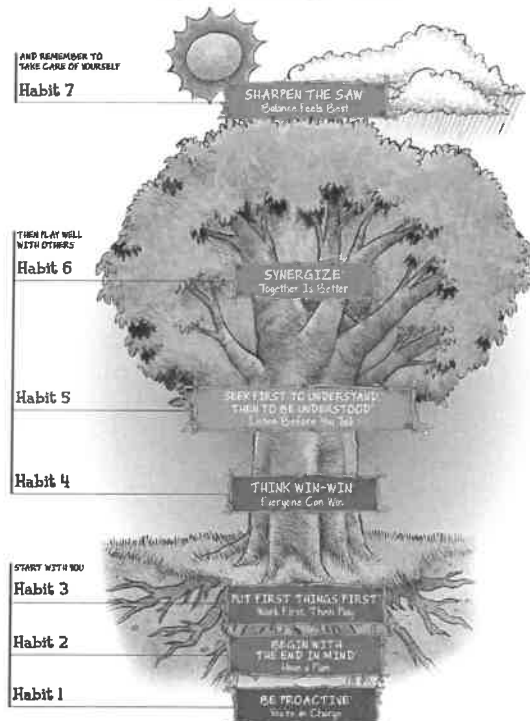


FACULTY & STAFF HANDBOOK 2019 - 2020



The 7 Habits' Tree



The Leader in Me™

great happens here

Throughout the 2019-2020 school year, Simpson Elementary will continue to fully implement the program entitled *The Leader in Me!* This is an exciting program that is based on the popular book *The 7 Habits of Highly Effective People* by Stephen Covey.

The Leader in Me produces transformational results in children such as higher academic achievement, fewer discipline problems, and increased engagement among teachers and parents. Better yet, *The Leader in Me* equips students with self-confidence and skills they need to thrive in the 21st century economy!

The Leader in Me program revolves around the 7 main habits that we'll focus on throughout the school year. Those habits (and a short explanation of each) are outlined below:

- **Habit 1: Be Proactive** – You're in Charge.
- **Habit 2: Begin With the End In Mind** – Have a Plan.
- **Habit 3: Put First Things First** – Work first, then play.
- **Habit 4: Think Win-Win** - Everyone can win.
- **Habit 5: Seek First to Understand, Then to Be Understood** - Listen before you talk.
- **Habit 6: Synergize** – Together is better.
- **Habit 7: Sharpen The Saw** – Balance feels best.

Over the coming months, your child will likely be using language that includes these habits quite frequently. Each child will be involved in this program and discover qualities and abilities about themselves that they never know they possessed! Ultimately, it is our goal to instill qualities among our students to make them more responsible, to show more initiative, to show their creativity, to be able to set goals as well as meet them, to assist them in getting along with people from many different cultures, and finally to resolve conflicts among themselves.

This program goes far beyond test scores, and is not simply a character education course. Instead, we are teaching our Simpson Elementary students a set of leadership traits that will build a strong skill set which will stand the test of time as they use these skills throughout their lives.

We are excited about the impact this program will have on our school as well as each student! We look forward to sharing this exciting time with each of you! Stay tuned as we enter an exciting time at Simpson Elementary School!!!

Faculty and Staff

2019-2020

TEACHERS

Acre, Kathy
Alford, Kyle
Banton, Dana
Blythe, Edie
Boren, Beverly
Burgett, Lou Ann
Butterfield, Wendy
Campbell, Lisa
Caudill, Katie
Coker, Trish
Cornwell, Sandy
Crawford, Fran
Curtis, Nancy
Dixon, Sandy
Eaton, Jessi
Farmer, Michelle
Gann, Tamara
Graves, Stacy
Graves, Tori
Haas, Darby
Halcomb, Laura
Harding, Triscilla
Hendi, Jennifer
Jones, Atalie
Jones, Celeste
Kilburn, Kerry
Kivett, Stephanie
London, Kristi
Marlin, April
McBrayer, Cari
Minjarez, Angel
Ogles, Jennifer
Phillips, Dee Dee
Perdue, Caitlyn

Raines, Abby
Spencer, Dawn
Tucker, Mary Kay
Wilson, Abby
Wright, Beth

OFFICE

Barnum, Michael
Gentry, Nikki
Stewart, Cari
Tucker, Josh
Vaughn, Stacy
Wilson, Beth

Student Services

Chaney, Amie - Social Worker
Doty, Laura - Counselor
Phillips, Lacey- FRYSC

RELATED ARTS

Ballard, Mike
Chinese Culture
Northern, Sam
Doty, Laura
Pardue, Bethanne

SPEECH

Brady, Tammy
Brown, Ashley,OT
Gomez, Lauren
Sublett, Katie
Rash, Kate

ESL TEACHER

PARAEDUCATORS

Atkins, Cindy
Barnett, Debbie
Bell, Heidi
Butterfield, Allana
Estes, Sandra
Forshee, Lori
Hastings, Stephanie
Henson, Vicky
Patty, Rita
Uhls, Wendy

CUSTODIANS

Henry, Manzel
Kirkham, Alan
Mitchell, Marsha
Huddleston, Candie

CAFETERIA

Blankenship, Kellie
Hartman, Codi
Hudson, Beth
Mitchell, Megan
Nealy, Teresa, Manager
Stanford, Kim
Stradtner, Tammy
West, Stelena

NURSE

Telephone List

OFFICE:

Barnum	143
Tucker	144
Perdue	154
Vaughn	145

B.Wilson	100
Gentry	142
Stewart	153

SPECIAL AREA:

Ballard (Art)	128
Chinese	120

Pardue (Gym)	156
Doty (Music)	122
Northern (Library)	149

RESOURCE:

Boren	132
Cornwell	130
Crawford	131
Gann	111
S. Graves	130
Alford	121

Haas	119
Marlin	130
Rash/Brown	155
Gomez	117
Banton	125
Kilburn	125
Sublett	157

OTHERS:

Cafeteria	147
Computer Lab	110
Conference	173
Family Resource	123

Lounge	150
Nurse	146
OT	155
Chaney	151
Work Room	152

HOMEROOMS:

Acre	141
Blythe	109
Burgett	138
Butterfield	105
Campbell	101
Caudill	137
Coker	113
Curtis	134
Dixon	126
Eaton	114
Farmer	112
T. Graves	124
Halcomb	116
Harding	107
Hendi	139
A. Jones	127

C. Jones	108
Kivett	129
London	102
Minjarez	110
Ogles	140
Perdue	133
Phillips	115
Raines	136
Spencer	104
Tucker	119
Wilson	135
Wright	106

Simpson Elementary SBDM Council

Simpson Elementary School Site Based Decision Making Council has the responsibility for setting school policy consistent with the district policy to provide an environment that supports student achievement and assist the school in meeting the goals established by the General Assembly. In order to submit an item to be considered at a meeting, it must be submitted in writing to the school principal at least five (5) days prior to a meeting. The school council shall adopt a policy to be implemented by the principal in the following areas:

- Assignments of students to classes
- Curriculum
- Discipline/Classroom Management
- Extracurricular Programs
- Instructional Practices
- Instructional/Non-Instructional Staff Time
- School Schedule
- School Space

2019-2020 SBDM Council Representatives

Jennifer Delk – Parent

Michael Barnum – Principal

Nicole Law- Parent

Edie Blythe- Teacher

Bethanne Pardue- Teacher

Dawn Spencer – Teacher

Simpson Elementary PTO

The Simpson Elementary Parent/Teacher Organization is a critical support group for the school. Parents are encouraged to become an active member of this worthy organization. Additional information about how you may join and participate in PTO functions may be obtained by contacting the school or the PTO.

