

FACULTY HANDBOOK 2024 - 2025

A graphic for Simpson Elementary featuring a rocket launch in space. The top half shows a rocket ascending through white clouds against a blue background filled with various planets, moons, and stars. The text 'SIMPSON ELEMENTARY' is written in a white, curved banner across the top. Below the rocket, the word 'mission' is written in a bold, black, lowercase font. Underneath that, the mission statement is written in a smaller, blue font. The word 'vision' is written in a bold, black, lowercase font. Below that, the words 'SPARK EACH STUDENT' are written in large, bold, blue, uppercase letters. At the bottom, the phrase 'to be ready for success!' is written in a smaller, blue font.

SIMPSON ELEMENTARY

mission
To develop students to become life-ready
in an environment where everyone is
honest, responsible, respectful and safe.

vision
**SPARK
EACH
STUDENT**
to be ready for success!

Faculty **2024-2025**

TEACHERS

Adefolaju, Monica
Banton, Dana
Becker, Alex
Blythe, Edie
Boren, Beverly
Brawner, Jessica
Campbell, Lisa
Cain, Amanda
Cassity, Heather
Caudill, Katie
Coker, Trish
Curtis, Nancy
Duncan, Emma
Farmer, Michelle
Gann, Tamara
Graves, Preston
Graves, Stacy
Graves, Tori
Haas, DarBy
Halcomb, Laura
Harding, Triscilla
Hendi, Jennifer
Kivett, Stephanie
London, Kristi
Marlin, April
McBrayer, Cari
McMurtry, Kennedy
Moody, Sarah
Murray, Lindsay
Ogles, Jennifer
Phillips, Dee Dee
Perdue, Caitlyn
Raines, Abby
Schornak, Allison
Spencer, Dawn

Tucker, Mary Kay
Vernon, Chasity
Wilson, Abby
Wright, Beth
Wright, Hali

OFFICE

Barnum, Michael
Link, Andrea
Northern, Sam
Stewart, Cari
Tucker, Josh
Whitney, Kim
Wilson, Beth

Student Services

Chaney, Amie - Social Worker
Doty, Laura - Counselor
Honshell, Lori- FRYSC

RELATED ARTS

Benson, Danny
Combs, Kelli
Proffitt, Jessi
Pardue, Bethanne
Chinese Culture-

SPEECH

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

NURSE

Thurman, Mandy

Intervention

Acre, Kathy
Campbell, Lisa
Downing, Tracy

ESL TEACHER

Molina, Maria

PARAEDUCATORS

Alford, Mary
Atkins, Cindy
Barnett, Debbie
Estes, Sandra
Forshee, Lori
Hastings, Stephanie
Henson, Vicky
Patty, Rita
Uhls, Wendy

CUSTODIANS

Lockhart, Josie
Huddleston, Candie
Reneau, Linda
Pyles, Keith

CAFETERIA

Blankenship, Kellie
Poole, Lee
Hudson, Beth
Mitchell, Megan
Ellis, Jennifer, Manager
Stanford, Kim
Cowles, Lisa
Gehret, Barbara

Room Number List

OFFICE:

Barnum	143
Tucker	144
Vaughn	145
Doty	154

B. Wilson	142
A. Link	100
Stewart	153

SPECIAL AREA:

Combs (Art)	128
Ms. Cindy (Chinese)	123
Doty (Guidance)	123

Pardue (Gym)	156
Benson (Music)	122
Proffitt (Library)	149
Proffitt (Office)	148

RESOURCE:

Acre	119
Banton	159
Barnett-Link	131
Boren	132
Brown	112
Campbell	159
Cassity	110
Estes	158

Gann	110
Gomez	112
P. Graves	130
S. Graves	130
D. Haas	160
Marlin	132
Rash	112
Sublett	112
Vernon	158

OTHERS:

Cafeteria	147
Conference	173
Family Resource	162
(Honshell)	586-2007

Lounge	150
Nurse (Mandy)	146
OT (Brown)	112
Chaney	151
Work Room	152

HOMEROOMS:

Adefolaju	120
Blythe	141
Becker	114
Brawner	125
Cain	106
Caudill	137
Coker	113
Curtis	134
Duncan	138
Farmer	121
T. Graves	126
Halcomb	116
Harding	107
Hendi	139
Haas	162

Kivett	129
London	102
Marlin	132
McBrayer- Silchuk	103
McMurtry	105
Moody	101
Murray	108
Ogles	140
Perdue	133
Raines	127
Schornak	136
Spencer	104
Tucker	118
B. Wright	124
H. Wright	109
Wilson	135

2024 Phone List

	First Name	EXT		Last Name	First Name	EXT
Acre	Kathy	2100		Molina	Maria	2138
Adefolaju	Monica	2101		Moody	Sarah	2139
Banton	Dana	2102		Murray	Lindsay	2140
Barnum	Michael	2103		Northern	Sam	2141
Becker	Alex	2104		OFFICE		0020
Benson	Jeremy	2105		Ogles	Jennifer	2142
Blythe	Edie	2106		Paine	Jayson	2163
Boren	Beverly	2107		Pardue	Bethanne	2143
Brawner	Jessica	2108		Perdue	Caitlyn	2144
Cafeteria		2902		Phillips	DeeDee	2145
Cain	Amanda	2110		Proffitt	Jessica	2146
Campbell	Lisa	2111		Raines	Abby	2147
Cassity	Heather	2112		Schornak	Allison	2149
Caudill	Katie	2113		Silchuk	Cari	2164
Chaney	Amie	2114		Spencer	Dawn	2150
Chinese	Ms. Tara	2162		Stewart	Cari	2151
Coker	Patricia	2115		Sublett	Katherine	2152
Combs	Kelli	2116		Thurman	Mandy	2153
Curtis	Nancy	2117		Tucker	Josh	2154
Doty	Laura	2118		Tucker	Mary	2155
Downing	Tracy	2119		Vernon	Chasity	2156
Duncan	Emma	2120		Wilson	Abby	2157
Estes	Sandra	2121		Wilson	Beth	2158
Farmer	Michelle	2122		Workroom		2901
Gann	Tamara	2123		Wright	Beth	2159
Gomez	Lauren	2124		Wright	Hali	2160
Graves	Preston	2125		SES Front Office	0020	
Graves	Stacy	2126		CO	0001	

