. Follow directions from your teacher.

## **RESTROOM CONDUCT**

The restrooms will be a safe and clean environment in which all students may utilize the facilities without any type of harassment.

- 1) If possible, go ONLY during designated breaks. Otherwise, you must have teacher/staff member permission.
- 2) While waiting for the restroom in the hallway, voices should be quite in the hallway and inside the restroom.
- 3) Keep hands and body to self. No playing, climbing, crawling, or swinging in the bathroom.
- 4) If you utilize a restroom with paper towels, place the dirty towel in the trash can after use. Do not bring pencils, pens, or other objects into the restroom.
- 5) WASH YOUR HANDS and return quietly to the line.
- 6) If there is a class in front of you, you must wait your turn.

## **CAFETERIA CONDUCT**

The students will enter and exit in a safe and orderly matter, and will be responsible and respectful to all.

- 1) Keep hands, feet and other objects to yourself at all times.
- 2) Use good manners. Always be polite to everyone.
- 3) If you drop your silverware, raise your hand and an adult will replace it.
- 4) Please follow the rules your class has for “no talking time”. When the time is over, the staff member will signal for you to talk with your friends.
- 5) Empty your tray in the trashcan, and then gently place in the window.
- 6) Always walk in the cafeteria.
- 7) Never get up without permission.

## **EARLY MORNING ARRIVAL**

The students will enter the school and be provided a safe environment to prepare for a great day. Students will be: Friendly to All, Excited to Learn, & Show Respect.

- 1) 7:30 – 8:00 if you eat breakfast in the cafeteria, go to the person holding the tickets to get your breakfast ticket.
- 2) Bus Riders and Car Riders who do not eat breakfast at school are to report to the cafeteria to wait for the 7:50 dismissal bell.
- 3) Once in the hallway, please be quiet and respectful of others.
- 4) Once in your classroom, do not leave the room without permission.
- 5) If you arrive after 8:00, a parent must come into the office to sign you in.

## **AFTERNOON DISMISSAL**

**The students will leave school safely.**

When the dismissal bell rings in the afternoon, students should be released first bell, second bell and car riders.

- 1) Students **MUST** be ready to leave for the day when the bell rings. Teachers or para pros must walk students to the designated spot.

- 2) Bus and Car riders need to keep their voices quite while in the bus line and car rider line.

## **PLAYGROUND CONDUCT**

Students will participate in developmentally appropriate physical exercise in a cooperative and safe manner.

- ☐ Please be quiet in the hallways when going outside
- ☐ Please walk until you get to the playground
- ☐ Stay away from ditches, puddles, and mud
- ☐ Use equipment as it is meant to be used. Examples:
  - Do NOT walk up the slide
  - Go down the slide one at a time
  - Do not stand on the swings or jump out  
(Swing area is for swinging only)
- ☐ If you need to go to the restroom, please ask your teacher
- ☐ Take turns at the swings & slides
- ☐ Share playground equipment and take turns with other students
- ☐ If a student is bothering you, please tell an adult
- ☐ Do not throw mulch or rocks.

## **REINFORCEMENT PROCEDURES**

Teacher praise for appropriate behaviors

Recognition of good behaviors

Let the parent know the positives

## **CONSEQUENCES OF BAD CHOICES**

Verbal reprimand

Positive affirmation of good behavior if behavior improves

Parent notification

Completion of office referral form

## BREAKFAST AND LUNCH

### BREAKFAST:

Franklin Elementary serves breakfast everyday that school is in session for a full day for students and faculty.

**\*Breakfast will be served from 7:30-8:00 each morning\***

**In order for your child to have enough time to eat breakfast, he/she should be in the line by 7:45.**

**In order to comply with federal regulations, food from restaurants may not be brought in during school breakfast hours.**

His/Her class will start at 8:00 each morning. In the event that your child's bus is late, we will make every attempt to see that your child has the opportunity to eat breakfast.