2019-2020 PTO Officers

President: Lara Nash Forshee

Vice President: Jaclyn Konow

Secretary: Stephanie Moore

Treasurer: Tara Peden

Box Top Coordinator: Mallory Cardwell

Special Events: Courtney Perry

Kari Harris

Natalie McCutchen

Missy West

Amber Rosbottom

Teachers: Trish Coker

Beth Wright

Tamara Gann

Dee Dee Phillips







Room Assignments 2019-2020

ROOM 1	Lisa Campbell	ROOM 24	Tori Graves
ROOM 2	Kristi London	ROOM 25	Dana Banton/Kerry Kilburn
ROOM 3	Cari McBrayer	ROOM 26	Sandy Dixon
ROOM 4	Dawn Spencer	ROOM 27	Atalie Jones
ROOM 5	Wendy Butterfield	ROOM 28	Mike Ballard/Art
ROOM 6	Beth Wright	ROOM 29	Stephanie Kivett
ROOM 7	Triscilla Harding	ROOM 30	Stacy Graves/Sandy Cornwell
ROOM 8	Celeste Jones	ROOM 31	Fran Crawford
ROOM 9	Edie Blythe	ROOM 32	Beverly Boren/April Marlin
ROOM 10	Angel Minjarez	ROOM 33	Caitlyn Perdue
ROOM 11	Tamara Gann	ROOM 34	Nancy Curtis
ROOM 12	Michelle Farmer	ROOM 35	Abby Wilson
ROOM 13	Trish Coker	ROOM 36	Abby Raines
ROOM 14	Jessi Eaton	ROOM 37	Katie Caudill
ROOM 15	Dee Dee Phillips	ROOM 501	Lou Ann Burgett
ROOM 16	Laura Halcomb	ROOM 502	Jennifer Hendi
ROOM 17	Lauren Gomez	ROOM 503	Jennifer Ogles
ROOM 18	Mary Kay Tucker	ROOM 504	Kathy Acre
ROOM 19	Darby Haas	MEDIA CENTER	Sam Northern
ROOM 20	Chinese Culture/Computer Lab	GYM	Bethanne Pardue
ROOM 21	Kyle Alford	Room 151	Amie Chaney
ROOM 22	Laura Doty/Music	Room 155	Ashley Brown/Kate Rash
ROOM 23	Family Resource Lacey Phillips	Room 157	Katie Sublett
HALL TO 37	Debbie Hughes		

Simpson Elementary Faculty

2019-2020

- Michael Barnum, Principal
- Beth Wilson, Administrative Assistant
- Josh Tucker, Assistant Principal
- Jane Ross, Attendance Clerk
- Derrick Perdue Guidance Counselor
- Cari Stewart, Bookkeeper
- Stacy Vaughn, CIA

1 st Grade			
 <u>Wiz Kids</u> Lisa Campbell Triscilla Harding Kristi London Cari McBrayer Dawn Spencer Beth Wright	<u>Mighty Munchkins</u> Edie Blythe Wendy Butterfield Trish Coker Celeste Jones Angel Minjarez 		
2 nd Grade			
 <u>All-Stars</u> Kathy Acre Lou Ann Burgett Jennifer Hendi Jennifer Ogles	<u>Creative Cats</u> Jessi Eaton Michelle Farmer Laura Halcomb Dee Dee Phillips Mary Kay Tucker 		
3 rd Grade			
 <u>Wildcats</u> Katie Caudill Nancy Curtis Caitlyn Perdue Abby Raines Abby Wilson	<u>Mighty Mustangs</u> Sandy Dixon Tori Graves Atalie Jones Stephanie Kivett 		
<u>Special Area</u> Art: Mike Ballard Chinese Culture Media Specialist: Sam Northern Music: Laura Doty Physical Education: Bethanne Pardue		<u>Resource Teachers</u> Kyle Alford/EBD Beverly Boren Sandra Cornwell Tamara Gann Darby Haas/FMD April Marlin Stacy Graves Kathy Sharlow	
<u>Speech</u> Kate Rash Lauren Gomez Katie Sublett <u>ELL</u> -Debbie Hughes		<u>Interventionist</u> Dana Banton Kerry Kilburn	
Para educators			
Cindy Atkins Debbie Barnett Heidi Bell	Sandra Estes Lori Forshee Vicky Henson	Stephanie Hastings Rita Patty Allana Butterfield	Wendy Uhls

Master Schedule 2019-2020

[illegible]

	Targets	Skills/Targets	Skills/Targe ts	Skills/Targe ts	Skills/Targe ts	Skills/Targe ts	Skills/Targe ts
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Certified Staff Schedule

7:40	Certified Staff in building
7:45	Certified Staff in position
7:50	1 st Bell Rings
8:00	Tardy Bell Rings
10:33 – 12:33	Lunch (24 minutes per class)
3:00	First Dismissal Bell rings
3:30	Certified Staff may leave

Classified Staff Schedules

Classified staff is paid for seven hours per day. Below are the exact times our Para Educators should be in their assigned positions (not just in the building or on school grounds.)

Cindy Atkins	7:40 – 3:10
Debbie Barnett	7:30 – 3:00
Sandra Estes	7:30 – 3:00
Lori Forshee	7:45 – 3:15
Vicky Henson	7:45 – 3:15
Stephanie Hastings	7:45 - 3:15
Heidi Bell	7:40 – 3:10
Rita Patty	7:30 – 3:00
Wendy Uhls	8:00 – 3:30

2019-2020

Resource/Para's Assignments & Dape

Resource Assignments:

Fran Crawford/Tamara Gann – 1st Grade
Sandy Cornwell/Stacy Graves– 2nd Grade
April Marlin/Beverly Boren – 3rd Grade
DarBy Haas – FMD
Kyle Alford/EBD

Paraeducators Assignments:

Rita Patty (Crawford) – Wiz Kids
Wendy Uhls (Gann) – Mighty Munchkins
Lori Forshee (S. Graves) – Creative Cats
Vicky Henson (Cornwell) – All Stars
Debbie Barnett (Boren) – Wildcats
Cindy Atkins (Janes) – Mighty Mustangs
Sandra Estes and Heidi Bell (Alford)
Stephanie Hastings (Haas) – FMD

DAPE:

All students will be provided with 10 minutes of recess with the option of earning an additional 10 minutes.

An asterisk (*) indicates staggered start and stop times due to lunch schedules.

10:18-10:38	Creative Cats
11:30 – 11:58*	Mighty Mustangs
11:55 – 12:27*	Wiz Kids
12:27 - 12:56*	All Stars
2:05-2:25	Wildcats
2:30 - 2:50	Mighty Munchkins

SPECIAL AREA MASTER SCHEDULE 2019-2020

Time	Special Area	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:10	Library	Tucker	Eaton	Phillips	Farmer	Halcomb
C. Cats	Chinese Culture	Halcomb	Tucker	Eaton	Phillips	Farmer
	Music	Farmer	Halcomb	Tucker	Eaton	Phillips
	Art	Phillips	Farmer	Halcomb	Tucker	Eaton
	PE	Eaton	Phillips	Farmer	Halcomb	Tucker
9:20-10:10	Library	Burgett	Ogles	Adaptive/Haas	Hendi	Acre
All Stars	Chinese Culture	Acre	Burgett	Ogles	Adaptive/Haas	Hendi
	Music	Hendi	Acre	Burgett	Ogles	Adaptive/Haas
	Art	Adaptive/Haas	Hendi	Acre	Burgett	Ogles
	PE	Ogles	Adaptive/Haas	Hendi	Acre	Burgett
10:10-11:00	Library	A. Jones	Dixon	Adaptive/Haas	T. Graves	Kivett
Mustangs	Chinese Culture	Kivett	A. Jones	Dixon	Adaptive/Haas	T. Graves
	Music	T. Graves	Kivett	A. Jones	Dixon	Adaptive/Haas
	Art	Adaptive/Haas	T. Graves	Kivett	A. Jones	Dixon
	PE	Dixon	Adaptive/Haas	T. Graves	Kivett	A. Jones
11:10-12:00	Library	Raines	Wilson	Curtis	Perdue	Caudill
Wildcats	Chinese Culture	Caudill	Raines	Wilson	Curtis	Perdue
	Music	Perdue	Caudill	Raines	Wilson	Curtis
	Art	Curtis	Perdue	Caudill	Raines	Wilson
	PE	Wilson	Curtis	Perdue	Caudill	Raines
12:05-12:30	Lunch					
12:35 – 1:25	Library	Campbell	McBrayer	Wright	Spencer	Harding
W. Kids	Chinese Culture	Harding	Campbell	McBrayer	Wright	Spencer
	Music	Spencer	Harding	Campbell	McBrayer	Wright
	Art	Wright	Spencer	Harding	Campbell	McBrayer
	PE	McBrayer	Wright	Spencer	Harding	Campbell
1:25 – 2:15	Library	Minjarez	Coker	Blythe	C.Jones	Butterfield
M. Munchkins	Chinese Culture	Butterfield	Minjarez	Coker	Blythe	C.Jones
	Music	C.Jones	Butterfield	Minjarez	Coker	Blythe
	Art	Blythe	C.Jones	Butterfield	Minjarez	Coker
	PE	Coker	Blythe	C.Jones	Butterfield	Minjarez