				Shortcut		
Graves	Victoria	2127		FSHS Shortcut	0050	
Haas	Darby	2128		FES Shortcut	0010	
Halcomb	Laura	2129		LES Shortcut	0030	
Harding	Triscilla	2130		FSMS Shortcut	0040	
Hendi	Jennifer	2131		Bus Garage Shortcut	0004	
Honshell	Lori	2132		FES	586-3241	586-2042
Kivett	Stephanie	2133		SES	586-4414	598-6059
Link	Andrea	2134		LES	586-7133	586-2045
London	Kristi	2135		FSMS	586-4401	586-2048
Marlin	April	2136		FSHS	586-3273	586-2021
McMurtry	Kennedi	2137		CO	586-8877	586-2011
				Bus Garage	586-3757	

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

2024-2025 SBDM Council Representatives

Kari Harris – Parent	Michael Barnum – Principal
Ola Danhey - Parent	Jennifer Ogles- Teacher
Bethanne Pardue- Teacher	Monica Adefolaju – 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.







2024-2025 PTO Officers

President:	Tori Graves	
Vice President:	Mary Clayton Garrett	
Secretary:	Andrea Link	
Treasurer:	Brooke Perkins	
Box Top Coordinator:	Alex Hammer	
Special Events:	Kristin Crafton	Devin Fox
	Katelyn Sexton	Sarah Halcomb
	Haley Danhey	
Teachers:	Beth Wright	Alex Becker
	Lindsay Murray	Jessi Proffitt
	Preston Graves	
	Allison Schornak	
Principal:	Michael Barnum	

Room Assignments 2024-2025

ROOM 1	Sara Moody	ROOM 24	Beth Wright
ROOM 2	Kristi London	ROOM 25	Jessica Brawner
ROOM 3	Cari Silchuk	ROOM 26	Tori Graves
ROOM 4	Dawn Spencer	ROOM 27	Abby Raines
ROOM 5	Kennedi McMurtry	ROOM 28	Kelli Combs/Art
ROOM 6	Amanda Cain	ROOM 29	Stephanie Kivett
ROOM 7	Triscilla Harding	ROOM 30	Preston Graves / Stacy Graves
ROOM 8	Lindsay Murray		
ROOM 9	Hali Wright	ROOM 32	Beverly Boren/April Marlin
ROOM 10	Tamara Gann / Heather Cassity	ROOM 33	Caitlyn Perdue
		ROOM 34	Nancy Curtis
ROOM 12	Ashely Brown, Lauren Gomez, Katie Sublett and Kate Rash	ROOM 35	Abby Wilson
ROOM 13	Trish Coker	ROOM 36	Allison Schornak
ROOM 14	Alex Becker	ROOM 37	Katie Caudill
ROOM 15	Dee Dee Phillips	ROOM 501	Emma Duncan
ROOM 16	Laura Halcomb	ROOM 502	Jennifer Hendi
ROOM 17	Bailey Baxter / Maria Molina	ROOM 503	Jennifer Ogles
ROOM 18	Mary Kay Tucker	ROOM 504	Edie Blythe
ROOM 19	Kathy Acre / Tracy Downing	MEDIA CENTER	Jessi Proffitt
ROOM 20	Monica Adefolaju	GYM	Bethanne Pardue
ROOM 21	Michelle Farmer	Room 151	Amie Chaney
ROOM 22	Danny Benson/Music	Room 155	Workroom/Printer
ROOM 162	Lori Honshell	Room 157	Katie Sublett
		Room 159	Dana Banton /Lisa Campbell

Simpson Elementary Faculty 2024-2025

1 st Grade				
	<p><u><i>Wiz Kids</i></u> Sarah Moody Amanda Cain Kristi London Cari Silchuk Dawn Spencer</p>	<p><u><i>Mighty Munchkins</i></u> Trish Coker Triscilla Harding Lindsay Murray Kennedi McMurtry Hali Wright</p>		
2 nd Grade				
	<p><u><i>All-Stars</i></u> Alex Becker Edie Blythe Emma Duncan Jennifer Hendi Jennifer Ogles</p>	<p><u><i>Creative Cats</i></u> Monica Adefolaju Michelle Farmer Laura Halcomb Dee Dee Phillips Mary Kay Tucker</p>		
3 rd Grade				
	<p><u><i>Wildcats</i></u> Katie Caudill Nancy Curtis Allison Schornak Abby Wilson Caitlyn Perdue</p>	<p><u><i>Big Blue</i></u> Jessica Brawner Tori Graves Stephanie Kivett Abby Raines Beth Wright</p>		
<p><u><i>Special Area</i></u> Art: Kelli Combs Chinese Culture: Ms. Cindy Media Specialist: Jessi Proffitt Music: Danny Benson Physical Education: Bethanne Pardue</p>		<p><u><i>Resource Teachers</i></u> Chasity Vernon/EBD Beverly Boren Heather Cassity Tamara Gann Darby Haas/FMD April Marlin Preston Graves Stacy Graves</p>		
<p><u><i>Speech</i></u> Kate Rash Lauren Gomez Katie Sublett</p>		<p><u><i>Interventionist</i></u> Dana Banton Kathy Acre Lisa Campbell Tracy Downing</p>		
<u><i>Para educators</i></u>				
<p>Cindy Atkins Debbie Link</p>	<p>Sandra Estes Lori Forshee</p>	<p>Stephanie Hastings Rita Patty</p>	<p>Wendy Uhls Vicky Henson</p>	<p>Mary Alford Maria Molina-ELL</p>
<p>Michael Barnum, Principal Laura Doty, School Counselor Amie Chaney, Social Worker Lori Honshell, FRYSC Andrea Link, Administrative Assistant</p>			<p>Josh Tucker, Assistant Principal Sam Northern, CIA Kim Whitney, CIA Beth Wilson, Attendance Clerk Cari Stewart, Bookkeeper</p>	

