

# Learning and Preparing for Success



## A Message from the Principal's Desk

It is time to begin another new year at Lawrenceburg Public School! I look toward to this year with great anticipation and excitement about what it holds for each student. For all of our new family members, I welcome you to the LPS family, and for our families still with us, I welcome you back to another great year!

I am very excited about beginning a new role this year as Principal at LPS. I look forward to a year of learning and growing right along with our students. Our goal is to offer whatever support possible to enable each child to experience maximum social, emotional, and academic growth during this school year and in the years to come. We will begin by evaluating prior student performance in order to set goals for each student's perspective achievement. Through the collective energies of teachers, parents, and our extended Lawrenceburg Public family, we will see each student attain maximum growth in all areas relative to our students becoming responsible, independent individuals.

We will continue the full implementation of our School-Wide Positive Behavior Plan that we refer to as "RACE" complete with a racing theme for our behavior system. RACE stands for - Responsibility, Attitude, Courtesy, Everyone-Everyday. All faculty, staff, and students will participate in this school-wide positive behavior initiative and we look forward to the continued success in student behavior this school year.

Our back to school theme aside from our school-wide positive behavior system is a "Space" theme. We are looking forward to learning all about space as we celebrate the 50th anniversary of the moon landing this school year. We hope that each of you will consider partnering with us by volunteering anytime you can as we "Blast off to a great year at LPS!"

Again, welcome to another year of learning and growing together. If you need assistance in any way, please do not hesitate to contact me. I am here to serve you and help ensure that each child at LPS receives the best education possible and is able to do so in a safe, positive, and caring environment. One that is free of worry, but full of high expectations.

Pam King,  
Principal

## **School Purpose**

Lawrenceburg Public School's purpose is to provide an appropriate environment where all students will master academic and life skills, enabling them to lead fulfilling and successful lives. This purpose was adopted twelve years ago and reflects the true commitment that exists at LPS. We have a dedicated, supportive staff that accepts the challenge of ensuring that every student is able to learn, that what is learned will be beneficial in the real world, and that all students will be held accountable for their learning. As the time came for us to reflect upon the effectiveness of our teaching and student learning, the focus was to create a Mission Statement that all stakeholders could easily relate to, understand, and personalize. Thus, the following statement was adopted to reflect the true mission of our school:

**“Learning and Preparing for Success”.**

The Core Beliefs of Lawrenceburg Public School reflect everything that we feel are key to accomplishing our Purpose and Mission.

Our Core Beliefs are as follows:

1. Teaching and learning require a healthy, safe, and orderly environment that supports cooperation and collaboration.
2. Parents must be actively engaged in the education of their children.
3. Students learn at different rates.
4. Parent and community involvement is essential to a successful school.
5. Curriculum should focus on enhancing student learning.
6. All staff must continue to learn, and all schools must continue to improve.
7. Schools must have effective leaders that are lifelong learners.
8. Everyone can learn when learning is differentiated to meet individual needs.
9. If we work in harmony with others in the education of our children and show that

we take pride in our work, students will learn from our attitudes.

10. Experiencing success is crucial to every learner.

The same philosophy used in our purpose was used when we reviewed the timelines of our Vision Statement. In an effort to make it easier to understand and align more closely with the mission, we adopted the following as our Vision Statement: “...to provide an authentic learning experiences that will enable and empower students to become lifelong learners and productive citizens.”

### **Faculty and Staff**

#### **Principal**

Pam King

#### **Assistant Principal**

Kim Martin

#### **RTI Coordinator**

Kim Ellis

#### **Pre K**

Carol Wall

#### **Kindergarten**

Lindsey Cox, Kesha Durham, Heather Hammond,  
Samantha Keeton, Jodi Putman

#### **First Grade**

Maria Caruso, Tiffany Flippo, Brittany  
Hartsfield, Dacey Krick, Amanda Moore

#### **Second Grade**

Katie Gargis, Emmy Gobble, Laura Lovell,  
Mary Catherine Scott

#### **Third Grade**

Betsy Berryhill, Jennifer Massey,  
Valerie McLain

#### **Fourth Grade**

Carter Henson, Allison McKamey, Jyl Taylor

#### **Fifth Grade**

Carla Brodie, Barry Holt,  
Paula Williams

#### **Special Education**

Cindy Dorton, Janice Curtis

### **Specialty Area**

Gabriele Dixon	Physical Education
Christy Holt	Exploratory
Beverly Peters	School Counselor
Sarah Thigpen	Librarian

