

WILLIAM LYNCH ELEMENTARY SCHOOL STAFF HANDBOOK

Dear William Lynch Faculty and Staff,

I am so excited about the 2020-2021 school year. This is going to be an amazing year full of growth and changes. I have already been impressed by the faculty and staff.

Keep up the great work and enthusiasm as we equip students for success by creating a safe, respectful environment that emphasizes academic excellence.

Sincerely,

Herman

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BELL SCHEDULE

8:00	School begins
2:38	Monday only-Bus riders dismissed
2:45	Monday only-Walking students dismissed
3:00	Tuesday-Friday-Bus riders dismissed
3:05	Tuesday-Friday-Walking students dismissed

MEDIA CENTER

AIM:

- To create an atmosphere where there is a love, excitement about, and enthusiasm for books and reading.
- To give instruction in the basic skills of efficient library usage.

LIBRARY PROCEDURES:

Each class K-1 visits the library for fifty minutes each week.

We maintain an open shelf policy and encourage the student to develop the ability to choose a book that suits his needs.

Kindergarten students check out books after the first quarter. All other students may check out books as soon as school begins in the fall. The books are checked out for a one-week period and can be renewed.

THE LIBRARY COLLECTION:

The audio-visual supplies (not machines) are housed in the library. Bibliographies are available upon request. A teacher can come in any time and check out these materials.

The librarian will gladly check out room-lots of books to the classroom teacher.

ORGANIZATION OF THE COLLECTION:

Our collection is being organized in a coded system. Fiction is organized alphabetically while nonfiction is according to subject. Our card catalog is arranged in a straight alphabetical listing. No matter what you are looking for, whether it be author, subject or title, you will find it listed under its first letter.

If you take material from the library, it is your responsibility to put such material back where you found it.

INTERNET ACCESS:

Internet is accessible in all classrooms. The internet-usage policy must be signed and returned to the office before it may be used.

CARE OF BOOKS

Textbooks, as well as all other books, are the property of the Salem R-80 Schools. Therefore, teachers are expected to loan any books in their care to any other teacher who may need them when they are not in use.

Discourage marking books in any way, marking in them, turning down corners of pages, doubling covers together, etc. If books are, in your opinion, mistreated so that they are not fit to hand to another child, then send the child responsible along with the book to the office and they will be required to pay for it. The same applies to students who take books home and fail to return them. If the loss is due to unavoidable causes, the student will not be held responsible.

In issuing textbooks, see that a student's books all correspond in number, if possible. Write his/her number on the enrollment card or grade book so that a misplaced book can be quickly identified. Check your students' textbooks each month.

GRADING SYSTEM

Letter grades are placed on the report card. Teachers of PE, Music, Art and other special classes are to provide grades to classroom teachers. Classroom teachers will be using a portfolio system.

Classroom Grades

BB - Below Basic

B - Basic

P - Proficient

A - Advanced

Special Classes

S - Satisfactory

NI - Needs Improvement

U - Unsatisfactory

* It will be up to each individual teacher if they want to put +/- on the satisfactory mark.

Grading Reporting System:

Teachers will send home a common, standards-based progress report twice each quarter to keep parents informed about student progress.

NEW STUDENTS

Students entering our school will be placed by the counselor and/or the principal. The child's individual needs will be the primary concern, but care will be taken to keep the class sizes equal. Every effort to make new students feel welcome should be made. Greet the student with a smile and, remember, he/she is having to make many adjustments. Give the child at least a week before you judge his/her true ability.

COUNSELING SERVICES

The Elementary School provides guidance services to students. These are a few of the duties of the counselor:

- Work with teachers in trying to discover the cause or causes of undesirable behavior and to try to work out a plan for desirable results.
- Provide group activities for classrooms in the areas of self-concept, interpersonal relationships, and dealing with emotions.
- Arrange parent conferences, as the need arises, in order to aid a student in getting along better in school situations.
- Talk with students who are having difficulties of various kinds to attempt to determine the cause and possible remedy.
- Administer and/or interpret group achievement tests in order for teachers to have a better knowledge of student academic growth.
- Record semester grades, attendance, achievement test results, and other pertinent information on permanent record cards.
- Along with the principal, assign children to classrooms.
- Refer students who have problems beyond our training to clinics or other professionals.