Master Schedule

Master Schedule 24-25	Approved April 29, 2024	Wiz Kids	Mighty Munchkins	Creative Cats	All Stars	Big Blue	Wildcats
Special Area	FMD	1st	1st	2nd	2nd	3rd	3rd
8:00	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:00-8:20	Morning Work	Morning Work	Morning Work	Morning Work	Morning Work	Morning Work	Morning Work
8:20-9:10 2nd. C.Cats	Morning Yoga 8:30-8:45	Core ELA (Skills) 8:15 - 9:15	Core ELA (Skills) 8:15 - 9:15	8:20-9:10 2nd. C.Cats	Core ELA Knowledge 8:15 - 9:15		
9:20-10:10 2nd A.Stars	Calendar / Zoo phonics 8:45-9:30	Core ELA Knowledge 9:15-10:15	Core ELA Knowledge 9:15-10:15	Core ELA Skills 9:15-10:15	9:20-10:10 2nd A.Stars	Core ELA 8:15-10:15	Core ELA 8:15-10:15
10:15-11:0 5 3rd Big Blue	Story/Recess 9:40-10:25	Lunch 10:36-11:11	Reading Flex 10:20-11:00	Math Core 10:15-11:15	Core ELA Skills 10:15-11:15	10:15-11:05 3rd Big Blue	Reading Flex 10:15-11:00
11:05-11:5 5 3rd Wildcats	Alt. Assessment 10:25-11:15	Reading Flex 11:15-12:00	Lunch 11:05-11:37	Recess 11:20-11:40	Lunch 11:33-12:05	Lunch 11:15-11:55	11:05-11:55 3rd Wildcats
11:55-12:25 Lunch	Lunch 11:30-12	Recess 12:05-12:25	Math Core 11:40-12:40	Lunch 11:48-12:24	Math Core 12:10-1:10	Math Core 12:00-1:00	Lunch 12:05-12:38
12:25-1:15 1st W.Kids	Number Worlds 12-12:30	12:25-1:15 1st W.Kids	12:40-1:15 Math Flex	Reading Flex 12:30-1:15	Reading Flex 1:15-2:00	Recess 1:10-1:30	Math Core 12:40-1:40
1:20-2:10 M.Munchkins	ELSB / Class Work 12:30-2:15	Math Core 1:15-2:15	1:20-2:10 M.Munchkins	ELA Knowledge 1:20-2:20	Recess 2:00-2:20	Reading Flex. 1:35-2:10	Math Flex 1:40-2:25
2:15-3:00 Planning or Super Simpson / . GT Art, Music, etc..	RR/Game/Art 2:15-2:30	Math Flex 2:15-2:50	2:15-2:35 Recess	Math Flex 2:20-2:50	Math Flex 2:25-2:50	Math Flex 2:15-2:50	Recess 2:30-2:50
	Binders / Notes Home 2:30-2:50	Read Aloud Review of Skills/Targets	2:40-2:55 Read Aloud Review of Skills/Targets	Read Aloud Review of Skills/Targets	Read Aloud Review of Skills/Targets	Read Aloud Review of Skills/Targets	Read Aloud Review of Skills/Targets
	Review of Skills / Targets						

Certified Staff Schedule

7:45	Certified Staff in building
7:45	Certified Staff in position
7:45	1st Bell
8:00	Tardy Bell Rings
10:33 – 12:33	Lunch (24 minutes per class)
3:00	First Dismissal Bell rings
3:15	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	7:30 – 3:00
Stephanie Hastings	7:30 - 3:00
Rita Patty	7:30 – 3:00
Wendy Uhls	8:00 – 3:30

2024-2025

Resource/Para's Assignments & D.A.P.E.

Resource Assignments:

Heather Cassity/Beverly Boren – 1st Grade
Tamara Gann/Preston Graves– 2nd Grade
April Marlin/Stacy Graves – 3rd Grade
DarBy Link – FMD
Chasity Vernon-EBD

Paraeducators Assignments:

Rita Patty (Boren) – Wiz Kids
Wendy Uhls (Cassity) – Mighty Munchkins
Lori Forshee (Gann) – Creative Cats
Vicky Henson (P.Graves) – All Stars
Debbie Barnett (S. Graves) – Wildcats
Cindy Atkins (Marlin) – Big Blue
Sandra Estes (Vernon) - PASS
Stephanie Hastings & Kendra Hanson (Haas) – FMD
Mary Alford (Visual Impairment Student/ Sp. Ed 3rd grade)

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.

