

Leesville Road Middle School

Website: <http://leesvillems.wcpss.net>



Mascot: Lion

Colors: Blue & Green

Main Office	04141
Fax	870-4166
Student Services	24638
School Psychologist	24651
School Social Worker	24652
Cafeteria	24607
Media Center	24633

Cindy Kremer, Principal

Angela Day, Assistant Principal

Tonalisa Edmunds, Assistant Principal

Kelly Ward, Assistant Principal

Revised August 23, 2018

LRMS Staff Expectations

Professional Expectations

- Be present and on time every day. Staff hours are from **7:45 – 3:30**.
- Secure a substitute as soon as you are aware of the need to be absent.
- Complete the appropriate paperwork for the absence and submit to the lead secretary the **first day** upon returning to school after the absence.
- Personal leave must be approved by the principal before the absence.
- Unless you are sick or there is a family emergency, please make every effort to be present the day before/after vacation days.
- Receive permission from an administrator **before** leaving the building during the school day. After receiving permission, inform the lead secretary and sign out in the front office.
- Lunch time is **limited to 30 minutes**, but could vary for support staff based upon need.
- Dress professionally daily; jeans and school polo are appropriate for Spirit Fridays only..

Curriculum Expectations

- Participate in PLT meetings scheduled weekly.
- Attend and participate in professional development.
- Incorporate newly learned strategies into your lessons.

Lesson Plans should answer the following:

- What specifically will students know, understand, and be able to do at the end of each lesson?
- What strategies will you use to assess student learning?
- What strategies will be used to engage the students in the learning?
- What resources, materials and supplies will be needed?
- What will you do if the students struggle with understanding or master the learning?

Lesson plans should ...

- be aligned with the Common Core/Essential Standards.
- provide opportunities for active student engagement.

- give students ample opportunity to show mastery and understanding of the learning target.

Communication Expectations

- Collaborate with your team to set, establish, and communicate expectations for classroom and team procedures.
- Plan team rewards and consequences for students.
- Practice procedures to ensure all students understand the expectations. Consistently enforce these expectations.
- Provide feedback to students and parents in a timely manner. Respond to parents within 24 hours if they initiate contact with you.
- Post grades to PowerSchool at least once per week.
- Update teacher/homework websites weekly.

Before and After School Expectations

- Complete assigned duties and responsibilities to ensure the safety of all students.
- Become vested and as visible as possible within the school and school community by either sponsoring, co-sponsoring/assisting with clubs, organizations, or attending school events.

6 th Grade	7 th Grade	8 th Grade
<p style="text-align: center;"><u>Discoverers</u></p> <p>Sci - Marcella Castiglia - 224</p> <p>LA- Jessica Colon - 220</p> <p>M- Joe Azzu - 222</p> <p>SS-Valerie Gordon-Elliot - 226</p>	<p style="text-align: center;"><u>Navigators</u></p> <p>Sci - Amanda Morton -104</p> <p>LA - Suzy Rigsbee - 106</p> <p>M - Jacqueline Sinor - 108</p> <p>SS - Emily Carey - 102</p>	<p style="text-align: center;"><u>Pioneers</u></p> <p>Sci - Rose Marie Child - 135</p> <p>LA - Michael Ronco - 131</p> <p>M - Kate Hieronymus - 137</p> <p>SS - Kristin Ricciuti - 133</p>
<p style="text-align: center;"><u>Adventurers</u></p> <p>Sci - Forrest Budway - 223</p> <p>LA- Jessica Maley - 217</p> <p>M- Alex Wagner - 219</p> <p>SS - Rebecca Johnson - 221</p>	<p style="text-align: center;"><u>Rocketeers</u></p> <p>Sci - David Rutten - 138</p> <p>LA- Carol Brown - 136</p> <p>M- Tamara Cronin - 134</p> <p>SS- Andrew Fogelsonger- 140</p> <p style="text-align: center;"><u>Trailblazers</u></p> <p>Sci- Dana White - 103</p> <p>LA - Doris Matal - 101</p> <p>M- Margie Farmer - 105</p> <p>SS - Bethany Wilcox - 107</p>	<p style="text-align: center;"><u>Aviators</u></p> <p>Sci - Courtney Kirchmann - 121</p> <p>LA -Vicki Newland - 123</p> <p>M - Tom Hartenstein - 125</p> <p>SS - Chanel Smith-127</p>