REFERRAL FOR TESTING:

In order to have a student tested for special services, the teacher will complete an intervention file and submit to the counseling office. There must be sufficient documentation as well as a reasonable amount of time elapsed since the child was enrolled in the class. The referral will be presented to the district psychological examiner.

HOMEWORK

Because no one agrees on homework, the following guidelines are suggested.

Never assign an excessive amount of homework; the industry standard is ten minutes of homework times the grade level. For example, a first grader would have ten minutes of homework, a second grader would have twenty minutes, etc. Do not send home an assignment that a student does not understand. DO NOT assume because you covered it, they understand it.

See that it covers all areas and is not always in math.

Do not assign long lists of math problems just for the sake of covering pages. If a student needs extra work, ask him/her to do five or six problems and then take time to check them with him/her. There is no need for a whole class to be assigned work that only one of them needs.

Encourage students to do some research on their own. Let them choose a subject in which they are interested. Then find time to let them share their findings with the rest of the class.

Try to inspire them to engage in some creative hobby--art, musical composition, story writing, poetry, bulletin board arrangement, scientific experiments, wood carving, soap sculpture, etc.

Homework for weekends and holidays should be kept to a minimum.

NO homework should require more than thirty minutes of even the SLOWEST student's time.

When students are given a work period during the day, make sure they are working on an assignment instead of doing something else.

Encourage students to read during the evening. If you require a report or some other written work, make it as simple as possible for your sake and theirs.

LUNCHROOM

Cafeteria personnel do their best to make lunches and breakfasts both nourishing and attractive. We think they do an outstanding job. Please return cup holders, glasses and trays to the lunchroom promptly and do not leave them on desks, tables, etc. either in the lounge, your room or the halls.

Your students will be assigned to certain tables for lunch. Please cooperate with them and see that your students are seated in the right place.

STUDENT ASSIGNMENTS

If a student leaves the system and then returns within 39 days, they are placed in the same room from which they transferred. After the 39th day, they are to be assigned as a new student and placed in the room with the least number of students or as determined by the principal and counselor.

REGULATION ON ABSENCES

If a student is absent for 2 - 3 consecutive days, the teacher is to make contact with parents to see why he/she has been absent. Please communicate your conversation with the secretary. If a student has excessive absences or a pattern of tardiness that is interfering with his or her achievement, please refer him or her to the RTI team.

NURSE

The nurse decides what treatment should be given cuts, scratches, etc. It is her decision if a child needs to go home or stay at school. Students do not visit her unless sent by the teacher, except in an emergency. No student should be sent to the nurse's office without a health station referral form except in case of emergency. Students will be sent back if no referral is in hand before treatment will be rendered. If you would like the nurse to talk to a student about personal health problems, let her know. She will be glad to help.

The nurse will visit your classroom to discuss health problems if you let her know in advance. She is sometimes able to secure clothing for a child who is not adequately clothed for school. Please keep in mind her schedule when sending students to her office.

There are also times when she will be gone for the day and a substitute will be in the office. We will attempt to always notify you of her absence. Also, it is board policy that no teachers or staff dispense any type of medication to students. All medication dispensed at school must go through the health station office.

CUSTODIAN

Our custodians are very busy people but are willing individuals and are always willing to accommodate you when they can. Please do not insist that they do something that is beyond their jurisdiction. If you wish a particular job done, please leave a written request in the office.

Maintenance requests will be turned in to the principal's office.

FACULTY MEETINGS

Faculty meetings will be held as needed. I will try to plan these before or after Data Team times on Monday afternoons.