11:20-11:40	Creative Cats
1:10-1:30	Big Blue
12:05-12:25	Wiz Kids
2:00-2:20	All Stars
2:30-2:50	Wildcats
2:15-2:35	Mighty Munchkins

1st Trimester SPECIAL AREA MASTER SCHEDULE 2024-2025

Time	Special Area	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:10	Library	Tucker	Adefolaju	Phillips	Farmer	Halcomb
C. Cats	Guidance / Chinese Culture	Halcomb	Tucker	Adefolaju	Phillips	Farmer
	Music	Farmer	Halcomb	Tucker	Adefolaju	Phillips
	Art	Phillips	Farmer	Halcomb	Tucker	Adefolaju
	PE	Adefolaju	Phillips	Farmer	Halcomb	Tucker
	Library	Duncan	Ogles	Becker	Hendi	Blythe
All Stars	Guidance / Chinese Culture	Blythe	Duncan	Ogles	Becker	Hendi
	Music	Hendi	Blythe	Duncan	Ogles	Becker
	Art	Becker	Hendi	Blythe	Duncan	Ogles
	PE	Ogles	Becker	Hendi	Blythe	Duncan
	Library	Raines	T. Graves	B.Wright	Brawner	Kivett
Big Blue	Guidance / Chinese Culture	Kivett	Raines	T. Graves	B.Wright	Brawner
	Music	Brawner	Kivett	Raines	T. Graves	B.Wright
	Art	B.Wright	Brawner	Kivett	Raines	T. Graves
	PE	T. Graves	B.Wright	Brawner	Kivett	Raines
	Library	Schornak	Wilson	Curtis	Perdue	Caudill
Wildcats	Guidance / Chinese Culture	Caudill	Schornak	Wilson	Curtis	Perdue
	Music	Perdue	Caudill	Schornak	Wilson	Curtis
	Art	Curtis	Perdue	Caudill	Schornak	Wilson
	PE	Wilson	Curtis	Perdue	Caudill	Schornak
	11:55-12:25	Lunch				
12:25 – 1:15	Library	Moody	McBrayer	Cain	Spencer	London
	Guidance / Chinese Culture	London	Moody	McBrayer	Cain	Spencer
	Music	Spencer	London	Moody	McBrayer	Cain
	Art	Cain	Spencer	London	Moody	McBrayer
	PE	McBrayer	Cain	Spencer	London	Moody
1:20 – 2:10	Library	H.Wright	Coker	Harding	Murray	McMurtry
	Guidance / Chinese Culture	McMurtry	H.Wright	Coker	Harding	Murray
	Music	Murray	McMurtry	H.Wright	Coker	Harding
	Art	Harding	Murray	McMurtry	H.Wright	Coker
	PE	Coker	Harding	Murray	McMurtry	H.Wright

11/18/24-2/21/25

2nd Trimester SPECIAL AREA MASTER SCHEDULE 2024-2025

Time	Special Area	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:10	Library	Halcomb	Tucker	Adefolaju	Phillips	Farmer
C. Cats	Guidance / Chinese Culture	Farmer	Halcomb	Tucker	Adefolaju	Phillips
	Music	Phillips	Farmer	Halcomb	Tucker	Adefolaju
	Art	Adefolaju	Phillips	Farmer	Halcomb	Tucker
	PE	Tucker	Adefolaju	Phillips	Farmer	Halcomb
9:20-10:10	Library	Blythe	Duncan	Ogles	Becker	Hendi
All Stars	Guidance / Chinese Culture	Hendi	Blythe	Duncan	Ogles	Becker
	Music	Becker	Hendi	Blythe	Duncan	Ogles
	Art	Ogles	Becker	Hendi	Blythe	Duncan
	PE	Duncan	Ogles	Becker	Hendi	Blythe
10:15-11:05	Library	Kivett	Raines	T. Graves	B.Wright	Brawner
Big Blue	Guidance / Chinese Culture	Brawner	Kivett	Raines	T. Graves	B.Wright
	Music	B.Wright	Brawner	Kivett	Raines	T. Graves
	Art	T. Graves	B.Wright	Brawner	Kivett	Raines
	PE	Raines	T. Graves	B.Wright	Brawner	Kivett
11:05-11:55	Library	Caudill	Schornak	Wilson	Curtis	Perdue
Wildcats	Guidance / Chinese Culture	Perdue	Caudill	Schornak	Wilson	Curtis
	Music	Curtis	Perdue	Caudill	Schornak	Wilson
	Art	Wilson	Curtis	Perdue	Caudill	Schornak
	PE	Schornak	Wilson	Curtis	Perdue	Caudill
11:55-12:25	Lunch					
12:25 – 1:15	Library	London	Moody	Silchuk	Cain	Spencer
W. Kids	Guidance / Chinese Culture	Spencer	London	Moody	Silchuk	Cain
	Music	Cain	Spencer	London	Moody	Silchuk
	Art	Silchuk	Cain	Spencer	London	Moody
	PE	Moody	Silchuk	Cain	Spencer	London
1:20 – 2:10	Library	McMurtry	H.Wright	Coker	Harding	Murray
M. Munchkins	Guidance / Chinese Culture	Murray	McMurtry	H.Wright	Coker	Harding
	Music	Harding	Murray	McMurtry	H.Wright	Coker
	Art	Coker	Harding	Murray	McMurtry	H.Wright
	PE	H.Wright	Coker	Harding	Murray	McMurtry