INTERCOMS – AT – A GLANCE

Health/PE	Electives	Administration
Close - 506	Wasilewski - 130	Kremer – 150
Pratt – 508	Ktoan - 204	Edmunds - 144
Avery - 509	Casterline - 009	Ward - 119
Haymore - 506	Buck – 203 & 216	Day - 232
Markham - 508	Vernon - 022	Student Services
	Harris – 205	Draughn - 703
	Britt - 113	Leonce – 111
SPED	Foley – 507 & 007	McCallister – 776
Forde – 124	Stiles - 772	Thomas – 148
Worthington -114		Psychologist - 227
Gomes – 118	Misc.	Burton – 146
Osinski - 209	Wallace - 141	Nurse - 141
Hunter – 412	Haymore - 253	
Scofield - 207	Media Computer Lab - 255	Office Staff
Pfeiffer - 213	ISS - 139	Crawford - 613
Varallo - 126	Kaulfuss - 211	Lead Secretary - 643
	Nelson - 250	Front Desk - 100
		Unger - 155

Special Assignments

Department Chairs	
Language Arts	Suzy Rigsbee
Health & PE	Shaun Markham
Math	Jackie Sinor
Science	Amanda Morton
Social Studies	Emily Carey
Special Programs	Catherine Gomes
CTE	Tonalisa Edmunds
Arts	Susan Wasilewski
Department Coordinators	
Student Services	Jennifer Leonce
Media Center	Lisa Nelson
Special Assignment Coordinators	
BT/Mentor	Emily Carey/Liz Kaulfuss
Tier 3	Amanda Haymore/Liz Kaulfuss
Testing	Amanda Haymore
Athletic Director	Bruce Close
AG	Christine Wheeler
SRO	Tina Byrd
Coaching Assignments	
Football	Mark Holochak
Assistant Football	Charles King
Boys' Soccer	Kate Hieronymus
Assistant Boys' Soccer	Vacant
Girls' Soccer	
Girls' Volleyball	TBA
Cheerleading	Melissa Avery

Boys' Basketball	Tadearl Pratt
Girls' Basketball	Kayla Nwachukwu
Girls Track	Jarrold Haymore
Boys Track	Jarrold Haymore
Softball	Vacant
Assistant Softball	Vacant
Athletic Director/Sport Safety Technician	Bruce Close

Meeting Dates

Staff Meetings (1st Monday)	Leadership Team Meetings (2nd Monday)
Department Meetings (3rd Monday)	School Improvement Team (4th Monday)
Grade Level Meetings (During Planning) 4th Friday	Character Traits Breakfast Nominations to Grade Level Counselor 2nd Friday Breakfast 3rd Friday
Instructional Rounds TBA on Lion Tales	

School Day Work Hours
7:45 AM – 3:30 PM

Teacher Workdays

August 16, 17, 20-24

October 31

January 18

February 18 & 19

March 29

April 22

June 12

Note: You must receive prior approval from the principal prior to taking leave on required workdays.

Early Release Days

September 28

October 19

November 20

December 21

February 15

March 8

Morning Duty 2018 – 2019

Revised 8/23/18

Location	First Semester	Second Semester
Main Floor		
Team Areas	Core Teachers	Core Teachers
Cafeteria-line	Avery	Avery
Cafeteria-tables	J. Haymore	J. Haymore
Cafeteria-tables	Close	Close
Cafeteria-bathrooms	McCallister	McCallister
Breezeway to Cafeteria	Pfeiffer	Pfeiffer
Breezeway to Cafeteria	Varallo	Varallo
Back of Main Office Hallway	Thomas	Thomas
Hallway/8 th grade Bathrooms	Leonce	Leonce
Hallway/7 th Grade Bathrooms	Wasilewski	Wasilewski
Band room	Vernon	Vernon
Second Floor		
Top of Front Stairs Railing	A.Haymore	A.Haymore
Top of Front Stairs (Media Center)	Nelson	Nelson
6 th Grade Bathrooms	Scofield	Scofield
*6th grade hallway - Adventurers side	Forde	Forde
Landing on Back Stairwell (ISS)	Britt	Britt
Landing on Back Stairwell (Discoverers)	Kaulfuss	Kaulfuss
Outside		
Carpool-Crosswalk	Pratt	Pratt
Carpool-Near H.S.	Markham	Markham
Carpool - Cafeteria Side	Harris	Harris
Outside sidewalk near Gym	Foley	Foley
Outside sidewalk 7th & 8th grade doors	Casterline	Casterline
Admin		
Bus/Breezeway/Cafeteria	Kremer/Ward/Edmunds/Day	Kremer/Ward/Edmunds/Day