CERTIFIED SICK LEAVE POLICY
Adopted April 15th, 1999

Employees Hired Before 1998-99 School Year Sick Leave--Professional staff employees whose assignments call for 12 months full-time employment will be entitled to ten (10) days of sick leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to ten (10) days of sick leave. Part-time teachers will receive the same number of sick days as a full-time teacher, but on a pro rata basis; i.e., four-hour teachers receive ten (10) four-hour days; three-hour teachers receive ten (10) three-hour days. Unused sick leave will be cumulative to 180 sick leave days. An absence of over one through four hours shall be counted as a half-day of sick leave. Unpaid leave shall not be considered sick leave for any purpose.

New Employees Hired for 1998-99 School Year and Beyond Sick Leave--Professional staff employees whose assignments call for 12 months full-time employment will be entitled to ten (10) days of sick leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to ten (10) days of sick leave. Part-time teachers will receive the same number of sick days as a full-time teacher, but on a pro rata basis; i.e., four-hour teachers receive ten (10) four-hour days; three-hour teachers receive ten (10) three-hour days. Unused sick leave will be cumulative to 90 sick leave days. An absence of over one through four hours shall be counted as a half-day of sick leave. Unpaid leave shall not be considered sick leave for any purpose. See Board Policy book for absences that may be charged against sick leave.

In order for an employee to receive personal leave time, a form must be filled out and submitted, in advance, to your Principal. The Principal will forward the form to the Superintendent's office for approval or disapproval. Forms may be obtained from the Principal's office.

INSURANCE

Teachers in the Salem R-80 School District will receive a board paid medical and hospitalization insurance policy.

CHILD ABUSE LAW

Violation of the provisions of section 210.150 as well as violation of any other part of the new law such as not reporting, if there is a duty to report, is a misdemeanor, punishable by a year in the county jail or a \$1,000 fine or both such fine and imprisonment.

SCHOOL DAY

The school day begins at 7:55 and ends at 3:05. Staff members should be in the building at 7:30 and remain 10 minutes after the students are dismissed. First bell rings at 7:55 and school begins at 8:00.

Students use the recess periods for getting drinks and going to the bathroom. Following the lunch period those who need to do so should be allowed to use the bathroom and get a drink. This period should always be SUPERVISED.

There should be very few times when students need to be dismissed during the class period. If there is any doubt about a child needing to leave, it would be wise to see if he/she goes directly to the bathroom or whether he/she takes time to see what is going on in other rooms, etc.

Students are expected to enter the building quietly and go to their rooms in an orderly manner. Students who walk home go directly and do not loiter about to play ball or use playground equipment. Students wishing to leave school early (with parent or guardian) must be signed out in the office.

INVENTORY

Each teacher is required to make an inventory of materials and equipment in his/her room and turn this into the office at the close of the school term. Only one copy is needed. Prices must be included for insurance purposes. Forms will be made available for you. When you receive new materials, list them along with prices and your inventory job will be much simplified at the end of the year.

ORDERS

Order forms will be given to you in January. Fill them out in full and in the proper place. Catalogs are kept in the office for your use. Please use the latest catalog available as prices change very quickly. During the year, as you think of things you will need for the coming year, jot them down. This will make ordering easier for you. List only those things you really need and avoid having much of your order cancelled.

PREPARATION PERIODS

Preparation time is contract time. Please plan accordingly. Teachers should only leave in case of an emergency. If a teacher must leave, they must notify the office before leaving.

PERMANENT RECORDS

Permanent records are to be kept in the office at all times. **PERMANENT RECORDS CANNOT BE TAKEN FROM THE BUILDING OR BE TRANSPORTED BY STUDENTS.**

SUBSTITUTE TEACHERS

Substitute teachers are at a premium. If you must be absent from school, please notify the office as soon as possible. If you have a preference so far as a substitute is concerned, please let it be known, and every effort will be made to secure this person for you. You do not make your own contacts. This is done through the office.

Try to keep plans visible on your desk at least two days in advance so that if you are absent unexpectedly, a substitute can carry on more effectively.

Do not expect a substitute to know what you want done. If you do not leave instructions, do not assume certain tasks will be done. Do not expect the substitute to grade all the papers. In case of illness, call the principal as early as possible. If you are unable to reach her, call the secretary. It is up to the teacher to let us know how long they will be absent. We expect you to have some type of lesson plan for the substitute. When you return to school, it is your responsibility as a teacher to sign your absentee slip. Your substitute cannot be paid until you sign the absentee slip.

