

Lincoln Elementary Faculty Handbook 2020-2021



ALL Lincoln Elementary faculty and staff members must adhere to the Simpson County Employee Handbook.

ABSENCES/ SCHOOL EXCUSES

All student excusal or transportation notes are to be placed in your blue/clear folder and sent to the office each morning no later than **8:30 AM**.

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

- 1) Discuss students with frequent absences and tardies with the counselor and administration.
- 2) Watch for patterns of absences and tardies.
- 3) Watch for patterns of excused and unexcused absences and tardies.
- 4) Contact parents after three consecutive absences, or a total of four unexcused absences. Email Mrs. Pais/Mrs. Joiner or Mrs. Baxter regarding any parent contact regarding attendance. The timing of the contact is important, and first contacts must come from the teacher and should be documented.
- 5) Documentation is essential at each step.

A letter will go out to parents after three unexcused absences and Mrs. Pais will contact the parents.

ATTENDANCE PROCEDURES

Attendance Letters, Parent Permission Forms and Simpson County Code of Acceptable Student Behavior and Discipline need to be completed/signed within the first week of school and turned in to the office in alphabetical order.

DAILY ATTENDANCE

Attendance should be completed and sent electronically by 8:30 every day, and the necessary record keeping completed. Please note, when children are not in school, they are to be marked **Unexcused Absence**. When children are late or tardy, they are marked **Unexcused Absence**. When the student enters late, Mrs. Chandler will change his/her status to tardy. When notes are received in the office, the attendance clerk will change their status to excused. **Teachers should not mark tardies.**

EARLY CHECK-OUTS (Student)

Parents (or other authorized adults) must come to the office and sign a log to take a child from school during the day. The secretary will then check the Student Information form and an ID 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 **CANNOT** pick the child up from school. If you are aware of any students 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 to check the child out.

ADDRESS/PHONE NUMBER CHANGES ???????????????????????

The “Confidential Information” form should be completed and given to Mrs. Beth Kelley by the second Friday we are in session in August. Please notify Mrs. Kelley of any address and/or phone number changes during the school year. A “Confidential Information” sheet will be distributed at the first faculty meeting, or it may be secured from her office. Please send a copy of any address/phone number changes for students that are submitted from parents to Mrs. Chandler to update the student’s record. If an address/phone number change is made in the office you will receive a carbon copy of this change in your blue folder.

ADVERTISING IN THE SCHOOL

No advertising of commercial materials or distribution of advertising material including, but not limited to, materials that advertise or promote a particular political party or the candidacy of an individual for public office shall be allowed in the school or on school property, except as expressly approved by the Superintendent/designee. OAG 68-452

ASSEMBLY PROCEDURES

Most school-wide assemblies will be held in the gym. Students will be directed to report to assembly by grades via an intercom announcement. Teachers will accompany their classes to the assembly, direct the seating of their students, sit with their classroom, and supervise their behavior. Teachers who are unassigned at assembly time will assist and supervise the traffic and the seating of students. Acceptable student behavior is expected.

BOOK CLUBS

Book club orders should be handled through the bookkeeper. A multiple receipt form must be used when money is collected from students. You can get specific instructions from Mrs. Kelley. **At no time will money be kept in your classroom.** All monies collected will be turned into Mrs. Kelley by 2:00 PM each day.

FEES

Fees for trips, Lincoln Elementary tee shirts, yearbooks, etc. will be collected by the teacher and returned to the bookkeeper. A “Multiple Receipt Form” will be completed each time money is collected. Mrs. Kelley will verify monies. Teachers should keep an accurate record of all money. **Money will not be left in the classroom overnight.** Give money to the bookkeeper, and it will be locked in the office.

SCHOOL MONEY

All school monies must be secured in the office area at the end of each school day. **Absolutely no collected money should be left in the classrooms overnight.**

BUILDING AND PLAYGROUND MAINTENANCE

All employees are expected to maintain a clean, orderly, and positive environment.

Expectations are to teach students to be responsible in helping to keep their classroom clean. By doing so, students should learn to take pride in their school. All debris that cannot be picked up by the vacuum cleaner should be removed from the floor at the end of the day prior to being cleaned by the custodian. The custodial staff will be responsible for vacuuming and/or cleaning the floors as well as dealing with any emergency that may arise. All maintenance work needed should be reported to the principal or assistant principal.

CALENDAR

A school-wide Google calendar is maintained in the office area. When planning class or grade field trips or events, please check the date with school administration, who will place it on the school-wide calendar.

CHILD ABUSE

If a staff member suspects child abuse, the principal/assistant 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.

CLASSROOM WORKING FOLDERS????????????