ARRIVAL DUTY 2019-2020

CAFETERIA

Sandy Cornwell (7:30)
Heidi Bell (7:40)
Sandra Estes (7:30)
Amie Chaney - Line (7:30)
Beverly Boren (7:40)
Wendy Uhls (8:00)

OFFICE

Beth Wilson (7:15)
Cari Stewart (7:00)
(7:30)

FRONT PARKING LOT (BUS)

Josh Tucker (7:25)

HALLWAYS

April Marlin (front hall/workroom @ 7:50)

NURSES' STATION

Nikki Gentry (7:45)

CHECK & CONNECT

Lori Forshee (7:50 – 8:30)

PARKING LOT (7:30-8:00)

Mike Ballard
Debbie Barnett
Rita Patty

LIBRARY

Sam Northern (7:40)

GYM

Laura Doty w/ 1st (7:30)
Cindy Atkins w/ 2nd (7:40)
Allana Butterfield @ext. door(7:50)
Katie Sublett w/ 3rd (7:30)
Stacy Graves @ cafe door (7:40)
Tamara Gann @ ext. door(7:40)
Kyle Alford (7:30-transition once pass students arrive)

PARKING LOT

Michael Barnum (7:40)
Bethanne Pardue (7:40)
Vicki Henson (7:40)
Loren Gomez (7:40)
Kathy Sharlow (7:40)

COMPUTER LAB

Banton Lab 20 (7:30-7:50)
Kilburn Math Group(7:30-7:50)

- **ALL CERTIFIED STAFF SHOULD BE IN THEIR DESIGNATED DUTY AREA BY 7:40.**
- **CLASSROOM TEACHERS SHOULD BE IN THEIR ROOMS BY 7:40.**

- **ALL HOMEROOM TEACHERS SHOULD MONITOR HALLWAYS AND STUDENTS.**

DEPARTURE DUTY 2019-2020

OFFICE

Beth Wilson (3:45)
Cari Stewart (3:30)
(4:00)

CAFETERIA

Josh Tucker
Fran Crawford
Dana Banton
April Marlin
Tamara Gann
Kerry Kilburn
Cindy Atkins (3:10)
Lori Forshee (3:15)
Kyle Alford (PASS kids)

HALLWAYS

ALL Classroom Teachers

FRONT HALLWAY & WALKERS

Sam Northern

PICK-UP

Michael Barnum (GYM/Line)
Wendy Uhls (Caller)
Lauren Gomez (1st Line)
Stacy Graves (2nd Line)
Bethanne Pardue (3rd Line)
Laura Doty (End of Canopy)
Allanah Butterfield (GYM 3:30)
Beverly Boren (GYM)
Vicky Henson (GYM 3:15)
Certified Teachers (Gym)
Kyle Alford (PASS kids)

BACK-UPS FOR PICK-UP LINE

Gomez (out) - Sublett (in)
S. Graves (out) –Bell/Doty (in)
Pardue (out) – Wright (in)

NURSES' STATION

Nikki Gentry

- **STAFF SHOULD BE IN DESIGNATED DUTY AREA BY 3:00.**
- **TEACHERS NEED TO MOVE TO DOORWAYS TO SUPERVISE DEPARTING STUDENTS IN FOYERS AND HALLWAYS.**

Daily Assignments 2019-2020

ARRIVAL – CAFETERIA

Cornwell (7:30)	Overall Supervisor
Bell (7:40)	Tables / PASS
Estes (7:30)	Tables / PASS
Chaney (7:30)	Food Line
Boren (7:40)	Tables/Walk Line
Uhls (8:00)	Tables/Stay until all done
Hastings (7:45)	Special Needs Assistance
Faculty needs to stay in cafeteria until 8:00.	

DEPARTURE – CAFETERIA

Josh Tucker	Deliver to Buses
Banton	Deliver to Buses
Marlin	Deliver to Buses
Kilburn	Deliver to Buses
Gann	Deliver to Buses
Atkins (3:00 – 3:10)	Supervise lines @ door 2
Forshee (3:00 – 3:15)	Supervise lines @ door 1



Pledge Schedule - Math Fact - Word of the Week

We will say the Pledge of Allegiance as close to 8:00 a.m. as possible. Please make sure that students know the pledge before sending them to the office. They need to be in the office by 7:57 a.m.!

Week of:

August 19	Wilson	January 20	London
August 26	Raines	January 27	Spencer
September 2	Perdue	February 3	Wright
September 9	Curtis	February 10	McBrayer
September 16	Caudill	February 17	Minjarez
September 23	Kivett	February 24	Blythe
September 30	A. Jones	March 2	Butterfield
September 24	Dixon	March 9	Coker
October 14	T. Graves	March 16	C. Jones
October 21	D. Phillips	March 23	Wilson
October 28	Acre	March 30	Raines
November 4	Burgett	April 13	Perdue
November 11	Hendi	April 20	Curtis
November 18	Ogles	April 27	Caudill
November 25	Eaton	May 4	Kivett
December 2	Halcomb	May 11	A. Jones
December 9	Farmer	May 18	Dixon
December 16	Tucker		
January 6	Campbell		
January 13	Harding		

Writer of the Week 2019-2020

*On the first day of the week, update the board in the front hall with the students picture and their writing piece. Pictures and writing pieces can be taken down at the end of the week. Students will be recognized each week on the morning announcements.

Aug. 19	Butterfield	Acre	Boren
Aug. 26	Campbell	Burgett	Caudill
Sept. 2	Coker	Cornwell	Curtis
Sept. 9	Spencer	Northern	Dixon
Sept. 16	Gann	S. Graves	T. Graves
Sept. 23	McBrayer	Halcomb	Banton
Sept. 30	London	Eaton	Kivett
Oct. 14	Wright	Hendi	Marlin
Oct. 21	Blythe	Phillips	Raines
Oct. 28	C. Jones	Ogles	Perdue
Nov. 4	Harding	Tucker	Wilson
Nov. 11	Crawford	Farmer	A. Jones
Nov. 18	Minjarez	Haas	
Nov. 25	Butterfield	Acre	Boren
Dec. 2	Campbell	Burgett	Caudill
Dec. 9	Coker	Cornwell	Curtis
Dec. 16	Spencer	Northern	Dixon
Jan. 6	Gann	S. Graves	T. Graves
Jan. 13	McBrayer	Halcomb	Banton
Jan. 20	London	Eaton	Kivett
Jan. 27	Wright	Hendi	Marlin
Feb. 3	Blythe	Phillips	Raines
Feb. 10	C. Jones	Ogles	Perdue
Feb. 17	Harding	Tucker	Wilson
Feb. 24	Crawford	Farmer	A. Jones
March 2	Minjarez	Haas	
March 9	Butterfield	Acre	Boren
March 16	Campbell	Burgett	Caudill
March 23	Coker	Cornwell	Curtis
March 30	Spencer	Northern	Dixon
April 13	Gann	S. Graves	T. Graves
April 20	McBrayer	Halcomb	Banton
April 27	London	Eaton	Kivett
May 4	Wright	Hendi	Marlin
May 11	Blythe	Phillips	Raines
May 18	C. Jones	Ogles	Perdue

Faculty Meetings/Grade Level

Professional Learning Community Meetings 3:30-5:00 certified faculty.