OTHER DUTIES

Be in your room by 7:30. Watch the hallways as students move through the building. Morning duty begins at 7:30.

ATTENDANCE NOTIFICATION

It is the responsibility of the regular classroom teacher to let special teachers know when a child is not attending class. It is also the responsibility of special teachers to let you know, if for some reason there will be no classes.

PLAYGROUND DECISIONS

It is up to the discretion of the people on playground duty if students go outside or not. If students stay inside, each teacher is responsible for his/her own class.

RECORD REQUIREMENTS

The following personal information should be filed with the superintendent's office.

1. Teacher's contract due within the time specified on the contract.
2. Social Security number
3. Employer's withholding exemption certificate
4. Retirement membership form, birth certificate required
5. Teacher certificate--to be filed by the first contract day
6. Complete official transcripts, showing degree, to be filed as soon as degree is complete. Also, any additional hours taken need to be on file.

DUTIES

Playground duties will be divided as fairly as possible. You will receive a list of such duties. Please be prompt in assuming your responsibilities.

If you are on playground duty, SUPERVISE. Do not stand in one spot on the playground, but circulate. One teacher should always be at the Tiger Cage. If there is an organized sport taking place, such as kickball, one teacher should always be supervising this group.

No student leaves the playground without the permission of the playground teacher. The classroom teacher does not give permission for a student to leave the premises during a recess period, unless she/he is also the playground teacher at the time.

If you are a new teacher and have any doubts about your duties, do not hesitate to ask a teacher already familiar with the procedures, or feel free at any time to consult with the principal.

When students have to stay inside because of rain, cold weather, etc., each teacher is responsible for their own room. Because of the danger involved, students should not be allowed to run up and down steps, loiter in the halls or congregate in the bathrooms. Each teacher should familiarize his/her own group about expected behavior. Students are not to play organized games or use the Tiger Cage before school and should be in the designated zones before school.

MATERIALS AND SUPPLIES:

The following are available for teachers use:

paper cutter	copy machine
primary typewriter	die cut machine
movie projector	
hole punch	laminator

Some of the above supplies are in the library and may be checked out there. Others are in the halls on each floor. Please do not check out materials until you are ready to use them. Once you are finished with them, please return promptly. Those machines that have covers should be kept covered when not in use. Machines belong to everyone.

If you find a machine that does not operate properly, please notify someone in the office.

REGULATIONS ON FIELD TRIPS (BUS)

Always have adequate adult supervision on field trips. Check with the nurse to find out medication or special health instructions for your students.

OPENING EXERCISES

After the lunch count, the students stand and give the pledge of allegiance. Following the noon lunch, teachers may read for a while to students or allow them to have a short period for doing something they especially like to do so long as it doesn't interfere with others.

RECORDS AND REPORTS

Records and reports should be made **PROMPTLY AND ACCURATELY**. All have been simplified as much as possible in order to take the least amount of time.

Attendance will be kept electronically using the Student Information System program. Please complete your attendance prior to 9 am each day.

Students that transfer to another district need to take a complete transfer form with them the last day they attend. Teachers should fill this out, make a copy for the counselor, and give it to the counselor. Current grades should be given to the counselor.

PROGRESS REPORTS

The fifth week of each quarter progress reports are to be sent home.

TELEPHONES

The telephones have been placed in our building for the purpose of making and receiving necessary calls. Teachers are to use their judgment as to when it is necessary for a child to make a call. It is not necessary for one to call home to see if he/she may go to play with another child after school, etc. For those who take music lessons, go to Scouts, church organizations etc., they need to find out before leaving home in the morning if they are to go after school and how they are to go.

Cell phones should be used in the classroom when students are present in the case of emergency only.

INTERVENTION PLAN

William Lynch Elementary is committed to continuous development of the students enrolled in our school and to the achievement of skills for the current grade assignment necessary for the students to pass to the next grade level. Students will normally progress annually from grade to grade when, in the judgment of the school's professional staff, it is in the best educational interest of the student involved.