Work Folders (**NOT PERMANENT RECORD FOLDERS**)

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

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 and IPADS

All Lincoln Elementary School staff is expected to follow the Simpson County Schools Electronic Resources Acceptable Use Policy. (See the Simpson County Employee Handbook)

E-MAIL: All county 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. Other conferences are encouraged as often as needed. **All conferences, including telephone, e-mail, etc., must be recorded on the Conference Report Form.**

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 signed out/in with the office and returned at the end of the day. Under no circumstances will 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 in other words no busy work. Central Printing allotment is 1500 copies per week..

***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) fireworks
- d) pornography
- e) destruction of school property
- f) abusive language toward any adult or another student
- g) 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.

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:

1. A child brings a note to the teacher.
2. The teacher initials the note and dates it. (Please make sure the student's first and last name is on the note).
3. The note is placed in the Attendance Folder and sent to the office.
4. The secretary will verify the signature and log in the transportation change and write the appropriate transportation note.
5. The note will be delivered to the homeroom teacher before 2:45 daily.

STUDENTS CANNOT VERBALLY TELL A TEACHER OF TRANSPORTATION CHANGES WITHOUT WRITTEN NOTIFICATION.

DOORS

Doors are to remain locked at all times during the school day. Doors should never be propped open.

DRESS CODE

Employees should dress professionally. Thursday/Friday will be jean days. Staff, (other than Physical Education teachers), should not wear shorts with the exception of field day. A well-dressed and groomed teacher adds to the status and prestige of the profession and the individual. Your attire speaks to how seriously you take your responsibilities.

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.**

EMERGENCY EARLY RELEASE Information (Student)

Emergency Early Release Information Sheets will be issued to each homeroom teacher to complete on their students in order for the office to set up our records. Please complete ALL information even though you may have filled out similar forms in the past. Turn the completed forms in to the school secretary by the third Friday we are in session in August.

FACULTY MEETINGS/COMMUNICATIONS/AFTER SCHOOL MEETINGS

A list of dates will be provided. We will try to adhere to this schedule.

FAX TRANSMISSIONS

The fax machine located in the office should be reserved for official school business. The number is 270-586-2045.

FIELD TRIPS

Any travel requiring buses requires administration and central office approval prior to the trip. Requests should be completed on the Field Trip Request form. Walking field trips only require the approval from the administration or designee. Requests should be made at least six weeks in advance. Online bus requests, if necessary, should be completed as soon as the field trip has been approved. Each field trip shall have at least one adult chaperone for each ten students. (Please note that all chaperones must be approved as a volunteer before chaperoning any and all field trips. This approval list is in the administrator's office.)

No child will be denied permission to go on the trip for financial reasons students qualifying for free and reduced lunch will not be responsible for field trip cost. Teachers must notify Mrs. Kelley in advance of any students who are unable to pay so that arrangements can be made to cover the costs. Teachers must make every effort to collect the required fees. A child with special medical needs must be accompanied by a parent or guardian or a staff member that is trained to accommodate the child. A teacher may request that a parent accompany a child if there is a concern about the child's behavior or suitability of the experience for that child.

Please see Mrs. Kelley to determine transportation costs.

FIRE DRILL PROCEDURES

A map highlighting correct evacuation routes will be posted in a prominent place and all children will become familiar with evacuation routes. We will have practice fire drills once a month during the school year. During any fire drill or emergency fire situation, the outside classroom exit should always be the primary exit unless the fire prevents exit from this location. A copy of an updated class roll should be taken with you when you exit the building.

FIRST AID ROOM PROCEDURE

All medications are dispensed from the office and only through the 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. 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.

The teacher should bring any child who sustains a head injury or serious injury to the first aid room. (DO NOT SEND A CHILD ALONE TO THE OFFICE IF HE/SHE HAS SUSTAINED A SERIOUS INJURY OR IS HAVING DIFFICULTY BREATHING).

MEDICATION

Students will be given medication at school only with permission from parents/guardians. If parents/guardians wish to allow medication, both prescription and over the counter, to be given at school, they must send written permission that will be kept on file at the school along with the medication in its original container.

Prescription medications must be in the original prescription-labeled container that must state 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 (Mrs. Kayla Akins) will administer medication in the office.** The school nurse who administers medication to them must record medications and time of delivery of medications. Document the student's name, name of medication, dosage, time, and name of the person giving medication on a medication administration record.

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

Medications must be stored in a secure, locked, clean container or cabinet in the office.

Please follow the list below for ALL medications.

A medication form should be completed by the parent and filed in the office. This form must be completed for ANY medication. This form is REQUIRED. The name, strength, dosage, and time of day medication is required should be included on the form.

STUDENT Safety: Please reinforce to students.