Formative Assessments/Data Analysis/Planning with flex partner

- *August 22*

- September 11
- October 23
- November 20
- December 11
- January 15
- February 19
- March 18
- April 22
- May 13

STUDENT PICK-UP POLICY

- 1) **Anyone** picking up a student in the afternoon **MUST** have a name tag, (provided by the office), displayed in the **front passenger window**.
THERE ARE NO EXCEPTIONS TO THIS!!!!
- 2) If the tag is lost or not in the window, the driver **MUST** park and **ENTER** the school through the front doors to pick-up the child.
- 3) If others pick-up your child on a regular basis, you may get more than one tag at registration or come in the office and the staff will give you more tags.
- 4) If you misplace your tag or need a one, please call the office and the staff will send the tag home with your child.
- 5) If your child is an occasional pick-up, please send a note with your child, come into the office, or fax a note to the school @ 270-598-6059. The office will give your child a blue car-rider pass for **that** day. **We cannot take transportation requests over the phone.**
- 6) Students must be picked up by 3:30.
- 7) For the safety of all students, the above policy applies from the first day of school to the last day of school. **NO EXCEPTIONS!!!**

DATE:

Aug. 14-16	Curtis	Tucker
Aug. 19-23	Caudill	McBrayer
Aug. 26-30	Campbell	Raines
Sept. 2-6	Harding	Acre
Sept. 9-13	Perdue	London
Sept. 16-20	Burgett	
Sept. 23-27	Spencer	Phillips
Sept. 30-Oct. 4	Wilson	Coker
Oct. 14-18	Ogles	Dixon
Oct. 21-25	Blythe	Hendi
Oct. 28-Nov. 1	Wright	Eaton
Nov. 4-8	Kivett	Halcomb
Nov. 11-15	Butterfield	A. Jones
Nov. 18-22	Minjarez	C. Jones
Nov. 25-29	Farmer	T. Graves
Dec. 2-6	Curtis	Tucker
Dec. 9-13	Caudill	McBrayer
Dec. 16-20	Campbell	Raines
Jan. 6-10	Harding	Acre
Jan. 13-17	Perdue	London
Jan. 20-24	Burgett	
Jan. 27-31	Spencer	Phillips
Feb. 3-7	Wilson	Coker
Feb. 10-14	Ogles	Dixon
Feb. 17-21	Blythe	Hendi
Feb. 24-28	Wright	Eaton
March 2-6	Kivett	Halcomb
March 9-13	Butterfield	A. Jones
March 16-20	Minjarez	C. Jones
March 23-27	Farmer	T. Graves
March 30-April 3	Curtis	Tucker
April 13-17	Caudill	McBrayer
April 20-24	Campbell	Raines
April 27-May 1	Harding	Acre
May 4-8	Perdue	London
May 11-15	Burgett	
May 18-22	Spencer	Phillips

- **Late bus duty individuals stay until all students are loaded.**
- **If you are going to be out – PLEASE be responsible for changing with someone!!**
- **Make-up days at year's end will be filled by teachers who missed due to snow, fire, illness, water, etc.**

Attendance Policies 2019-2020

All students arriving before 7:50 should report to the cafeteria or gym. Children should be in the classroom by 8:00. Any student arriving after 8:00 will be marked as tardy for the day. If a student arrives late, he/she should report to the office before going to class. Students who are brought to school in a private vehicle and who eat breakfast should arrive at school in time to eat and go to class on time.

If a student is absent, he/she must present a written and dated excuse from the doctor or home upon return to school. When students return to school, they should take the note to the office or their teachers as soon as they arrive. Faxed notes **will** be accepted if sent within the three-day period. Every absence will be recorded as unexcused until the written excuse for the absence is received. When the written excuse is received the absence will be determined excused or unexcused and recorded as such. The note will be stamped as excused or unexcused and given to the teacher and placed in the student's file. **Please remember that according to Board Policy, you will be allowed six (6) parent notes throughout the school year.**

Notes must be sent to school within three (3) school days of the absence for the absence to be determined as excused or unexcused. It is the reason for the absence that determines if it will be excused or unexcused; however, notes presented after the three (3) school days CANNOT be accepted.

If an extended absence (illness, surgery, family emergency) is necessary, parents should contact the school principal or assistant principal to make appropriate arrangements. Students who must be absent more than ten (10) consecutive days may qualify for homebound services. It is important to notify the school office **AS SOON AS POSSIBLE** for assistance.

Homework and assignments missed due to an absence may be picked-up in the office if parents call and make arrangements the morning of the absence. Make-up work may be picked up in the afternoon between 2:00 and 4:00. It is the student's responsibility to ask the teacher for assignments missed due to an absence if they have not been requested by the parent or guardian. Make-up work should be turned in to the teacher within three (3) days of the excused absence to receive credit. **STUDENTS CANNOT BE GIVEN CREDIT FOR MAKE-UP WORK IF THE ABSENCE IS UNEXCUSED!!**

REMINDER: The homeroom teacher AND either the principal or assistant principal MUST make a parental contact ON SEPARATE unexcused absences before the Director of Pupil Personnel will get involved. Please turn in documentation showing when and how you contacted the parent/guardian about the attendance situation.

****A contact form is to be filled out and given to Brenda Graves to document in contact log anytime a contact has been made to discuss attendance.****

Absences and Excuses

Students are required to attend regularly and punctually the school in which they are enrolled.

Excused Absences:

An excused absence is one for which work may be made up, such as:

- Death or severe illness in the student's immediate family
- Illness of the student (a doctor's statement may be required)
- Religious holidays and practices
- Participation in school-related activities approved by the principal
- Court appearances
- Act of God
- Treatment of head lice (maximum of three (3) absences per school year)
- One (1) day for attendance at the Kentucky State Fair
- Other valid reasons as determined by the principal

Unexcused Absences:

All other absences shall be considered unexcused.

Attendance Probation:

Excessive unexcused absences may result in a student being placed on attendance probation by the school board. The duration of the probation period, as well as other terms and conditions, shall be determined by the school board.

Notes Required:

When students return to school, they shall bring notes signed and dated by the parents stating the reason for the absence. The principal or designee shall determine whether the absence is excused. After a student has missed six (6) days within the current school year, he/she will be required to meet with the principal to explain his/her extenuating circumstances or to present a statement from a licensed physician which indicates it was medically advisable for the student to attend school. This note/statement is to be presented to designated office personnel upon return to school, no later than three (3) days after the absence. After 15 absences, a medical form must be brought in for each absence that follows.

School Board Policies may be accessed at www.simpson.kyschools.us

PROFESSIONAL DEVELOPMENT PROCEDURES

WORKSHOP REGISTRATION

When requesting approval to attend a workshop, please include the following:

- copy of approved Authorization for Out of District Travel form.
- registration form – filled out properly.

NOTE: Hotel reservations are the responsibility of the participant and will be reimbursed with other expenses after the conference or workshop.

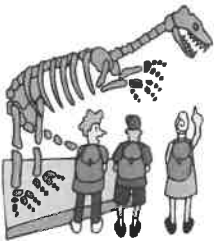
TRAVEL EXPENSE VOUCHER

Please include the following information on your travel expense voucher:

- print your name
- print your home address
- list position and school
- list each date separately when attending 2 or more dates
- list number of miles
- charge **\$.41** per mile
- meals- list each meal separately accompanied by a receipt – if you do not have a receipt you can claim only \$3.00 – one full day's meals cannot exceed \$40.00 total (\$45.00 out of state)
- tips must be listed separately, not to exceed 15% of the meal cost
- total each line
- total the entire sheet giving a grand total
- sign and date
- have principal sign and date
- **Note:** Attach a standard invoice to travel expense voucher. It should include the following:
 - name and address
 - conference attended, location, and date
 - total amount of expense – should match travel expense voucher
 - Signature

FIELD TRIP CHECKLIST

- 1.) Complete School-Related Student Trip proposal form.
- 2.) Give to principal for approval.
- 3.) **Fill out bus request(s) through Trip Direct.** Note: one request then specify the number of buses needed. A separate request must be submitted for a special needs bus.
- 4.) Get a sack lunch menu from the cafeteria. **NOTE: You have to tell the cafeteria when your trip is and how many sack lunches you need.**
- 5.) Find parents to chaperone the trip (1 adult per 8-10 students.) **Make sure they have gone through volunteer screening and have been approved.**
- 6.) Use the Multiple Receipt Form for collecting money/Per auditor, money must be turned in daily.
- 7.) **Give information for checks needed for trips to Cari Stewart at least 3 school days prior to the trip. Fill out Purchase Order and give a copy of any confirmation of trip planned.**
- 8.) Give the cafeteria the number of sack lunches needed for trip at least 2 weeks in advance.
- 9.) Give related arts and special education teacher's notice of team absence due to trip.
- 10.) Give principal a list of any students who are unable to attend trip AND the classroom where they will be staying.
- 11.) A Parent may not transport his/her child on a field trip unless the student is checked out of school and the student will be counted as absent. As long as the student is "in school" the district is liable for that student regardless of who is transporting the child. Students may NOT be released to parents on a field trip unless prior arrangements have been made through the principal. Students leaving before the 3:00 dismissal bell must be checked out in the office and will be counted tardy.
- 12.) A parent going on the trip MUST furnish his/her own lunch **AND transportation** to and from the event. Sack lunches through the cafeteria, including the drink, will ONLY be for students and staff members attending!!
- 13.) Make arrangements for medication to be administered by appropriately trained persons.