Parents/guardians will be notified of academic progress based on quarterly report cards. Deficiency notices will be sent to the parents of students in danger of failing by the fifth week of each quarter. These notices include areas of ability, attitude, and/or performance. In addition, notices of concern should be sent at any time during the quarter if the teacher feels the student's performance requires attention. These reports will indicate the specific reasons for the concern, which may include academic difficulties. Parents/guardians will also be notified of the difficulties a student is experiencing through conferences and additional written notes.

When a deficiency is noted, a team composed of the classroom teacher, guidance counselor, principal, parents, any other necessary educational professional, and student (if desired) will meet to discuss intervention possibilities. Their actions will follow the procedures below.

Intervention Procedures

1. Information Gathering

- Teachers begin gathering information on students who are experiencing academic difficulty as soon as concerns are noted.
- Teachers should conduct parent/guardian conferences, either in person or on the phone, to discuss their concerns.
- Teachers should document all steps in the process, including parent conferences.
- Teachers check with the office to see if the student is maintaining an 85% or better attendance rate.
- Teachers should discuss their concerns about an at-risk student with the building principal.

2. Information Sharing and Intervention

- Teachers should continue documenting all parent contact, interventions, modifications, adaptations attempted for a reasonable time.
- Once the teacher has exhausted all sources from step 1, then primary emphasis should be given to referral to the Intervention Team which can be accomplished by completing an Intervention File and submitting it to the counselor's office.
- An intervention team will meet to develop an Intervention Plan.
- The team will have additional meetings as needed to assess the effectiveness of the Intervention Plan.

3. Retention Decision-making

- All appropriate personnel and parents/guardians should be made aware of the student's learning difficulties. Using all available information, the team must determine whether retention would benefit the student's educational development.
- Although the team's plan will be taken under serious advisement, the final decision regarding retention rests with the principal and the superintendent of schools.

Sources of Information

Teachers and teams considering the retention of a student should compile the following information:

- a. Assessment data, including reading level and work samples,
- b. Current school grades,
- c. Current school attendance,
- d. Previous retention,
- e. Date of birth,
- f. Team input,
- g. All parent/guardian contact and conference documentation,
- h. Mastery of minimum grade level expectations,
- i. Modifications/adaptations used,
- j. Intervention outcomes, and
- k. Ability of the student to progress satisfactorily.

Promotion/Retention Guidelines

Teachers and teams must consider these factors when recommending retention of a student:

1. Report card grades: Failing or unsatisfactory grade performance in any of the four content areas is cause for consideration of retention.
2. Attendance: Students should be present each day; however, an attendance rate of less than 85% is a prominent factor in retention decisions.
3. Reading on grade level: Students in grades K-1 must have completed the intervention process before retention may be considered on the basis of reading.
4. Other factors: When considering retention, other factors should be considered. These factors may include social maturity, emotional maturity, previous retentions, and physical maturity and development.

ORGANIZATIONAL/EXTRA-CURRICULAR ACTIVITIES

School time is not the time to work on organizational and non-school related activities.

The time away from students should be used as preparation time.

EMERGENCY DRILLS

Fire drills will be held. You will be told when to expect the first one. Later they will be held without warning. Each teacher explains to their group where they are to go and how they are to conduct themselves.

Always exit by the door nearest you, moving in single file is best. Move rapidly (do not run) and quietly. When you reach the outside, do not move off the playground; but do move a safe distance from the building and always far enough for a group behind you to have room.

Tornado drills are held less frequently than fire drills. It is necessary that everyone be very quiet in case directions need to be given. We do not go outside the building for tornado drills. Each group makes their way to the cafeteria as quickly as possible. It may be necessary for one group to wait for another to clear the doorway before moving forward. Do not leave your positions until the signal is given to do so. Try to leave at least one window in your room partly open.

FIRE DRILLS:

The fire drill signal will be a series of beeps that resembles the sound of a truck backing up. Groups start moving as soon as they hear the signal.

Every teacher should impress his/her students with the need for moving quickly, quietly, and in an orderly manner.