### **Speech & Language Pathologist**

Janey Hickman

### **Educational Assistants**

Krista Trapp	PK Assistant
Tiffany Burnett	UDL Assistant
Bridgette Williams	UDL Assistant

Tancy Daniels	Resource Assistant
Michelle Freeman	Title Assistant
Pat Sutherland	Title Assistant
Jenny Griffin	Library Assistant

	Computer Lab
Nancy Benefield	State Assistant
Lindsay Bishop	State Assistant

### **Attendance Secretary**

Debbie Curtis

### **Bookkeeper**

Jan Phillips

### **School Nurse**

Alethea McMasters

### **School Maintenance**

Mike Prince

### **Custodial Staff**

Teresia Prince, John Irwin

## **School Policies and Procedures**

1. Every pupil is responsible to any teacher or staff member in the school at all times and is expected to behave in a respectful manner to all school personnel. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place at any time.
2. Students should respect the rights and property of others.

3. Students should come prepared to class and follow the rules in each classroom.
4. Students will be expected to follow all the rules and guidelines stated in Lawrence County School Board policy.

It is important that students understand that acceptable standards of behavior will be expected and will be insisted upon at all times. Students who do not comply with the above rules or displaying any other behavior not considered acceptable at school will be subject to disciplinary action. Discipline will be administered fairly, but firmly, when any individual's actions interfere with the rights of students to learn and teachers to teach. Our School-Wide Positive Behavior Plan using the acronym: RACE will continue to be in place this year. R-esponsibility, A-ttitude, C-ourtesy, E-veryone-Everyday.

### **Responsibility of Books**

Textbooks issued to students are the property of the Lawrence County Board of Education. They should be used with care and returned in good condition. Students will be responsible for books which are lost, stolen or damaged beyond use.

### **Visitors**

All visitors are to check in at the time of arrival in the office. Parents and other citizens must obtain a visitor's pass by presenting photo identification upon entering the school. All visitors are expected to leave promptly when their business is completed. This insures that the normal routine of your child's education is interrupted as little as possible. Any forgotten items (homework, lunch money, snack, etc.) that need to be delivered to a student should be brought to the school office. Office personnel will then deliver the item(s) to the student.

### **Volunteers**

Volunteers are welcomed with open arms and we encourage volunteers to come in and assist teachers and students in the classroom and with various other tasks that must be completed in a school. Anyone wishing to volunteer will need to come ahead of time to the front office and pick-up a "volunteer" form expressing interest in serving as a volunteer and also informing us of

availability and when you can help us. All volunteer hours will be scheduled through and under the direction of Ms. Kim Ellis, RTI Coordinator and Family Involvement Coordinator, for our school. Ms. Ellis will share with the faculty & staff all of the available dates and times of our approved volunteers. Volunteers will then be scheduled based off of their availability for areas of the building and times of the day we are in the greatest need of volunteers. The expectations for approved volunteers once notified of individual volunteer schedule are as follows:

- Volunteers should report to the front office with a valid form of identification to be scanned in through the Raptor System.
- Once scanned, visitor should place sticker on shirt up high and visible for the duration of his/her visit.
- The front office will have a list from Ms. Ellis of volunteer locations and assignments available. Ms. Ellis will be contacted to come speak with the volunteer about how you can help us on that day if the plan has not already been communicated prior to arrival.
- Upon completion of the scheduled day/time for your volunteer hours - please exit through the office to pick up your identification and be logged out in our computer system.