Afternoon Duty Schedule 2018-2019

MWF Flex Days

Revised 8/22/18

Afternoon Duty Assignment	First Semester	Second Semester
Outside		
Carpool	Adventurers	Trailblazers
Carpool	Discoverers	Pioneerers
Carpool	Rocketeers	Aviators
Sidewalk into Breezeway	Navigators	Adventurers
Inside		
Cafeteria	Hunter/Boykin	Hunter/Boykin
Cafeteria outside gym	Rotating Guidance Counselor	Rotating Guidance Counselor
Breezeway to Cafeteria & Elementary	Aviators	Discoverers
Breezeway to Cafeteria & Elementary	Pioneerers	Rocketeers
Back of Main Office Hall	Trailblazer s	Navigators
Landing on Back Stairwell (ISS)	Anderson	Anderson
Landing on Back Stairwell (Discoverers)	SPED	Haymore
Top of Stairs	Haymore	SPED
6 th Grade Bathrooms	Grade level counselor	Grade level counselor
7 th Grade Bathrooms	Grade level counselor	Grade level counselor
8 th Grade Bathrooms	Grade level counselor	Grade level counselor
Buses/Hallway	Admin	Admin

******NOTE: Guidance counselors will be assigned bus duty when their grade level administrator has duty in the afternoon. On the week you are not assigned, your duty will be your grade level bathroom.**

Afternoon Duty Schedule 2018 – 2019

Tues. & Thurs. Flex Days

Revised 8/22/18

Afternoon Duty Assignment	First Semester	Second Semester
Outside		
Carpool	Britt	Ktoan
Carpool	Harris	SPED
Carpool	PE	PE
Sidewalk into Breezeway	Wasilewski	Hunter
Inside		
Cafeteria	Boykin	Boykin
Cafeteria outside gym	Rotating Guidance Counselor	Rotating Guidance Counselor
Breezeway to Cafeteria & Elementary	Ktoan	Harris
Breezeway to Cafeteria & Elementary	PE	PE
Back of Main Office Hall	Hunter	Wasilewski
Landing on Back Stairwell (ISS)	Anderson	Anderson
Landing on Back Stairwell (Discoverers)	SPED	Haymore
Top of Stairs	Haymore	SPED
6 th Grade Bathrooms	Grade level counselor	Grade level counselor
7 th Grade Bathrooms	Grade level counselor	Grade level counselor
8 th Grade Bathrooms	Grade level counselor	Grade level counselor
Buses/Hallway	Admin	Admin

******NOTE: Guidance counselors will be assigned bus duty when their grade level administrator has duty in the afternoon. On the week you are not assigned, your duty will be your grade level bathroom.**

Locker Assignments

6 th Grade	
Team Name	Locker Numbers
Adventurers	001 – 118 1227 - 1246
Pioneers	241 – 356 1113 – 1144
	119 – 240 1146 – 1169
7 th Grade	
Team Name	Locker Numbers
Navigators	595 – 712 (118) 1287 – 1314 (28)
Rocketeers	357 – 472 545 - 594
	473 – 594 (122) 1254 – 1278 (25) 1315 – 1316 (2) 157 total
8 th Grade	
Team Name	Locker Numbers
Hurricanes	759 – 874 (116) 1171-1206 (126) 244 total
Challengers	875 – 990 (116) 991-1112 (122) 1171-1188 (28) 1199 – 1226 (28) 294 total

** The first set of locker numbers is in your Team pod area. The second set is overflow on your floor in the middle of the hallway or near breezeway **

Homework policy

Homework is a valuable tool to aid students in making the most of their learning experiences in school. It is useful in reinforcing what has been learned in class, preparing students for upcoming lessons; extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. In essence, homework fosters school success.