According to the National Highway Traffic Safety Administration, children ages 16 and under are the most at-risk for getting hit

while crossing the street. For the protection of our students, crosswalks are to be utilized when students are crossing the street to and from school. Students will be required to remove headphones and walk bikes across or carry skateboards or similar items. For students' continued safety, they will be encouraged to always use a crosswalk when available and to observe crosswalk safety whenever they are on the road.

STUDENT AND FACULTY HANDBOOK:

- For security purposes, all classroom doors will be shut and locked during instruction throughout the school day.

TEXTBOOKS

Students are responsible for textbooks and other school books they use at home and at school. Replacing lost and damaged books is the responsibility of the student. Remind students that books checked out to them are their responsibility.

GRADING PROCEDURES

Report cards for all grade levels are sent out every 9 weeks. Good communication with parents creates a pleasant working environment for students, parents and teachers.

HOMEWORK

Our children are expected to have meaningful and productive homework on a regular basis. The work should be material that reinforces and/or extends work that has been taught in the classroom. Parents need to know that homework is a requirement and that students are to update their agenda daily. This newsletter should include information about upcoming projects, tests and any other pertinent information.

KEYS

All teachers will be issued a classroom key. The classroom key should be kept readily available in the event of a lockdown. All outside doors will require your ID card to enter the building and lobby doors.

LEAVE REQUESTS

Personal and professional leave requests should be discussed with Mrs. Pais.

LESSON PLANS (OVERVIEWS)

Overviews are a primary responsibility of all teachers. Weekly overviews must be posted outside the classroom door by 8:00 AM Monday morning. Lesson plans should be written clearly so substitutes can use them if you are away. Weekly planning is preferred, but we realize this may not always be possible. At a minimum, three days of plans should always be available. Because the plans reflect your planning to meet the needs of the students assigned to you, they should be available for substitutes. Please leave your lesson plan book out in a visible location on your desk so that the administrators can refer to the plans as they visit your room.

Lesson plans for substitutes:

Along with lesson plans the following items should be available for the substitute:

- class roll
- schedule which includes lunch, related arts and recess
- schedules for special education classes and intervention/enrichment
- Instructional Assistant schedules
- other special instructions including medical needs of students
- Afternoon transportation list.

LUNCHROOM

Free and Reduced Lunch forms MUST go home with every student on the first day of school, registration or at Open House. Any completed forms returned to you should be turned in to the lunchroom as soon as possible.

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 in time to pick up their class at the appropriate time.**

By County policy, no adult may charge meals at Lincoln 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 AND 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. **Please do not send students to get your mail out of mailboxes.** An adult needs to get the mail. Central Office mail may be dropped off in the office to be delivered.

MANAGEMENT AND SUPERVISION OF STUDENTS

General Supervision

1. All staff will be in the area of their responsibility when the students arrive and are

- dismissed from their buses.
2. 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.

***Students should not be asked to get soft drinks and snacks from the faculty lounge or mailroom.**

MORNING MEETING

All teachers need to be in the gym by 7:50 AM sitting in bleachers with students.. There will be a bell at 7:50 AM to signal students eating breakfast to start making their way to the gym. All teachers not at duty should be in the gym to help supervise.

AFTERNOON ANNOUNCEMENTS

Afternoon announcements will be made at 2:50 PM. **Student 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.

PACKAGES

Anytime you receive a package purchased with county or local school money, you MUST check the contents of the package, initial the packing slip, and return the packing slip to the bookkeeper for processing. If you do not receive the entire order, return the slip to show what is missing so the bookkeeper can contact the vendor. When the invoice is received the teacher must promptly sign for approval of payment.

PARENT TEACHER ORGANIZATION

There is an expectation that teachers will attend PTO programs. Cooperation between the PTO and the school is very important. Lincoln 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. **Teachers are encouraged to attend all scheduled meetings and all family events.**

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. Teachers should review the Student Handbook with them the first day of school.

PICTURES

Students will have pictures taken in the fall and spring. Instructions will be issued 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. **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. A radio must be taken on the playground. **All students should be in the building by 2:50.**

BOARD OF EDUCATION POLICIES

All employees must follow all Simpson County Board of Education policies.

PURCHASE ORDERS OR STANDARD INVOICE

All purchase orders will be handled through the bookkeeper. Forms are available in the office. **PLEASE NOTE: Reimbursement cannot be made unless prior approval is obtained from the principal.**

All supply and material requests will be approved in advance by the principal. Invoices must be returned to the office immediately after receipt. **Cut off date for ordering supplies is April 1st and will be strictly enforced.** No purchase request for the next school year may be made prior to July 1st of the current year.