TORNADO:

The tornado signal will be a series of “whoops”. Groups should begin moving as soon as the signal is sounded.

Each teacher should take a class record book and check their roll immediately. If a student is missing, notify the principal, nurse, janitor or any free teacher. Teachers nearest the rest room should check the restroom to make sure no one is left behind.

ALL TEACHERS WHO HAVE A FREE PERIOD SHOULD IMMEDIATELY MAKE THEMSELVES AVAILABLE TO HELP WHEREVER NEEDED (FIRE OR TORNADO).

EARTHQUAKE:

The earthquake signal will sound like a telephone ringing. Teachers will give the “duck and cover”, “drop and hold”, or “brace” commands. Students will stay where they are. If outdoors stay outdoors, if indoors stay indoors. Check for injuries, do not move serious injured persons unless they are in immediate danger of further injury. If ordered by administrator to evacuate when the earthquake is over, use the fire exit routes.

INTRUDER:

The intruder signal will be an announcement over the intercom saying "CODE RED ALERT". The teacher will move all students away from the windows and doors to an area in the room where they are not visible and all students should be made to stay very quiet. Teachers should check the hallway outside of their room quickly for any other students whether they are theirs or not. At that time you will need to shut and lock the door and quietly check roll. Wait for clearance before resuming your duties.

THREAT OF EXPLOSION/BOMB THREAT

Fire alarm will sound. All students will be directed where to go at such time.

CLASSROOM DISCIPLINE

Discipline problems exist in almost every classroom. The extent and severity of the problems lies within the classroom conditions set by the teacher. Good discipline is a product of good teaching and the following are suggestions to be used in establishing and maintaining good discipline.

1. It is a considerable advantage for a teacher to stand where he or she can see clearly what is happening in the class. Learn to teach while walking about the room and watching the children as you teach. Maintain eye contact with the students.
2. Seating arrangements can be very effective. Study carefully the arrangements in your classroom. Eliminate any barriers between you and them.
3. Knowing the names of your students can be very helpful. Learn these ASAP.
4. You must have an interesting lesson if you expect the children to participate and to learn. Worthwhile material is stimulating to children when presented in an interesting fashion.
5. Stop the little things. These usually grow and cause unnecessary problems. Many disciplinary problems are insignificant in the early stages. Proper treatment requires good sense.
6. Use a variety of teaching procedures. The school day can be insufferably long and boring to young children and they cannot resist the temptation to start something.
7. Walk around, talk to individuals, smile at pupils, ask them pleasant questions to which there are pleasant answers.
8. Cultivate your sense of humor and use it.
9. Be self-confident and have courage to face the situation. It may be hard to appear self-confident, but it is essential. These are helpful things: well prepared plans, sleep, recreation in non-school circles, using pupils to help with classroom routines. If you are unhappy in teaching, look for a more pleasant occupation. If you are miserable, your students are miserable.
10. Be just; put yourself in the pupil's place.
11. Admit when you make a mistake and even be ready to apologize.
12. Encourage those pupils who do not do well. Don't scold them. There is always something positive to be said about each child. Do everything you can to raise the ego of the child.
13. Use your voice effectively. It can soothe, enthuse, and accentuate.
14. Try to avoid creating situations where pupils have to lie. Let them save face when you know they are in a tight spot.
15. Make an interesting environment of the classroom with the help of the students. Have good magazines, books with attractive covers, pictures, flowers, etc.