2/24/25-5/22/25

3rd Trimester SPECIAL AREA MASTER SCHEDULE 2024-2025

Time	Special Area	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:10	Library	Phillips	Farmer	Halcomb	Tucker	Adefolaju
C. Cats	Guidance / Chinese Culture	Adefolaju	Phillips	Farmer	Halcomb	Tucker
	Music	Tucker	Adefolaju	Phillips	Farmer	Halcomb
	Art	Halcomb	Tucker	Adefolaju	Phillips	Farmer
	PE	Farmer	Halcomb	Tucker	Adefolaju	Phillips
9:20-10:10	Library	Becker	Hendi	Blythe	Duncan	Ogles
All Stars	Guidance / Chinese Culture	Ogles	Becker	Hendi	Blythe	Duncan
	Music	Duncan	Ogles	Becker	Hendi	Blythe
	Art	Blythe	Duncan	Ogles	Becker	Hendi
	PE	Hendi	Blythe	Duncan	Ogles	Becker
10:15-11:05	Library	B.Wright	Brawner	Kivett	Raines	T. Graves
Big Blue	Guidance / Chinese Culture	T. Graves	B.Wright	Brawner	Kivett	Raines
	Music	Raines	T. Graves	B.Wright	Brawner	Kivett
	Art	Kivett	Raines	T. Graves	B.Wright	Brawner
	PE	Brawner	Kivett	Raines	T. Graves	B.Wright
11:05-11:55	Library	Curtis	Perdue	Caudill	Schornak	Wilson
Wildcats	Guidance / Chinese Culture	Wilson	Curtis	Perdue	Caudill	Schornak
	Music	Schornak	Wilson	Curtis	Perdue	Caudill
	Art	Caudill	Schornak	Wilson	Curtis	Perdue
	PE	Perdue	Caudill	Schornak	Wilson	Curtis
11:55-12:25	Lunch					
12:25 – 1:15	Library	Cain	Spencer	London	Moody	Silchuk
W. Kids	Guidance / Chinese Culture	Silchuk	Cain	Spencer	London	Moody
	Music	Moody	Silchuk	Cain	Spencer	London
	Art	London	Moody	Silchuk	Cain	Spencer
	PE	Spencer	London	Moody	Silchuk	Cain
1:20 – 2:10	Library	Harding	Murray	McMurtry	H.Wright	Coker
M. Munchkins	Guidance / Chinese Culture	Coker	Harding	Murray	McMurtry	H.Wright
	Music	H.Wright	Coker	Harding	Murray	McMurtry
	Art	McMurtry	H.Wright	Coker	Harding	Murray
	PE	Murray	McMurtry	H.Wright	Coker	Harding

ARRIVAL DUTY 2024-2025

CAFETERIA Greeters

Sandra Estes (7:30)
Amie Chaney - Line(7:30)
Beverly Boren (7:45)
Wendy Uhls (8:00)
Chastity Vernon (7:45)

OFFICE

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

FRONT PARKING LOT (BUS)

Josh Tucker (7:30)
Tamara Gann (7:45)

HALLWAY Greeters

April Marlin (front hall @ 7:50)

CHECK & CONNECT

Lori Forshee (7:45 – 8:20)

On Call

Doty (7:45)

PARKING LOT (7:30-8:00) Greeters

Danny Benson
Debbie Link
Rita Patty
Preston Graves
Vicky Henson
Michael Barnum

LIBRARY

Jessi Proffitt (7:45)

GYM Greeters

Sublett (7:30)
C. Atkins (7:45)
Heather Cassity (7:30)

NURSES' STATION

Nurse Mandy (7:30)

- **ALL CERTIFIED STAFF SHOULD BE IN THEIR DESIGNATED DUTY AREA BY 7:30.**
- **CLASSROOM TEACHERS SHOULD BE IN THEIR ROOMS BY 7:45.**
- **ALL HOMEROOM TEACHERS SHOULD GREET STUDENTS WHILE MONITORING HALLWAYS AND STUDENTS. (This includes all transitions throughout the day).**

DEPARTURE DUTY
2024-2025

<p><u>OFFICE</u> Andrea Link (3:45) Cari Stewart (3:30) Beth Wilson (4:00)</p> <p><u>CAFETERIA</u> Josh Tucker Dana Banton (3:30) April Marlin (3:20) Cindy Atkins (3:20) Lori Forshee (3:20) Chasity Vernon</p> <p><u>LINE-HALLWAYS</u> Rotation for dismissal *See pg 18* Amie Chaney - Front hall by cafe Jessi Proffitt - Front hall / office Lisa Campbell- Cafeteria Doors 3-3:20</p> <p><u>FRONT HALLWAY & WALKERS</u> Jessi Proffitt Backup- Laura Doty</p>	<p><u>PICK-UP</u> Wendy Uhls (Caller) Lauren Gomez (1st Line) S.Graves (2nd Line) B.Wimpee (3rd Line) Beverly Boren (GYM) Acre / Downing (GYM) Michael Barnum (line) Kelli Combs 3-3:30</p> <p><u>BACK-UPS FOR PICK-UP</u> Gomez (out) Sublett (in) S. Graves (out) Caudill (in) Pardue (out) B. Wright (in)</p> <p><u>NURSES' STATION</u> Nurse Mandy</p>
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STAFF SHOULD BE IN DESIGNATED DUTY AREA BY 3:00.

- **TEACHERS NEED TO MOVE TO DOORWAYS TO SUPERVISE DEPARTING STUDENTS IN FOYERS AND HALLWAYS. (This includes all transitions throughout the day).**

Daily Assignments 2024-2025

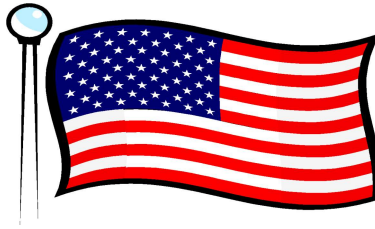
ARRIVAL – CAFETERIA

Estes (7:30)	Supervisor
Chaney (7:30)	Food Line
Boren (7:30)	Tables/Walk Line
Uhls (8:00)	Stay until all done
Hastings (7:45)	Special Needs Assistance

Faculty need to stay in the cafeteria until 8:00.

DEPARTURE – CAFETERIA

Josh Tucker	
Banton	Deliver to Buses
Marlin	Deliver to Buses
Vernon	Deliver to Buses
Cassity	
Atkins (3:00 – 3:20)	Supervise lines @ door 2
Forshee (3:00 – 3:20)	Supervise lines @ door



Pledge Schedule - Math Fact - Word of the Week- Character Trait

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.!