HOMEWORK PROCEDURES

1. Team guidelines are in conjunction with the school homework policy.
2. The teacher will introduce a concept or skill and provide guided practice before making the homework assignment. Homework will reinforce that which is taught and thoroughly explained in the classroom.
3. Homework assignments will be specific. Expectations will be clear and the task will be within the student's ability. Questions pertaining to the homework assignment will be answered and clarified to ensure students understand and complete the assignment.
4. Homework assignments will be given both verbally and in writing. Long-term project assignments will always be given in written form and will be sent home to inform the parent(s) of the project. Adequate time and intermediate benchmarks should be provided for the preparation of long-term assignments.
5. Homework assignments are not to be given as punishment or busy work.
6. The teacher will assure that homework assignments will not require the use of books or materials, which are not readily available in the home or accessible to the student.
7. Teams will work to coordinate the types and amount of homework given on a regular basis.
8. Homework should not count more than 10% of a student's final grade.

Tardy Policy

Academic success is directly correlated to attendance. Teachers, administrators, students, and parents must work together to ensure that students are present and on time to school and class each day.

WCPSS School Board Policy states, *“A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.”*

Leesville Road Middle School staff will consistently and equitably enforce the tardy policy. School staff will monitor student tardies to school and teachers will monitor student tardies to class.

Unexcused Tardies to School:

In order for students to be successful, they need to arrive at school on time. When students are tardy to school, it disrupts their learning, as well as the other students in the class. School staff will monitor unexcused student tardies to school. The guidance counselor, social worker, and administrators will work with students and their families to ensure that students are on time for school.

When student tardies become excessive, the guidance counselor will meet with the student, complete a tardy contract, and obtain a parent signature.

If tardies continue, the school will request a conference with the student and parent. Further, administrators may assign consequences such as detention and In-School-Suspension (ISS).

Excused Tardies include, but are not limited to: doctor appointments, extreme family emergency.

Unexcused Tardies include, but are not limited to: oversleeping (parent/child), alarm didn't go off, missed bus, carpool late.

Unexcused Tardies to Class:

- 1st Offense----- Warning (Teacher Assigned)
- 2nd Offense----- Warning (Teacher Assigned)
- 3rd Offense----- Detention /Parent Contact (Teacher Assigned)
- 4th Offense----- One Class Period of ISS (Administrator Assigned)
- 5th Offense----- One Day of ISS (Administrator Assigned)
- 6th Offense----- Two Days of ISS (Administrator Assigned)
- 7th + Offense----- TBD by Administrative Staff/Conference Request

Tardies to class are accrued and documented in each class per semester. The slate is cleared at the beginning of the second semester.

Any student arriving to class more than 5 minutes tardy without a written excuse or pass will be referred to the appropriate grade level administrator for skipping class.

Cafeteria

All cafeteria inquiries should be directed to the cafeteria manager at 870-4165. Meal prices: Breakfast - \$1.50/ Lunch - \$2.80. Free and Reduced lunch forms are only available online. Lunch account numbers are the same as the student Id number, so please have your student memorize this number and remind him/her not to share it with other students.

Cafeteria rules:

1. Upon arrival to the cafeteria, students go directly through the serving line before placing items on tables or sitting down. Food items from home should be packaged properly.
2. Students shall go through the line one time only; purchase all items at one time.
3. Students will sit in assigned area and will remain seated until dismissed by an adult. Do NOT get up to move seats or to throw away trash. Wait until you are dismissed to throw away trash.
4. Each student is responsible for leaving the table and floor neat and clean. On a rotating basis, students are assigned to clean their team area of the cafeteria.
5. Cutting in line and throwing food are prohibited.
6. Students remain seated until a teacher dismisses them. Students do not leave the cafeteria without a pass.
7. Students may only purchase items from the snack machines during the first 15 minutes of their lunch (no other times during the day).

Students will NOT leave the cafeteria with any bottles of drinks or any food. All food and drink must be consumed in the cafeteria.