GENERAL RULES

1. Once a student arrives at school, he/she may not leave the campus or playground during school hours without permission from the parent or teacher.
2. Pupils should not arrive on the school grounds before 7:30 AM. A teacher will be on duty while the students are on the playground, in the gym or in the cafeteria.
3. After arriving at school, students should go directly to the gym or cafeteria. In the event it is raining or extremely cold, students should be allowed to enter the building and wait in the foyer as soon as possible.
4. At no time are students to play on the front areas of the school (on Main Street/Highway 19).
5. Students shall use quiet voices when near other classrooms, the library, the office, etc.
6. Students must not climb on playground fences.
7. Students are encouraged to bring only nutritional snacks or treats to be eaten near the trash container. Wrappers, baggies, etc. are to be placed in the container.
8. Students who purposely break or damage school property or equipment will be expected to replace or pay for replacements or repair.
9. All students are responsible for being thrifty with school supplies. This includes paper towels, napkins, writing paper, etc. School playground balls have been marked in permanent ink.
10. Toys such as yo-yos, marbles, dolls, cars, and radios, are not to be brought to school without prior teacher approval. This includes toy weapons such as squirt guns, knives, and guns.
11. Students are asked to help the school remain clean by doing their part in picking up papers and other items belonging in the trash.
12. No organized games or playground equipment will be used before school begins. Students may walk or run around the area mingling with others. The playground equipment will be off limits until recess time.

PLAYGROUND RULES

1. Games and activities which are unsafe and not allowed at any time are
tackle football
crack the whip
playing with sticks, knives, or other sharp or pointed objects
piggyback
horse with the jump rope
baseball
fighting or rough play
throwing rocks, stones, or wood chips
writing on the walls of the building
bouncing or throwing balls against the building
2. There will be no closed games. Include others in your games.
3. Students are not to climb the fence.
4. Do not play behind the storage shed.
5. Do not play tag on the playground equipment.
6. Return balls and ropes to the equipment box or the classroom.
7. No bicycle riding at any time.
8. Use the bathroom and get a drink BEFORE going to the playground.
9. No baseball equipment is allowed except under direct teacher supervision.
10. No skateboards, roller skates, or roller blades are allowed.
11. Play fair or don't play the game.
12. Bad language is prohibited.
13. Do not throw wood chips, rocks, or recycled rubber material.

BUILDING PROTOCOLS

The faculty of William Lynch developed a few protocols we would like everyone to use.

Classroom Interruption Procedure:

If the phone rings, intercom comes on, or a visitor enters, the teacher gives the sign for and says, “Give Me Five.” The students show five while looking at the source of the interruption until it is over. If it is a lengthy visit or phone call, the teacher may provide students with instructions (i.e. take out your AR books), but the students will remain silent.

Announcement Procedure:

When a school-wide announcement needs to be made, the announcer will say, “May I have your attention, please?” and pause, proceeding with the cue, “Give Me Five,” and another pause before making the announcement.

MAC (Moving Anywhere on Campus) Procedure:

Teachers will lead students to and from special classes, recesses, lunch, etc. Before leaving the classroom, the sign for “Give Me Five” will be used to obtain quiet. The KYHFAAOOTY rule will be in force while traveling to and from destinations. No verbal communications will be used by students or teachers in the hallways to limit interruptions to other classes.

Universal Rules and Signs for Teachers and Staff to Teach and Use:

Give Me Five—Eyes watching, ears listening, hands still, feet quiet, lips closed.

Sign: Hand is raised displaying all five fingers.

KYHFAAOOTY—Keep your hands, feet, and all other objects to yourself. Automatic loss of two recesses for rule infraction.

Stop—Sign: left hand is held out with palm up and right hand is brought down perpendicular to the left hand.

Recess Procedure:

Updated 2020 08 06

Items in this handbook may change due to issues related to COVID-19

- Ten minutes before recess bell, teachers will allow students to use the restrooms in an orderly fashion by sending a few at a time,
- When the recess bell rings, teachers will line up students at the door of the classroom, using the “Give Me Five” sign,
- Teachers will mark the names of students who have lost recess time on the provided form and send out to teacher on duty,
- Teachers on duty will escort the classes outside to eliminate running and misbehaviors in the hallway,
- Balls may not be bounced or thrown,
- KYHFAAOOTY will be enforced,
- There will be no running until the students have passed the symbol line,
- Students who have lost recess time will be seated on the benches,
- All other students participating recess must stay beyond the symbol line,
- When the bell rings indicating recess is over, students line up and teachers give the “Give Me Five” sign to get quiet,
- Again, KYHFAAOOTY rule is in force, along with no bouncing of balls,
- When entering the building, one teacher will lead the classes, two will position themselves along the line, and one will follow the classes.