Simpson Elementary School-Related Student Trip Proposal Form

REQUESTS SHOULD BE MADE AT LEAST 2 WEEKS PRIOR TO TRIP

To: Mr. Barnum From: _____ Date Submitted: _____

Grade/Class: _____

Destination: _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

Number of Students: _____ Number of Adults: _____

Student Fee: N/A To Be Paid By: School _____ Student: _____ (Leave amount blank)

Transportation: Bus _____ Walk: _____

Meals: None _____ Provided by School: _____ Provided by Parent: _____

Other (Specify service and location) _____

Description of Site:

Objectives:

Pre-Trip Activities:

Post-Trip Activities:

This field trip is part of the instructional program of Simpson Elementary school and will contribute significantly to the achievement of the school's instructional goals.

Signatures: _____	_____
Teacher(s)	Date
_____	_____
Principal	Date
_____	_____
Approved By	Date

**SCHOOL ACTIVITY FUND
MULTIPLE RECEIPT FORM**

F-SA-6

School: SIMPSON ELEMENTARY SCHOOL Activity Fund:	Receipt No. Fund Raiser: Teacher:
---	--

#	Student Signature	Cash	Check	#	Student Signature	Cash	Check
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			

Total Cash	
Total Coins	
Total Checks	
Total	

Students in third grade and above must sign form as they turn in money. The form and collected money must be given to the school treasurer daily. The school treasurer will complete the Recapitulation section and issue a receipt.

Recapitulation: No. of Students: _____ Total Amount Remitted: _____

Person Remitting Money

School Treasurer

Date

Date

SCHOOL ACTIVITY FUND PURCHASE ORDER

School: Simpson Elementary School
Activity:

P.O. Number:
Date:

Vendor Name: _____
Address: _____

Line	Quantity	Catalog Number	Item Description	Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
Total				

I authorize this order and there are sufficient funds
available for this purchase.

Authorized by: _____

Approved by: _____

Amount Paid: _____

Date Paid: _____

Check Number: _____

Trip Direct Quick Step Guide for Bus Requests

1. Open your Internet Browser. Type the following into the web address bar:
www.myschoolbuilding.com. Enter the account number **130463360** and then click on **Submit Organization**.
2. If you have been to this website before and have entered a trip request into the system, you are already registered as a user. You just need to enter your e-mail address at this time then proceed to step #4.
3. On the next screen, you will be prompted to enter your e-mail address and click submit; enter your last name then click submit again.
4. Enter your first name then click submit (other info. is optional)
Helpful Information: To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on "Create Shortcut". This will add an icon to your desktop. You can double click on this the next time you want to sign in.
5. Click on **Trip Request Tab** to enter your request.
6. Fill out **each box** with a check mark beside it.
Trip Name: Name of trip (Mammoth Cave Trip, etc.)
Trip Destination: The city of your destination
Location: This is where the bus will pick up students
Organization: Who is requesting this trip?
 - a. **Fill in the departure and return dates and times**
 - b. *Check the box if you only want an estimate for the trip.*
7. Check on the type of transportation that you would like to use (School bus / Wheelchair-equipped Vehicle) Check the box to put your name as the trip contact person or enter the appropriate information for another trip contact.
8. Enter any faculty that will be supervising the trip. Also indicate the number of students attending the trip.
9. Submittal Password is **triprequest**.
 - You can review any requests that you have entered into the system. Click on the **My Requests Tab** then **My Trip Requests**. You will be able to see when your request has been approved, declined; you are also able to print out a listing of your requests by clicking on the print icon.
 - After entering the password, your screen should go blank and show your completed request. If it just sits there, check your pop-up blocker. This will cause your request to kick out and not process. You will receive an e-mail about the process of your request.

Tips: If you cannot log into the system, try using another browser. Sometimes My School Building does not like Firefox/Mozilla.

School Safety

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 measures (CPR, AED, etc.), until trained emergency medical services arrives
- For relatively minor events, have students taken to office or school clinic for assistance

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 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 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 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 being 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 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 procedure for use of Safe Zones for Severe Weather
 - Move as needed to a safe area:
 - 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

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.
- Should the lights in the classroom be left on or turned off?
- Should door and exterior windows be covered and/or window shades pulled down or should they be left uncovered?
- 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.

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 box of hard copy registration for each student and daily absentee.

Alternate: Secretary: Evacuate with sign in/out and visitor log.

Alternate: Book Keeper

Simpson Elementary 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: Lifepoint Church

2nd location: Indoor practice facility

3rd location: FSHS Gym

4th location: FSMS Gym

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

Simpson Elementary Fire Evacuation Plan

ROOM	EXIT
1	LEFT TO LOBBY, EXIT TO PLAYGROUND
2	RIGHT TO LOBBY, EXIT TO PLAYGROUND
3	LEFT TO LOBBY, EXIT TO PLAYGROUND
4	EXIT DOOR BY BOILER ROOM
5	EXIT THROUGH ROOM 4 – BY BOILER ROOM
6	RIGHT TO LOBBY, EXIT TO PLAYGROUND
7	RIGHT TO LOBBY, EXIT TO PLAYGROUND
8	RIGHT TO LOBBY, EXIT TO PLAYGROUND
9	THROUGH ROOM 13, LEFT TO END OF HALL, EXIT LEFT
10	RIGHT TO LOBBY, EXIT INTO PLAYGROUND
11	RIGHT END OF HALL, EXIT LEFT BY COMPUTER LAB
12	LEFT TO END OF HALL, EXIT LEFT BY COMPUTER LAB
13	LEFT TO END OF HALL, EXIT LEFT
14	THROUGH ROOM 15, TURN LEFT ONCE OUTSIDE
15	THROUGH OUTSIDE DOOR, TURN LEFT ONCE OUTSIDE
16	LEFT TO END OF HALL, EXIT LEFT
17	RIGHT TO END OF ALL, EXIT LEFT
18	LEFT TO END OF HALL, EXIT LEFT
19	RIGHT TO END OF HALL, EXIT LEFT
20	RIGHT AND OUT OF BUILDING, TURN LEFT ONCE OUTSIDE
21	LEFT TO END OF HALL, ONCE OUTSIDE TURN LEFT
22	LEFT TO OUTSIDE, ONCE OUTSIDE TURN LEFT
23	LEFT TO OUTSIDE, ONCE OUTSIDE TURN LEFT
24	RIGHT TO END OF HALL, TURN RIGHT TO OUTSIDE
25	RIGHT AT END OF HALL, TURN RIGHT TO OUTSIDE
26	EXIT SIDE DOOR
27	EXIT THROUGH ROOM 26
28	LEFT TO HALLWAY, LEFT TO END OF HALL, EXIT RIGHT
29	RIGHT TO END OF HALL, EXIT RIGHT
30	RIGHT TO END OF HALL, EXIT RIGHT
31	RIGHT TO END OF HALL, EXIT MAIN ENTRANCE
32	LEFT TO END OF HALL, EXIT MAIN ENTRANCE
33	LEFT TO END OF HALL, EXIT MAIN ENTRANCE
34	THROUGH ROOM 37, HALLWAY LEFT TO MAIN ENTRANCE
35	LEFT TO END OF HALL, EXIT MAIN ENTRANCE
36	LEFT TO END OF HALL, EXIT MAIN ENTRANCE
37	LEFT TO END OF HALL, EXIT MAIN ENTRANCE
501	LEFT TO END OF HALL, EXIT RIGHT
502	RIGHT AND EXIT INTO PLAYGROUND
503	LEFT THROUGH DOORS AND TURN LEFT
504	RIGHT TO END OF HALL, EXIT RIGHT
Library	RIGHT TO END OF HALL, EXIT MAIN ENTRANCE
Gymnasium	EXIT SIDE DOOR TO GYM PARKING LOT
Cafeteria	TABLES 1,2,3,4,& 5 EXIT LEFT DOOR TO THE FRONT TABLES 6,7,8,& 9 EXIT RIGHT TO THE FRONT
Office	EXIT HALL TO MAIN ENTRANCE

SAFETY DRILL CHECKLIST

According to Board Policy we will have:

Fire Drills: "2" during the FIRST TWO WEEKS of School
"1" each calendar month thereafter, held different times of the day
Sometimes certain exits may be blocked

Earthquakes: "2" during the school year

Tornado: Within the first 30 days of school and in January

Bomb Threat: "1" a year

Lockdown: Within the first 30 days of school and in January

We will have an active Safety Committee that will meet quarterly. We will meet the LAST TUESDAY of each quarter. If you have any concerns or request, please see one of these committee members before the next meeting.