Emergency Information & Procedures

Fire Drill Procedures and Expectations

1. Students are to remain SILENT throughout the entire drill.
2. Students are to walk in a single file line.
3. Classroom doors and windows are to be closed.
4. All lights should be turned off.
5. Teacher should take the Red Emergency Bag outside.

Fire Evacuation Routes

Rooms: 101, 103, 105,107, 111, 113, exit the hallway out the front main building door to the parking lot.

Rooms: 121, 123, 125, 127, 131, 133, 135, 137, 139, exit rear of building to the blacktop.

Rooms: 102, 104, 106, 108, exit out the front of building to the teacher's parking lot.

Rooms: 114, 118, 119, exit the cafeteria breezeway to the bus parking lot.

Rooms: 122, 124, 126, 128, 130, 134, 136, 138, 140, exit rear of building to the blacktop.

Gymnasium: Exit rear doors in gymnasium and proceed to the track.

Cafeteria: Window side: exit doors to the bus parking lot.

Left side: exit through the breezeway to the bus parking lot.

Lion's Den: Exit exterior door in room to the front parking lot.

Rooms: 203, 205, 207, 209, 213, exit high school breezeway to the staff parking lot.

Rooms: 217, 219, 221, 223, 225, exit the top floor using the back stairs and out the rear of the building. Move past the asphalt and gravel by the back trailers.

Rooms: 220, 222, 224, 226, exit using rear stairwell to the athletic field.

Rooms: 204, 210, 212, 214, 216, Media Center and 200M: go straight out by the media center and through the high school breezeway and out to the front parking lot.

Mobile Units/Trailers: MU1, MU2, MU3, MU4, MU5, MU6, 6 Unit Modular (611-04,05,06,07,08,09): exit mobiles to activity field.

Threat of Tornado Information and Protocol

A. *Tornado Watch: Conditions are Right for Tornadoes*

1. Assistant Superintendent will notify principals by emergency radio system.
2. Principal will notify the safety designee, who will listen on a battery-operated radio for advisory on WKIX, WRAL, or WPTF and the emergency radio system.
3. The safety designee will notify teachers in the school by visiting them personally.
4. Students will not be informed of possible danger, but regular classroom activities will continue.
5. The principal will ask the custodian to act as weather lookout outside the building.
6. School will be dismissed at the usual hour, and bus drivers will proceed along their regular routes with extra caution.

B. *Tornado Warning: Actual Tornado Has Been Sighted in the Area*

1. The principal will receive warning by the emergency radio system from the Superintendent's Office.
2. The principal or secretary will sound the alarm (i.e. fire bells). If there is no electricity, air horns should be used.
3. Students and staff will go to tornado shelter in accordance with plans posted in each room. All mobile classrooms are to be evacuated to the main building.
4. The custodian staff will turn off all utilities. All windows and doors are to be closed.
5. The secretary will lock file cabinets and otherwise secure records.
6. Students and staff will assume a crouched position as to protect eyes and head once they reach the designated shelter.
7. The teachers will take roll and notify site coordinator if someone is missing.
8. The principal, or her designee, will organize a search if someone is missing.
9. Qualified personnel will administer first aid if necessary.
10. Students and staff will return to classroom when principal, or designee, declares that it is safe to do so.

C. *No Warning: Tornado Seen Approaching School*

1. Sound the alarm.
2. The teacher will assist students to the tornado shelter area (listed below and posted in rooms) and have them assume the tornado shelter position.

Tornado Danger Signs

Severe Thunderstorms- Thunder, lightning, heavy rains and strong winds.

Hail- Pellets of ice from dark-clouded skies.

Roaring Noise- Sounds like a hundred railroad locomotives; a crashing thunderous sound.

Funnel- Dark, spinning "rope" or column from the sky to the ground.

["Tornado Drill Information and Evacuation/Shelter Areas"](#)

1. Students are to move to assigned areas SILENTLY and remain silent throughout the entire drill.
 2. All students are to kneel on the floor with their heads on their knees and hands on the top of their heads.
3. Classroom doors and windows are to be closed.

Please note that during any emergency drill it is the expectation that all teachers will assist however needed as directed by the administrative staff.