RELATED ARTS

Teachers are responsible for accompanying their classes both to and from related arts classes. The related arts teachers will have students in an orderly line for pick up. **Scheduled times must be adhered to.**

RETENTION POLICY

Any student failing two or more of the core academic subjects shall be referred to the office by the teacher for retention. At the end of the year teachers should notify the principal which students they may be recommending for retention, prior to final grades being posted. The retention committee will meet to review grades, teacher recommendations, and any other pertinent data in order to make an informed decision concerning retention. If the retention committee's decision is retention a meeting will be held with the parent, teacher and administrator to discuss and inform the parents and receive their input before the final decision is made.

SAFETY PLAN

A school-wide safety plan has been developed for Lincoln Elementary. Plans for building evacuation, lockdown procedures, fire drill procedures, take cover procedures, and a Crisis Response Plan are maintained in the principal's office. Staff members will be trained on specific parts of each plan that are needed so that responsibilities can be carried out.

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 Reach notification system will be utilized.

SCHOOL HOURS

The school day for faculty is from 7:40 AM until 3:30 AM. Staff should be available to supervisors, parents, and students during that time unless otherwise instructed. **Staff with homerooms should be in the gym for Morning Meeting and ready to greet students by 7:50 AM. All faculty/staff with homerooms should be in the gym for Morning Meeting and ready to greet students.**

STAMPS AND U.S. MAIL

Please drop all outgoing mail in the main office. Stamps will be provided for school business only.

STUDENT USE OF EQUIPMENT

Students do not operate any school equipment such as paper cutter, Ellis machine, copier, and laminator. The safety of the students is top priority. Equipment may be operated by adults only.

SUBSTITUTES

Anytime you need a sub, please contact the Principal. The faculty member is responsible for entering the absence into AESOP. If you know you will need a sub ahead of time, and arrange for a specific sub, please let the Principal know so the request can put that particular sub into AESOP for you.

TELEPHONE USE

1. STUDENTS - Student use of the school office phone will be for emergencies only or a missed bus.
2. STAFF - If anyone receives an emergency call, the office will notify the individual immediately. **Telephones are not to be used during instructional time.** Incoming callers should leave a message with the main office and may be returned during non-instructional time.
3. If you make a phone call to a parent and are unable to reach them, please notify the office in case the parent attempts return the call.

TOBACCO ON SCHOOL GROUNDS

Employees will not use tobacco products on school grounds or in the presence of students.

VIDEO/TV POLICY

Any video or television program, school owned or otherwise, can be shown only when it meets stated curriculum goals, objectives, or a specific instructional purpose. The video/TV program should be included in lesson plans with an objective and introductory and follow-up activities.

All videos must be approved by the administration with five (5) days notice. Very rarely will a rental video be permitted, since it constitutes a violation of copyright laws when shown outside the home.

Exceptions to the policy must be handled on an individual basis with an administrator.

VISITORS

Direct all visitors to the office. All visitors must sign in at 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. County personnel should also be wearing identification. Make sure students know **NOT** to open outside doors for people to enter.

VOLUNTEERS

We encourage parents to volunteer. However, all volunteers must complete a volunteer application to be approved before the volunteer process may begin. If parents have small children, it may be best for them to provide services such as material preparation at home. It is often disruptive to the learning environment for younger siblings to be present in the classroom. **Parent volunteers should not be enlisted to grade student papers. Small children are not permitted in workrooms due to safety concerns.**

WITHDRAWAL PROCEDURE

- When a student in your class is withdrawing, notify the office as soon as you find out.
- Make sure all books are turned in.
- Check the lunchroom to see if the student has any outstanding charges.
- Put a note in the Special Education contact person's box if the child has been enrolled in a special education class.
- Update the permanent folder including the most recent report card and conference form.

-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.

LINCOLN ELEMENTARY SBDM COUNCIL

Lincoln Elementary School's Site Based Decision Making Council has the responsibility for setting school policy consistent with district policy to provide an environment that supports student achievement and assists the school in meeting 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 days prior to a meeting. The school council shall adopt a policy to be implemented by the principal in the following areas:

Curriculum; Instructional/Non-Instructional Staff Time; Assignment of Students to Classes, School Schedule, School Space, Instructional Practices; Discipline/Classroom Management, Extracurricular Programs

2019-2020 SBDM Council Representatives

Principal - Joyce Pais

Teacher Member - Rebecca Todd

Parent Member –Jaclyn Konow

Teacher Member – Maria Gordon

Parent Member – Nicole Law

Teacher Member-Jessica Mosley

PTO

The Lincoln Elementary School Parent/Teacher Organization is a critical support group for the school. Parents are encouraged to become active members 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.

President – Jaclyn Konow

VP – Natalie McCutchen

Treasurer –Lara Nash
Secretary –
Box Top Coordinator-
Special Events –