August 14	Wilson	January 21	London
August 19	Schornak	January 27	Spencer
August 26	Perdue	February 3	Cain
September 3	Curtis	February 10	McBrayer
September 9	Caudill	February 18	Moody
September 16	Kivett	February 24	McMurtry
September 23	Raines	March 3	Harding
September 30	T. Graves	March 10	Coker
October 14	Brawner	March 17	Murray
October 21	B.Wright	March 24	Becker
October 28	Blythe	March 31	Schornak
November 6	Duncan	April 14	Perdue
November 11	Hendi	April 21	Curtis
November 18	Ogles	April 28	Caudill
November 25	H.Wright	May 6	Kivett
December 2	Halcomb	May 12	Raines
December 9	Farmer	May 19	Wilson
December 16	Tucker		
January 6	Adefolaju		
January 13	D.Phillips		

Writer of the Week 2024-2025

*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. 14	Cain	Blythe	S.Graves
Aug. 19	Moody	Duncan	Caudill
Aug. 26	Spencer	Becker	Curtis
Sept. 3	Boren	Proffitt	Schornak
Sept. 9	Silchuk	Gann	Wilson
Sept. 16	London	Halcomb	Banton
Sept. 23	Doty	Adefolaju	Perdue
Sept. 30	Coker	Hendi	Marlin
Oct. 14	McMurtry	Phillips	T. Graves
Oct. 21	Murray	Ogles	Kivett
Oct. 28	Harding	Tucker	Brawner
Nov. 6	Cassity	Farmer	B.Wright
Nov. 11	H.Wright	D. Link	Vernon
Nov. 18	Cain	Blythe	S.Graves
Nov. 25	Moody	Duncan	Caudill
Dec. 2	Spencer	Becker	Curtis
Dec. 9	Boren	P.Graves	Schornak
Dec. 16	Silchuk	Gann	Wilson
Jan. 6	London	Halcomb	Banton
Jan. 13	Doty	Adefolaju	Perdue
Jan. 21	Coker	Hendi	Marlin
Jan. 27	McMurtry	Phillips	T. Graves
Feb. 3	Murray	Ogles	Kivett
Feb. 10	Harding	Tucker	Brawner
Feb. 18	Cassity	Farmer	B.Wright
Feb. 24	H.Wright	D. Link	Vernon
March 3	Cain	Blythe	S.Graves
March 10	Moody	Duncan	Caudill
March 17	Spencer	Becker	Curtis
March 24	Boren	Proffitt	Schornak
March 31	Silchuk	Gann	Wilson
April 14	London	Halcomb	Banton
April 21	Doty	Adefolaju	Perdue
April 28	Coker	Hendi	Marlin
May 5	McMurtry	Phillips	T. Graves
May 12	Murray	Ogles	Kivett
May 19	Harding	Tucker	Brawner

PLC's

Professional Learning Community Meetings (PLC's) take place during planning time on Tuesdays in the team leaders classroom.

There will be 3 **afterschool PLC's** that will be held on the dates below from 3:30-5:00 for certified faculty.

Formative Assessments/Data Analysis/Planning

Date	PLC Structure	Goal/Agenda
August 13	Training Date	Mission/Vision/Goals/Norms/ Essential Standards
August 26	After School	Set Up Cycle 1
September 3	Team PLC	PLC Protocol week 1
September 10	Team PLC	PLC Protocol week 2
September 17	Team PLC	PLC Protocol week 3
September 23	After School	Set Up Cycle 2
October 1	Team PLC	PLC Protocol week 4
October 15	Team PLC	PLC Protocol week 5
October 29	Team PLC	PLC Protocol week 6
November 4	LCD/PLC	Set Up Cycle 3
November 12	Team PLC	PLC Protocol week 7
November 19	Team PLC	PLC Protocol week 8
December 3	Team PLC	PLC Protocol week 9
January 13	After School	Set Up Cycle 4
January 21	Team PLC	PLC Protocol week 10
January 28	Team PLC	PLC Protocol week 11
February 4	Team PLC	PLC Protocol week 12
February 14	LCD/PLC	Set Up Cycle 5
February 18	Team PLC	PLC Protocol week 13
February 25	Team PLC	PLC Protocol week 14
March 4	Team PLC	PLC Protocol week 15
March 14	LCD/PLC	Set Up Cycle 6
March 18	Team PLC	PLC Protocol week 16
March 25	Team PLC	PLC Protocol week 17
April 1	Team PLC	PLC Protocol week 18
April 15	Team PLC	PLC Protocol week 19
April 22	Team PLC	PLC Protocol week 20

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 into the office and the staff will give you more tags.
- 4) If you misplace your tag or need a new 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!!!**

HALLWAY DISMISSAL DUTY

1 MEMBER PER TEAM SUPERVISING THE HALLWAY

***1 teacher from each team** will be posted in their respective hallway (All Stars will need to move to the intersection of hallway 3 and hallway 4.

*The teacher will **monitor the hallway from 3:05- dismissal**.

*The students from your class can either be split among the team OR go to another teachers class, whatever's easiest for you & less of a change for the child.

*Team leaders, please let Mr.Tucker know what your rotation will be, this can be done alphabetically or by another means.

***This rotation will start the week of August 19th.**

Attendance Policies

2024-2025

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 Beth Wilson 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.