### LUNCH:

If extra food is to be purchased, please send the money (CASH) separately that day.

We ask that you please notify your child's teacher if and when you choose to eat lunch at school, so that she may make the cafeteria staff aware of the extra person.

**In order to comply with federal regulations, food from restaurants may not be brought in during school lunch hours.**



\*

**The Cafeteria requests that money for breakfast and lunch be paid on Mondays for the week.**

**Breakfast and lunch will be served at the following cost:**

**Student Breakfast & Lunch – Free**

**Adult Breakfast - \$2.75**

**Adult Lunch - \$3.75**

**Application for Free and/or Reduced Price Lunches**

If you wish to apply for free or reduced lunches for your child, you will be given the opportunity to do so at District Registration. Applications can also be picked up in the school office and returned to your child's teacher. It is important to fill in all the information called for in the application form. You **must** list Social Security Numbers.

**2019/ 2020**  
**FES Hospitality Committee**

Hospitality Chairperson: Shannon Hawks

Entry Level Representative: Jamie Simpson

Preschool Representative: Stacy Nishibun

- |      |  |                   |
|------|--|-------------------|
| I.   | <b>Retirement Gift:</b>  | \$100.00          |
| II.  | <b>Hospital Stay</b> (Faculty & Gift)<br>Same Day Surgery (miss 2 or more days of school- amount to be determined by the committee).       | \$35.00 (flowers) |
| III. | <b>Wedding Shower</b> (first wedding) hosted by the team.<br>Hospitality will purchase cake and give \$50 towards food and/or decorations. |                   |
| IV.  | <b>Baby Shower</b> (first baby) hosted by the team.<br>Hospitality will purchase cake and give \$50 towards food and/or decorations.       |                   |
| V.   | <b>Death</b><br>A) Faculty/ Staff<br>B) Spouse<br>C) Child<br>D) Parent<br>E) Send card to all others                                      | \$50.00 (flowers) |
| IV.  | <b>Emergency Fund-</b> For unexpected family emergencies<br>(fire, travel expenses, etc..- amount to be determined by the committee)       |                   |

**The Committee will be collecting \$20.00 (due prior to October Break) from each Faculty & Staff Member.**

## **Mission Statement of the Franklin Elementary School Library Media Program**

The mission of the Franklin Elementary School Library Media Program is to ensure that students are effective users of ideas and information. The library media center strives to provide the school community with developmentally appropriate instructional materials and recreational materials to encourage growth in knowledge, to foster information literacy, and to establish a life-long love of reading.

### **Request for Materials/Faculty Checkouts**

Faculty members are welcome to browse and pick up/check out materials in person or notify the librarian of needs via email or by filling out a request for materials form. Requests should be made several days in advance. A folder will be kept by the "check out" computer in the library. Request forms may be picked up from the folder and returned to this folder when completed.

Faculty members may not remove any book from the library unless it is checked out in his/her name. This helps to locate materials if they are needed by others. Each homeroom teacher may check out up to 25 books in his/her name.

Students will begin checking out books mid September. Check out days will be on Tuesday and Wednesday. The loan period is one week. Overdue notices will be given periodically. To help students learn to be responsible, no new loans will be permitted until overdue books are returned.

### **Lost and Damaged Books**

If a book is lost or damaged, the book must be paid for before additional books can be checked out. A \$10.00 fee will be charged to replace a lost or damaged book. A parent/guardian may choose to replace the lost or damaged book. The replacement book must be the same title as the lost/damaged book.

### **Requests for Media Center Purchases**

Because the media center strives to support the curriculum needs of our students, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases are always welcome.

### **Media Center Computer Lab**

A calendar will be placed in the media center for teachers to sign up to use the media center computer lab. Slots will be blocked off in the morning and afternoon for Pre-K students to work with the Iread program; however, teachers are welcome to sign up for any open times. Teachers will be responsible for their classrooms during this time.