Tornado/ Drill Designated Shelter Areas

****Due to the number of windows in our hallways, it is safer for some classes to remain in the classroom. Therefore, move as far away from windows as you can. In the event of an actual tornado, you may use the classroom desks for cover.****

Front Office Staff: Report to the Guidance Conference room.

Media Center: Enter the work room or one of the side rooms/offices. If there is a class in the media center during a drill, if possible return to designated team area or utilize side offices and other rooms to get away from windows.

Rooms 102, 104, 106, 108: Assume the tornado drill position in the classrooms.

Rooms 122, 124, 126, 128: Assume the tornado drill position in the classrooms.

Rooms 134, 140: Exit the room and assume the tornado drill position in the locker area and adjacent walls.

Rooms 136, 138: Assume the tornado drill position in the classrooms.

Rooms 131, 137: Exit the room and assume the tornado drill position in the locker area and adjacent walls.

Rooms 133, 135: Assume the tornado drill position in the classrooms.

Rooms 121, 123, 125, 127: Assume the tornado drill position in the classrooms.

Room 113: Assume the tornado drill position in your classroom.

Room 118: Assume the tornado drill position in your classroom. If needed, you may also use the space in the hallway between Rooms 118 and 114.

Room 114: Assume the tornado drill position in your classroom. If needed, you may also use the space in the hallway between Rooms 118 and 114.

Room 119: Assume the tornado drill position in your classroom.

Room 130: Exit room to the hallway near restrooms and guidance offices and assume the tornado drill position.

Room 139: Exit room to hallway outside of classroom and assume the tornado drill position.

Rooms 101, 103, 105, 107: Assume the tornado drill position in the classrooms

Modular Unit Rooms 611-04,05,06,07: Exit the room and assume tornado drill position in the hallway.

Modular Unit Rooms 611-08,09: Exit the Modular Unit quickly and orderly to the Annex building. Shelter in the hallway outside of the technology room.

Modular Unit Rooms 10, 11, 12, & 13: Exit the Modular Unit quickly and orderly to the Annex building. Shelter in the hallway outside of the technology room.

MU1, MU2, MU3, MU4: Exit the portables and come quickly and orderly into the building using door to the PE Hallway. Enter the BOYS LOCKER ROOM and line the lockers.

Gymnasium and Bonus Room: Assume the tornado drill position in the gym furthest from outside doors.

MU5: Exit the portable quickly and orderly into the building using the door to the PE Hallway. Enter the GIRLS LOCKER ROOM and line the lockers.

MU6: Exit the portable quickly and orderly into the building using the door to the PE Hallway. Line both sides of the hallway and use every available space possible.

Rooms 203,204, 205,207, 209, 213,225: Assume the tornado drill position in the classrooms.

Rooms 210, 212, 214, 216: Assume the tornado drill position in the classrooms.

Rooms 220, 226: Exit the room and assume the tornado drill position in the locker area and adjacent walls.

Rooms 222, 224: Assume the tornado drill position in the classrooms.

Rooms 217, 223: Exit the room and assume the tornado drill position in the locker area and adjacent walls.

Rooms 219, 221: Assume the tornado drill position in the classrooms.

Annex Rooms 222, 209, 210: Move students to the band room and assume the tornado drill position.

Safe Schools Critical Information

Evacuation

Upon notification of any fire or hazardous situation in a school building, the first available student or staff member shall activate the fire alarm system. All occupants shall immediately evacuate. Upon any fire alarm activation or other possible hazardous emergency, the fire department shall be immediately notified by pressing (9) then 9-1-1. No one is allowed to re-enter the building until authorized by the responding fire department.

Exits

Every exit in classrooms, corridors, and other areas must remain completely free of obstructions at least the width of the doorway. Aisles to exits must remain unobstructed as well. Additionally, in classrooms without a second exit, an operable window must be accessible for emergency outlet.

Fire/Smoke Doors

Doors to corridors and between building sections, designed to be closed, must not be blocked or held open utilizing a door wedge or other device.

Extension Cords

Extension cords may serve only one portable device, unless utilizing an approved multi-outlet strip with a circuit breaker. Light duty cords (2 prong brown or white typically) are not acceptable. Extension cords may not be utilized in place of permanent wiring, such as for refrigerators, computer tables, or other non-portables appliances. Cords may not be attached to or pass through the walls, floor, ceilings, and doorways. Three-to-one and other types of multi-plugs, without over current protection, may not be utilized.