**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 the 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.

Link to:

[**Out of District Travel Authorization & Travel Expense Reimbursement Request**](#)

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 the situation
- Call 911 if warranted; notify District Support Team, Central Office
- Initiate evacuation plan; avoid the area where the chemical accident occurred and any fumes which are present
- Follow standard student assembly, accounting and reporting procedures; modify assembly area if needed to be upwind, uphill, and upstream from the location of the spill
- Wait for instructions from the emergency responders
- Do not take unsafe actions such as returning to the building before it has been declared safe
- Refrain from lighting matches, candles, or other fires which could cause an explosion or ignite volatile fumes
- Document actions and complete incident reports

Gas Leak

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

Staff Actions:

- Notify principal
- Move students from immediate vicinity of danger

Principal / Designee:

- Call 911, District Support Team

- If the gas leak is internal, implement evacuation procedures. Refrain from lighting matches or candles, and do not turn off/on electrical switches/equipment including cell phones (remember, electrical sparks can trigger an explosion)
- Notify gas company
- Determine whether to move to 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:

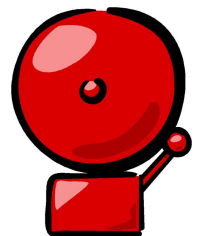
- Initiate Drop, Cover and Hold
- If no cover is available, get against inside doorway or crouch against inside wall and cover head; stay away from outside walls, windows or other expanses of glass, potential falling objects
- Leave doors open to minimize jamming if the building shifts
- Do not attempt 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:
 - Classroom doors are closed
 - 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 with lights out.
- Incident commander is Mr. Barnum or Mr. Tucker, until first responders arrive.
- Cover windows in doors if they are not already covered.
- 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.
- Staff notification to other buildings: *Mrs. Stewart-* Maintenance , I.T, Transportation & CO
 - *Mrs. Wilson-* FES, LES *Mrs. Link-*MS & HS

Soft Lockdown

- Announce that the school is in soft lockdown.
- Students will remain in their current location until the soft lockdown ends.
- Administration will check to ensure that all exterior doors are locked.
- Instruction will take place as normal as possible.
- No visitors will be allowed into the building.

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 list.

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

Alternate: Bookkeeper

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: West Campus Gym

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

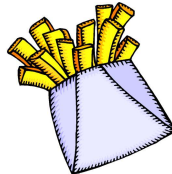
We will have an active Safety Committee that will meet quarterly. We will meet the LAST TUESDAY of each quarter. If you have any concerns or requests, please see one of these committee members before the next meeting.

Members are:

- Josh Tucker
- Bethanne Wimpee
- Josie Lockhart
- Amie Chaney

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 the tray nicely in the window.
11. Walk to the **EXIT Door** on the **BLUE** and **GREEN** Lines.
12. Always walk in the cafeteria.



Lunch Schedule

Supervisor may change to accommodate student needs

TIME	CLASS	TABLE	LUNCH SUPERVISOR
10:36-11:00	Moody	4	Patty
10:39-11:03	Silchuk	5	Patty
10:42-11:06	Cain	6	Patty
10:45-11:09	Spencer	7	Estes
10:47-11:11	London	8	Estes
11:05-11:29	Harding	9	Estes
11:07-11:31	McMurtry	1	Uhls
11:09-11:33	Murray	2	Uhls
11:11-11:35	H.Wright	3	Uhls
11:13-11:37	Coker	4	D.Link
11:15-11:39	Brawner	5	D.Link
11:18-11:42	Raines	6	D.Link
11:21-11:45	T.Graves	7	Atkins
11:24-11:48	Kivett	8	Atkins
11:31-11:55	B. Wright	9	Atkins
11:33-11:57	Becker	1	Henson
11:35-11:59	Hendi	2	Henson
11:37-12:01	Duncan	3	Henson
11:39-12:03	Ogles	4	D.Link
11:41-12:05	Blythe	5	D.Link
11:48-12:12	Halcomb	6	D.Link
11:51-12:15	Tucker	7	Forshee
11:54-12:18	Farmer	8	Forshee
11:57-12:21	Adefolaju	9	Forshee
12:00-12:24	Phillips	1	Alford
12:05-12:29	Caudill	2	Alford
12:07-12:31	Schornak	3	Alford
12:09-12:33	Curtis	4	Patty
12:11-12:35	Wilson	5	Patty
12:14-12:38	Perdue	6	Patty

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 2:50 p.m. Everyone should be inside their classroom 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, gift, up to \$50.00)
Immediate family of faculty and staff member – card
(Immediate family being spouse, children, mother, or father)
- **Deaths**
Faculty and staff member – flowers (up to \$50.00)
Immediate family – flowers (up to \$50.00)
- **Baby/Wedding Showers**
First time – shower and gift (gift, up to \$50.00).
Other times – card

- **Retirement**

Reception and gift (gift, up to \$75.00) with the reception costing no more than \$125.00. In the event of multiple retirements, discretion will be used pertaining to the amount of funds available.

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 / Hospitality fee is \$20. This year the money is due to Cari by August, 30, 2023 .

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 includes 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 the psychological report is complete.
4. Attends ARC meetings and explains psychological reports to parents.

Lunch Prices for Adult and Students

Adult Breakfast.....\$3.25	Adult Lunch.....\$4.75
Student Breakfast.....Federally Funded	Student Lunch.....Federally Funded

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 informs parent or guardian of rights.
6. Makes a Special Education folder and begins the documentation process. Arranges for vision and hearing screenings if needed.
7. Notifies the evaluation team when permission to test is received and sets a 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 the 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 students absent until the 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. Personal days should be approved by Mr. Barnum or Mr. Tucker 5 days before the date requested to take off.

District policy states 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 7:45 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 7:45 A.M. TO 3:15 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 PLC 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 templates 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, yoga pants. Jeans are not otherwise appropriate. Jeans with frays should not expose skin above the knee. Tank tops may be worn for field day. Short shorts are inappropriate at any time. Knee-length, professional "walking shorts" are considered appropriate attire as they are past fingertip length. **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 30th October 11th January 3rd April 11th

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 incidents 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 during instructional 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 requests 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 to 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 Wildcat 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

Parents 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.

Human Sexuality

CURRICULUM REQUIREMENTS (CONTINUED)

- a) Be developmentally appropriate; and
- b) Be limited to a curriculum that has been subject to the reasonable review and response by stakeholders in conformity with KRS 160.345.