Members are:

Josh Tucker
Bethanne Pardue
Clayton Kanatzer

Cafeteria Rules

1. Come in the ENTER Door.
2. Follow the GREEN LINE to the Kitchen Door.
3. Keep your HANDS/FEET to yourself at all times!
4. Touch ONLY the items you want.
5. Use good manners and speak in a courteous voice.
6. Always take the food closest to you.
7. Remember your eating utensils and napkins.
8. Follow the rules of quiet/talk time.
9. Throw ONLY paper products in trash cans.
10. Place tray nicely in the window.
11. Walk to the EXIT Door on the BLUE and GREEN Lines.
12. Always walk in the cafeteria.



Lunch and Recess Schedule

2019-2020

TIME	CLASS	TABLE	LUNCH SUPERVISOR	RECESS TIME
10:33-10:57	Caudill	3	Estes	2:05-2:25
10:36-11:00	Raines	4	Forshee	2:05-2:25
10:39-11:03	Curtis	5	Forshee	2:05-2:25
10:42-11:06	Wilson	6	Forshee	2:05-2:25
10:45-11:09	Perdue	7	Atkins	2:05-2:25
11:05-11:29	A. Jones	8	Atkins	11:32-11:52
11:07-11:31	Dixon	9	Atkins	11:34-11:54
11:09-11:33	Kivett	1	Barnett	11:36-11:56
11:11-11:35	T. Graves	2	Barnett	11:38-11:58
11:15-11:39	Butterfield	3	Barnett	2:30-2:50
11:18-11:42	Minjarez	4	Uhls	2:30-2:50
11:21-11:45	C. Jones	5	Uhls	2:30-2:50
11:24-11:48	Blythe	6	Uhls	2:30-2:50
11:27-11:51	Coker	7	Patty	2:30-2:50
11:30-11:54	Campbell	8	Patty	11:55-12:05
11:33-11:57	McBrayer	9	Patty	11:58-12:08
11:36-12:00	Wright	1	Bell	12:01-12:21
11:39-12:03	Spencer	2	Bell	12:04-12:24
11:42-12:06	London	3	Bell	12:07-12:27
11:42-12:06	Harding	4	Henson	12:07-12:27
11:48-12:12	Halcomb	5	Henson	10:18-10:38
11:51-12:15	Tucker	6	Henson	10:18-10:38
11:54-12:18	Farmer	7	Butterfield	10:18-10:38
11:57-12:21	D. Phillips	8	Butterfield	10:18-10:38
12:00-12:24	Eaton	9	Butterfield	10:18-10:38
12:03-12:27	Acre	1	Barnett	12:28-12:48
12:06-12:30	Hendi	2	Barnett	12:31-12:51
12:09-12:33	Burgett	3	Barnett	12:34-12:54
12:12-12:36	Ogles	4	Barnett	12:37-12:57

Criteria for Enrichment Programs at SES

Music Talent Pool

In order for students to be invited to participate in this enrichment program, they must meet the criteria in three areas:

1. Score 85% or higher on a standardized music aptitude test
2. Show excellence on performance assessments
3. Excel on performance assessments as observed by teacher

Art Talent Pool

In order for students to be invited to participate in this enrichment program, four data points are used:

1. Naglieri Nonverbal Ability test
2. Referrals from teachers
3. Performance assessments
4. Observations by art teacher

Academic Talent Pool

In order for students to be invited to participate in this enrichment program, three out of four of the criteria must be met:

1. Score within the top 10% of their grade in STAR Reading test
2. Score within the top 10% of their grade in STAR Math test
3. Teacher referral/anecdotal notes
4. Qualifying score on Naglieri test

STLP Program

In order for students to be invited to participate in this enrichment program, the following criteria are used:

1. Teacher recommendation
2. Observation by librarian

The competition team will be chosen based on observation by librarian and student performance throughout the year.

General Information

Adult Telephone Privileges

Personal phone calls should be limited and should not be made during instructional time. This includes calls within the building. Remember that planning is considered paid duty. It is not appropriate to use the time for any purpose that does not relate to instruction. Of course, in an emergency, a staff member will be notified of a call as soon as possible. For other calls, a message will be taken and placed in your mailbox or sent to your voicemail.

Channels of Communication/Resolving Issues/Confidentiality

The school environment should be academic, positive, productive, and professional. Following appropriate channels of communication and respecting the confidentiality of adults and students promotes a positive environment. The academic, behavioral, and medical needs of students are confidential.

Failure to follow appropriate channels of communication will be reflected in the evaluation process. If an adult issue cannot be resolved through a direct approach by the individuals involved, consult with the principal. If you have other concerns or issues, consult with the principal. As the person responsible for the building, it is appropriate to address concerns with the principal. An open door policy is maintained.

Recruiting students and recommending teachers are practices that complicate the placement process and do not support a positive, professional school climate.

The perception that students, parents, and the community have of Simpson Elementary emanates from the people in the building.

Compliance Statement

It is the policy of the Simpson County Board of Education that no person be subjected to discrimination on the basis of race, color, national origin, religion, sex, age, handicap, or marital status in any program, service or activity for which the Simpson County Board of Education is responsible. The board will comply with the requirements of state and federal law concerning non-discrimination and will strive by its actions to enhance the dignity and worth of all persons.

Daily Announcements

Announcements will be given each morning over the intercom as well as through daily email. Please check your school email each morning and afternoon. Other announcements will be placed in your mailbox. Afternoon announcements will be made at 2:45 p.m. Everyone should be inside their classroom by 2:30 p.m. for afternoon announcements. Everyone needs to listen attentively when announcements are being made morning and afternoon.

Green Health Record Folder

Each teacher is provided with a green pocket folder labeled "Health Forms." Please keep the green student health forms in the folders and file them behind the red divider folder for your homeroom in the permanent records file in the office. Please do not remove these from the records room. This will minimize filing of forms and allow access during screenings.

Guidelines for Gifts and Flowers

The following are guidelines for gifts and flowers:

- **Hospitalized due to illness**
Faculty and staff members – flowers (for one night in hospital)
Immediate family of faculty and staff member – card
(Immediate family being spouse, children, mother, or father)
- **Deaths**
Faculty and staff member – flowers

- Immediate family – flowers
- **Baby/Wedding Showers**
First time – shower and gift
Other times – card
- **Retirement**
Reception and gift

Instances may occur which are not covered by the above; therefore, the committee will use its best judgment in addressing them as the occasions arise. Please notify Cari whenever you are aware of an illness or death in order that no one is overlooked.

The Gift Fund is \$15. This year the money is due to Cari by August, 30, 2019.

Master Bell Schedule

8:00 a.m.	Tardy Bell Rings
10:33 a.m.	Lunch begins (25 minutes per class)
3:00 p.m.	First dismissal bell rings
8:00-8:05	Homeroom
8:05-10:40	Core Reading, Core Math, Special Area-Enrichment, Art, Library, Guidance, Chinese
10:33-12:33	30 homeroom classes will go to lunch every 3 minutes to 4 minutes
12:45-3:00	Core Reading, Core Math, Special Area-Enrichment, Art, Library, Guidance, Chinese

Para Educator Information

Para educators will be scheduled to work breakfast and lunch duty. Para educators are required to work seven hours and 30 minutes. A 30-minute lunch period is provided and a ten-minute break is appropriate after four hours of work. Para educators are paid for seven hours a day which included one 10-minute break.

Para Educators

At all times Para educators must be engaged in assisting students during instruction. Teachers and assistants must work together to maximize instructional assistance to students.

