

Franklin Elementary Faculty Handbook

2020-2021

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 2020-2021 school year. *Prior approval from administration is required for all color copies requested from central printing.

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 2:55 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, REMIND OR EMAIL. STUDENTS CANNOT VERBALLY TELL A TEACHER OF TRANSPORTATION CHANGES WITHOUT WRITTEN NOTIFICATION.

NO CHANGES AFTER 2:00 P.M.

DOORS

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.

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.

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 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 to 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

2020-21

Principal/Incident Commander

Asst. Principal/Safety Officer

Asst. Principal

School Nurse

First Responders:

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:

Lincoln 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: Library

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

1st location: Boys and Girls Club

2nd location: Goodnight Library

3rd location: FSHS Gym

Numbers you may need in case of Emergency

Central Dispatch	270-586-8824
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Sheriff's Dept	270-586-7425
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Emergency Management	270-586-0531
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Fire Dept	270-586-7174
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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 trashcan 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