A public school offering any course, curriculum, or program on the subject of human sexuality shall provide written notification to the parents of a student at least two (2) weeks prior to the student's planned participation in the course, curriculum, or program. The written notification shall:

- a) Inform the parents of the provisions of the course or curriculum;
- b) Provide the date the course, curriculum, or program is scheduled to begin;
- c) Detail the process for a parent to review the materials;
- d) Explain the process for a parent to provide written consent for the student's participation in the course, curriculum, or program; and
- e) Provide the contact information for the teacher or instructor of the course, curriculum, or program and a school administrator designated with oversight.

This shall not prohibit school personnel from:

- a) Discussing human sexuality, including the sexuality of any historic person, group, or public figure, where the discussion provides necessary context in relation to a topic of instruction from a

curriculum approved pursuant to KRS 160.345; or

- b) Responding to a question from a student during class regarding human sexuality as it relates to a topic of instruction from a curriculum approved pursuant to KRS 160.345.

REFERENCES:

KRS 158.1415; KRS 160.345

RELATED POLICIES:

08.1; 08.23; 08.2322

LEGAL: HB 547 CREATES A NEW SECTION OF KRS 158 WHICH PERMITS A SCHOOL DISTRICT EMPLOYEE ON DUTY TO ENGAGE IN RELIGIOUS EXPRESSION OTHERWISE PROTECTED BY THE FIRST AMENDMENT TO THE UNITED STATES CONSTITUTION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.23241

CLASSIFIED PERSONNEL

Employee Religious Expression

"ON DUTY"

Per KRS 158.193, "on duty" means those times when an employee is:

1. Required by the District to be on campus or at another designated location and required to perform the scope of the employee's duties; or
2. Otherwise acting as a designated representative of the District.

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion.

EMPLOYEE MAY

While an employee is on duty, the employee may, at a minimum:

1. Engage in religious expression and discussions and share religious materials with other employees at the same time and in the same manner that employees are permitted to engage in nonreligious expression and discussions outside the scope of duties;
2. Engage in private religious expression at a time when it is otherwise permissible for an employee to engage in private expressive conduct or act outside the scope of duties;
3. Meet with other District employees for prayer or religious study during times that the employee is allowed to act outside the scope of duties, including but not limited to employee breaks, time before school, and during lunch;
4. Work as a sponsor of a student religious club or organization and assist students in planning meetings, activities, and events to the same extent that employee sponsors of nonreligious clubs or organizations are permitted to do so;
5. Wear religious clothing, symbols, or jewelry, provided that such items otherwise comply with any dress code implemented by the District;
6. Decorate their desk and other personal spaces with personal items that reflect their religious beliefs to the same extent that other employees are permitted to decorate their desk and other personal spaces with personal items; and
7. During noninstructional time, engage in religious expression and share religious materials to the same extent that other employees may engage in private expression permitted under the First Amendment to the United States Constitution.

Employee Religious Expression

AUTHORITY

This shall not be construed to authorize the state or any other governmental organization to:

1. Require any person to participate in prayer or any other religious activity; or
2. Violate the constitutional rights of any person.

This shall not be construed to limit the District's authority to:

1. Maintain order and discipline on school property in a content-neutral and viewpoint neutral manner;
2. Protect the safety of students, employees, and visitors; and
3. Adopt and enforce policies and procedures regarding student speech at school that respect the rights of students.

REFERENCES:

KRS 158.193

Kennedy v. Bremerton School District 142 S.Ct. 2407 (2022)

RELATED POLICIES:

03.1325; 03.2325; 09.32; 09.34; 09.426

LEGAL: SB 150 (EFFECTIVE NOW) CREATES A NEW SECTION OF KRS 158 TO REQUIRE THE BOARD TO ADOPT POLICIES NECESSARY TO PROTECT THE PRIVACY RIGHTS OF STUDENTS.
FINANCIAL IMPLICATIONS: COST OF LITIGATION DEFENDING THIS LEGISLATION

STUDENTS

09.141

Student Privacy Rights

PUBLIC COMMENT REQUIRED

KRS 158.189 requires the Board, after allowing public comment at an open meeting, to adopt this Policy (09.141)., necessary to protect the privacy rights for students, that at a minimum, does not allow students to use restrooms, locker rooms, or shower rooms that are reserved for students of a different biological sex.

A student who asserts to school officials that his or her gender is different from his or her biological sex and whose parent or legal guardian provides written consent to school officials shall be provided with the best available accommodation, but that accommodation shall not include the use of school restrooms, locker rooms, or shower rooms designated for use by students of the opposite biological sex while students of the opposite biological sex are present or could be present.

Acceptable accommodations may include but are not limited to access to single-stall restrooms or controlled use of faculty bathrooms, locker rooms, or shower rooms.

REFERENCE:

KRS 158.189

LEGAL: SB 229 AMENDS KRS 620.030 REMOVING DUPLICATE REPORTING TO AUTHORITIES AND ADDS FACILITATING COOPERATION BETWEEN AGENCIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227

Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the- County Attorney in accordance with KRS 620.030.².

After making that oral report, the employee shall then immediately notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Health and Family Services or its designated representative within fortyeight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

WRITTEN RECORDS

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent³ and shall provide the Cabinet access to a child subject to an investigation or assessment without parental consent.⁴

AGENCY CUSTODY

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the District's Director of Pupil Personnel shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

REQUIRED TRAINING

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services and the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services

Disrupting the Educational Process

Behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending student to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property, including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

REMOVAL

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

Disrupting the Educational Process**OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.42811, which address harassment/discrimination allegations.

REFERENCES:

KRS 158.150; KRS 158.165; KRS 160.290

RELATED POLICIES:

09.13; 09.422; 09.425; 09.4281; 09.42811; 09.431; 09.438