Random Acts of Kindness

The lounge and workroom are shared spaces. Please be considerate about cleaning after yourself. The refrigerators get that unique odor after food begins to “grow into science experiments.” Please help keep the refrigerators and microwaves clean.

Please clean-up your scraps, clips, and your original copies that are left in the workroom. Please leave these areas as you would like to find them.

School Psychologist Responsibilities

Receive assessment data, complete individual Intelligence Test and write psychological report.

1. Do behavioral observations as needed.
2. Resource person to ARC team.
3. Notifies Principal when psychological report is complete.
4. Attends ARC meetings and explains psychological report to parents.

Lunch Prices for Adult and Students

Adult Breakfast.....\$1.75

Adult Lunch.....\$3.50

Student Breakfast.....FREE

Student Lunch.....FREE

Simpson Elementary Special Education Placement Process

Initial Placement

ALL REFERRALS TO THE PRINCIPAL

1. Interventions are performed for at least 30 days.
After interventions have occurred for 30 days, a determination is made by the teacher and principal if the student should be referred for Special Education, and if so, the referral is continued.
2. Principal receives completed referral and supportive documentation.
3. A pre-referral meeting is held along with the school psychologist, resource teacher, principal, and teacher.
4. If referral is accepted, a meeting notice will be sent by the resource teacher who attended the pre-referral meeting.
5. Requests parent permission for evaluation and inform parent or guardian of rights.
6. Makes Special Education folder and begins documentation process. Arranges for vision and hearing screenings if needed.
7. Notifies evaluation team when permission to test is received and sets target date for completing assessments.
8. Chairs ARC meeting. Designee, (assistant principal, guidance counselor) chairs ARC meetings as assigned by the principal.
9. Mails results if parents are unable to attend the meeting.
10. Documents all efforts to notify and recruit parents for ARC meetings.

Special Education Teacher Responsibilities

1. Completes educational assessments
2. Do behavioral observations, as needed
3. Responsible for completing the IEP with conference notes

Special Services/Collaboration Support

It is critical that all teachers and Para educators responsible for special services and support are provided with up-to-date copies of all IEP's and 504 plans. Collaboration forms are provided in the handbook for documenting collaboration services. If a student is receiving collaboration services, progress review and teacher collaboration must be documented on the collaboration form. Students who have a 504 plan will have a red sticker on their permanent folder. Their plans will be on file in the counselor's office in a red folder.

Student Permanent Record Files (Accessing)

Student folders should never be removed from the records room.

Student Withdrawals

1. Teachers will receive a notice from the office of a student's withdrawal. All progress reports, portfolio work, or other materials will need to be sent to the office within two (2) school days.
2. Teachers need to turn in students as absent until notified of withdrawal date. When a request for records is received and enrollment at a school has been established, then absences will be deleted starting from enrollment date at school. Continue counting student absent until office notifies you of any changes.

Teacher Classroom Information

Teacher Absences/Substitute Requests

If you need to leave school at any time other than your scheduled lunch time, please notify the principal.

If you know in advance that you are going to be absent from work, you must complete the absence notification in AESOP and request a sub. If you have already arranged a sub, let Cari Stewart know and she will enter into AESOP. Please provide as much notice as possible in the event you need to be absent.

The assistant principal will be the contact person for morning absences. Please contact him at 270-776-5811.

District personnel have 10 sick days (cumulative) and 3 personal days each school year. If personal days are not used, they will be added to your sick days at the end of each school year. Please review board policy regarding personal days and sick days. If you need to arrive late or leave early, you must notify the principal for approval.

District policy state that no more than 10% of the classified staff and the certified staff can be out for personal reasons on any one day. This means that we can have up to 3 classified and 5 certified staff members using personal days on any single day.

SCHOOL ARRIVAL (STAFF)

All certified staff must be at school and in classrooms at 7:40 each day, unless assigned a supervisory duty by the principal. Classified Staff will receive their individualized times on the first day of school. **THE SCHOOL DAY FOR CERTIFIED STAFF IS 7:40 A.M. TO 3:30 P.M.** Please remember this means in the building and accessible for parents or office if needed.

DUTY FREE LUNCH/PLANNING PERIOD

Every teacher has a duty free lunch period. Planning time is calculated as part of the paid workday and should be used accordingly. It is very difficult for team planning to occur unless all team members are participating. Quality planning results in quality instruction. Team meetings will be scheduled on Tuesdays of each week.

HOUSEKEEPING/CLASSROOM ORGANIZATION

A neat, organized classroom enhances the learning environment. The example that is modeled is an important consideration in the parent perception of a teacher. To enable custodians to do an effective job, all paper and books should be in or on top of desks at the end of the day. Chairs should be placed on top of desks to allow for easier cleaning. Also, please have students pick up paper, pencils, and "stuff" off the floor as much as possible.

CLASSROOM MANAGEMENT

Each teacher is responsible for developing a consistent, effective and fair classroom management system. Classroom rules and consequences must be posted and communicated to all students and parents. Teachers are responsible for the discipline of their students. When students are in special classes, the special area teacher is responsible for the behavior management of their students. The administrators will assist teachers with extreme discipline challenges and in developing effective classroom management strategies that support student achievement. However, teachers are expected to communicate with parents and assume responsibility for seeking and implementing strategies that address behavior management challenges. They are also responsible for cooperating with all agencies, service providers and school personnel in seeking long term solutions to behavior management challenges.

PARENT/TEACHER CONFERENCES

Parent/teacher conference days are scheduled in the fall and the spring. However parents are encouraged to contact teachers as needed. If a problem arises, parents should contact the teacher first. If there is a need, a conference with the parent, teacher and principal may be scheduled. Conferences must be scheduled in advance. Teachers should not be expected to use instructional time for conferences.

CENTRAL PRINTING

It is essential to use Central Printing for duplication of materials. Mondays, Wednesdays, and Fridays are delivery days for Simpson Elementary School. Central Printing will be taken promptly at 9:00, and printing from the time before will be in your mailboxes by 9:30! Please plan ahead so that we can benefit from the reduced printing cost that Central Printing provides. Individual teachers are asked NOT to send for more than 1,500 copies per week.

MEDIA CENTER INFORMATION

Between 7:50 and 8:00 a.m., classroom teachers may send two students at a time to the Library/Media Center with a Library Hall Pass. They may check out and return books. Students should return to the classroom by 8:00. Please remember to always check out any materials you wish to use so we can locate materials if needed by others.

COMPUTERS

Computer screens should not be cleaned with window cleaner. *You can use the existing power strips to add any item, but do NOT add any extension cords or power strips around the computer area.*

LESSON PLANS

Plans will be done daily on lesson plan template and posted outside the classroom by 9am on the first day of the week.

COLLECTED MONEY

Any money collected from students for any reason (book club, field trip, special program,) should be receipted and turned into office ON A DAILY BASIS

PROFESSIONAL ATTIRE

Professional attire is an expectation of all faculty and staff members. Thursday and Friday are casual days. Casual days will provide the appropriate opportunity for relaxed dress including denim jeans and yoga pants. Jeans are not otherwise appropriate. Tank tops or short shorts are inappropriate at any time. Knee-length, professional "walking shorts" is appropriate attire. **ALL CLOTHING SHOULD ADEQUATELY COVER BODY PARTS.**

TEACHER SAFETY INFORMATION

ALL FACULTY AND STAFF MUST WEAR ID'S AT ALL TIMES!

NURSE STATION

Children, who are ill at school, need a lice examination, or need first aid should be sent to the Help Station. The School Nurse will administer first aid and medications, take temperatures and contact parents as needed. If a child is sent home, the nurse will notify the teacher. Please send a Help Station pass with the student to inform the nurse of student concerns and to verify that the student has your permission to be at the Help Station. Please do not use the Help Station for disciplinary reasons.

MEDICINE POLICY

The School Nurse will administer all medicines in the Help Station. Students should be sent to the Help Station for medicine and then return to the classroom. It is the teacher's responsibility to send the student. The nurse cannot come and get the student or call him/her to the Help Station for the medicine. Teachers are not permitted to administer ANY medication, not even Tylenol. If a student brings medicine to school, it should be given to the nurse. If students continually bring medication to school, please notify an administrator. It is not prudent for students to be responsible for medications.