Combustible Materials on Walls and Windows

Walls may not be covered with greater than 20% coverage of paper or other combustible materials. Typically, wall coverage can be greatly reduced by eliminating the background paper or cloth behind a display. Combustible materials should not be hung on window and blinds. Curtains should be treated to render them as flame retardant.

Items hanging from Ceiling, Lights, or Appliances

No items should be hung from classroom ceilings, pipes, strings, lights, or other electrical appliance. Non-combustible materials may be allowed in other areas with approval of the Fire Official.

Evacuation Plans

Fire Evacuation Plans are required to be posted in all occupied areas and should be conspicuously located near the entrance to the area.

Lockdown –Codes and Expectations

Code “GREEN”

“Students and staff, we are now back to code green. Please return to your normal activities.”

This means the threat or potential threat no longer exists and school can resume as normal. Code “GREEN” also means there will be a mandatory staff meeting after school.

Code “YELLOW”

“Students and staff, we have a code yellow, community lockdown.”

This means there is something in the community that poses a possible threat to the school (i.e. - bank robbery, shots fired, police chase, etc). All outer doors must be locked and lockdown signs hung on entrance doors. Students can move within a building if needed. They cannot leave a building or go to another.

Code “RED”

“Students and staff, we are in a code red. Please lockdown now.”

This means there is an immediate threat to the school. Teachers need to hold students in their classrooms until further notice. Classroom doors and windows are to be closed and locked. Blinds are to be closed as well. If you have a window on your door, it should be covered during the Code Red.

Under a Code “Red” colored cards are to be utilized in every classroom to alert school officials and emergency responders as to the needs and status of your students. Read below for a description of each colored card.

Code “RED”: During a code red lockdown, red card is the only card that will be used during this drill.

Emergency Red Card Utilization

A. Red Cards

In the event that our school-wide lockdown code is announced and lockdown procedures are in place, the classroom teacher should display the Red card in the door window and an exterior window to alert emergency responders that emergency services are need ASAP. For example, injured/ill student in the classroom; or an unknown suspicious device found.

Emergency Red Card

If injuries are present, immediate medical care is needed, or the threat is in a room, a **Red Card** should be used to indicate the status of the room.

Display the card at any time during the lockdown, if needed.

This card should be placed on the door and in an exterior window.

No other colored cards should be displayed at any time.

B. Bomb Threats

In the event of a bomb threat evacuation, please have the classroom teacher scan the room to ensure there are no suspicious items visible and then place either a green card or red card in the door window upon leaving. Emergency responders will search “red card” areas first.

NOTE: If there is no glass window in the classroom door, the cards should be slid under the door into the hallway.

Bomb Threat

Refer to the blue and white flip chart (Emergency/Crisis Guide) for complete bomb threat policy and procedures. Also, please make note of the following:

- A bomb threat calls for a standard fire drill evacuation.
- If time allows, staff will be notified to utilize the red and green cards for the bomb threat.
- Notification to staff will be by an administrator, NOT by an announcement.

BOMB THREAT PLAN

- Immediately record the caller ID number located on the Caller Identification screen (if applicable).
- The person receiving the call should obtain as much information as possible from the caller (bomb location, detonation time, group taking responsibility, reason, etc.) Record this information.
- The person receiving the call should immediately notify the principal or designee.
- The principal or designee should immediately call the applicable law enforcement officials (911) and the WCPSS Security Department.

DO NOT UTILIZE ANY MOBILE COMMUNICATION DEVICES.

- If there is any indication of imminent danger, evacuate immediately.
- If a decision is made to evacuate, standard fire drill procedures will be followed. Be sure occupants are evacuated to a safe distance away from the building.



FACULTY/STAFF ACKNOWLEDGEMENT FORM

The faculty/staff handbook describes important information about Leesville Road Middle School. I understand I should consult Human Resources regarding any questions not answered in the handbook.

Since the information and policies described here are subject to change, I acknowledge that revisions to the handbook may occur. All substantive changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing information/policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand this handbook is available on the Leesville Road Middle School website at all times. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Signature

Date

Printed Name