EXTERIOR BUILDING DOORS

All exterior doors, with the exception of the main entrance doors will be locked at 8:00 each morning. This is a security measure designed to not allow anyone to enter the building unnoticed. You will be issued a key to the playground doors. The doors should not be propped open and should remain locked at all times.

NIGHT AND WEEKEND BUILDING HOURS

The building is accessible until 10:00 each weekday night. For weekend accessibility, check with the assistant principal in regards to weekend access.

VISITOR PASSES

Visitor identification badges will be issued to all visitors, including parents. A visitor's register log will be maintained in the office. All visitors should receive a badge to be worn while in the building. Please notify the office immediately if you see someone in the building without a badge.

DAPE (DEVELOPMENTALLY APPROPRIATE PHYSICAL EDUCATION/PLAYGROUND MONITORING)

Gross motor development should be the focus of DAPE each day. TEACHERS MUST CIRCULATE, SUPERVISE AND MONITOR STUDENTS DURING THESE STRUCTURED ACTIVITIES. A scheduled playground time will be assigned to your team. It is important to be alert to anyone who may be outside the fence and any first aid emergency that may occur. Notify the office at once if either occurs. Also students must receive an adequate amount of physical exercise daily when weather permits.

SUPERVISION

Students should never be unattended. Teachers must sit with their students during assembly programs. Teachers should aggressively monitor while on the playground.

EARLY CHECKOUT PROCEDURES

Every minute of instructional time is critical. According to state law, if a child comes in after 8:00 or checks out of school before 3:00, he/she will be counted as missing a percentage of the day. Instruction occurs from 8:00 a.m.-3:00 p.m. at Simpson Elementary School. Instructional time that is missed impedes achievement and decreases the probability of academic success.

INCLEMENT WEATHER PLAN

Please discuss and develop a plan for early release procedures with each student. If school is closed early due to inclement weather, both parents and children will feel more secure if a plan has been established. School phone lines are difficult to access when early dismissal is necessary. Children will be calmer if they know what procedures to follow. The appropriate form should be in each child's file.

BUS EVACUATION SCHEDULE:

Weather permitting at 8:20 on the following dates:

The week of: August 15th October 10th January 2th April 10th

EMERGENCY CODE

The following announcement indicates that teachers should immediately close and lock classroom doors while keeping children in the room and away from the door: "We need to go into immediate lockdown." This announcement would signal that some state of emergency exists and that no one should leave the room until notified to do so. This takes precedent over all other signals: fire, tornado, etc. For all emergency procedures please review the School Crisis Plan.

DISCIPLINE GUIDELINES

All student and parent handbooks need to be signed by respective parties. Teachers need to make sure that signature pages are completed and submitted to the office.

A child should only be sent to the office (except in extreme cases) AFTER documented parental contacts have been made by the teacher.

Discipline report forms have been provided (available from the Assistant Principal) and should be used to communicate and document discipline incidences prior to office referrals. Complete the discipline form and send it with the student to the office. Please have an adult bring the child to the office (teacher, resource assistant,) or call for the Assistant Principal, and he will come to the classroom to get the child. White copy will be sent to parents by the office. Yellow copy will be filed in Assistant Principal's Office. Pink copy will be returned to teacher to be filed. A discipline report file will be established in the office. All documentation will be filed for reference when conferencing with students and parents.

HALLWAYS

Hallways and restrooms MUST be monitored by the classroom teachers and remain **QUIET**. Level "0" should be used at all times. Noise in these areas disrupts learning in other classrooms. Please be respectful of your other teachers.

INTERNET ACCESS AND SUPERVISION

Board policy states that students must be supervised during times they are accessing the Internet. This includes faculty and staff's children using the Internet at Simpson Elementary. Students and adults (including District personnel) must sign the district Internet Acceptable Use Agreement before accessing the Internet.

MEDIC ALERT-INHALERS/EPIPENS

If documentation is on file with the School Nurse stating that students should carry inhalers or epipens, district policy must be followed. If district policy is not followed, staff members may be putting themselves at risk. If you have questions, please see the Help Station Assistant.

STUDENT INFORMATION

FIELD TRIPS

It is permissible for a class to take a field trip under the supervision of the teacher. If the field trip is outside of Simpson County, the school board must approve the trip at a regular board meeting prior to the date of the trip. Please plan accordingly. Student lists must be provided to the bus driver. Qualified persons in CPR and First Aid must participate in field trips, especially if medication is to be administered. All field trip arrangements must be completed one day prior to the day of the trip. (See Field Trip Information Forms.)

****Bus request must be made through Tripdirect. See instructions at the end of this handbook on how to complete this on-line bus request system. ****

SCHOOL ARRIVAL (STUDENTS)

Any student not eating breakfast should report to the gym upon arriving to school. Pupils arriving after 8:00 must report to the office. These students will be considered as tardy and will be issued a tardy slip to admit them to class.

STUDENT ATTENDANCE/LUNCH REPORTS

Send lunch count to the office by 8:30 each day. Have your attendance posted by 8:30 daily. Do not leave students unattended to deliver the lunch count; a student may deliver it to the office.

EXTRA CURRICULAR ACTIVITIES

Students are not to be taken out of class for extra- curricular activities during the school day. The office must approve practice for programs.

PARTIES

Teachers may have parties on significant holidays or other occasions at your discretion. "Healthy treats" are encouraged and parties should be limited to maintain their special function.

STUDENT TELEPHONE PRIVILEGES

Students will not be permitted to use the telephone unless they have a pass from their teacher. Please see that the child either knows the number being called or give them the number on a piece of paper.

CAFETERIA INFORMATION

Students should be instructed to give money for food to the cashier as they go through the lunch line. All faculty members should pay for meals as they go through the line. **NO CHARGING FOR ADULTS!!**

STUDENT TRANSFERS

Once assigned, students may not transfer to another class unless it is determined to be in the best interest of the student.

STUDENT ABSENCES

Please remind students to bring a note from home upon returning to school after an absence. They should take the note to the office in the morning before reporting to homeroom. The note will be stamped as excused or unexcused and the absence will be recorded accordingly in the office. Teachers must file the notes and keep them to the end of the school year in the event of year-end attendance discrepancies. Student absences will be recorded as unexcused unless a note from home is received. Please notify Mr. Barnum of any concerns or issues regarding student attendance. If you have a student with an attendance problem, please notify the Principal only AFTER you have made 2 documented contacts (phone calls or notes) with the parents. The documentation MUST be turned in when you refer a child. **IF TEACHERS COLLECT NOTES FROM STUDENTS, PLEASE MAKE SURE STUDENT'S LAST NAME AND TEACHER NAME ARE ON THE NOTE!!!!**

MORNING OPENING ACTIVITIES

Each class will be responsible for the pledge over the intercom daily at 8:00 one-week per year. The same class will lead the Lil' Cat Chant daily.

VARIATION FROM ROUTINE TRANSPORTATION

Anytime a child is making any change in their transportation routine, parents should send a signed and dated note to school. If the child is going home with another child, both children must bring notes signed by their parents.

Use of Physical Restraint and Seclusion

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 7:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

DEFINITIONS

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

PHYSICAL RESTRAINT*All School Personnel*

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Core Trained Personnel

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

Use of Physical Restraint and Seclusion

SECLUSION

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff is appropriately trained to use seclusion.

PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 7:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

TRAINING

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 7:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 7:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 7:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

REQUIRED PROCEDURES

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

NOTIFICATION REQUIREMENTS

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but not later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via US mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

Use of Physical Restraint and Seclusion**DEBRIEFING SESSION**

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

PARENT COMPLAINTS

Parent may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

DOCUMENTATION

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 7:160.

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

REFERENCES:

704 KAR 7:160

KRS Chapter 503: KRS 503.050, 503.070, KRS 503.080, KRS 503.110

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

RELATED POLICIES

09.4281, 10.2

ASBESTOS NOTICE

This notice is to assure you that the Simpson County School System is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for building materials which contain asbestos has been completed for all school buildings owned, leased or otherwise occupied by the Simpson County Schools. This inspection has been conducted by a certified inspector, and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school district is available at the Central Office or in the principal's office of each school during regular business hours.

You will be notified at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued as a result of an additional inspection, normal surveillance practices, response actions or remodeling work which might disturb building materials which contain asbestos. Every precaution will continue to be utilized in order to protect the well-being of students and employees of the Simpson County Schools.