### **Daily Schedule**

7:15 AM Doors Open

**All students arriving at this time can either go to the cafeteria for breakfast or to the gym.**

7:40 AM Students report to their classroom

7:50 AM Instruction Begins--Tardy Bell

2:50 PM Afternoon Announcements

2:51 PM All buses & first round of car riders

2:55 PM Walkers, Car riders, ESP

**All students who ride buses will report to the gym. There will be teachers on duty each morning and afternoon to supervise.**

### **Tardiness**

School begins each day at 7:50AM. It is important that students be on time. Coming into a classroom late disrupts the class and causes changes in already completed attendance and

lunch reports. Students that arrive after 7:50 will be considered tardy. **Attendance Quick Fact: Did you know??? Five minutes lost a day amounts to 25 instructional minutes lost per week. This totals up to 900 instructional minutes lost per school year. WOW! Perfect illustration of how every minute counts for our students.**

### **Early Check-Out Procedures**

For your child's protection, a student will not be permitted to leave school before regular dismissal time unless a parent, guardian, or their designee comes to the school and clears the dismissal with the office. The authorized person must sign the student out with the dismissal time and a reason given for the early check-out. The office staff will call for your child. Students should always report to the office before leaving. **No student will be allowed to check out after 2:30P.M. unless it is an EMERGENCY. No one picking up a student will be allowed to wait in the front office just before school dismisses and have their child(ren) called down when car rider students begin being called. Everyone picking up a car rider student is expected to get in the car rider line and wait for students to begin being called following standard car rider pick-up procedure.**

### **Absence from School**

Regular attendance is an extremely important factor in the establishment of a good academic record. Work missed through absences is difficult to make up. There is no substitute for the actual participation in daily classroom instruction. Excessive absences will be dealt with according to School Board Policy. Assignments or class work missed may be made up if the absence is excused. A student may have an absence from school excused for the following reasons:

1. Illness of student, family member, or for a doctor's appointment.
2. Family death.
3. Attend funeral.
4. Observation of a religious holiday.
5. Other school activities or conditions sanctioned by the Board of Education.

**Students will be docked for tardies and early check-outs from school according to the State Department of Education's policy on attendance. Three tardies/early checkouts are equal to one full day absent. Five unexcused absences flag a student as truant. It is very important that all students attend full days. State instructional money is funded by the days our students attend school.**

Effective as of last school year, attendance notes turned in (tardy or absent) may be denied if the absence/tardy note is not turned in to the front office within 3 school days of the student returning to school unless specifically approved by the building principal. Student attendance records are available for viewing online via the Skyward site login where grades can be monitored as well. Therefore, there is no need to request an attendance record via phone or visit for student absences, tardies, and early check-outs. Thank you for your cooperation with this.

### **Illness at School**

If a student becomes ill at school, the parents will be contacted immediately. It is very important that the school have current telephone numbers where parent/guardian may be reached. Injuries requiring medical attention will be handled on an emergency basis. Parents will be notified immediately.

### **Medication**

If your child must use any type of medication, whether it is prescription or non-prescription, a form must be signed by the parent/guardian and student physician with the school nurse prior to your child being allowed to use the medication. Medication forms may be picked up from the school nurse. The medication must be in the original container with pharmacy labels attached. The medications must be brought to school by the parent/guardian. It is against School Board Policy for any student to have medication at school without having the appropriate forms signed or in appropriate containers.

### **Telephone Usage**

The telephones in the office are for school business only. Students will not be called to the

office to receive a phone call. In case of an emergency, the teacher or office staff will call the parents. Parents who need to get emergency information to a student may call the office before 2:00 PM and the secretary will relay the message. Students must keep their personal cell phones turned off at all times during the school day and while on school property unless otherwise instructed by school personnel. Violation of proper use could result in loss of cell phone privileges at school.

### **Report Cards**

Report cards are issued after each nine weeks grading period. They are given to parents during Parent Teacher Conferences or the student will take the report card home the following day. The parent/guardian is asked to sign the report card and return it to school in a timely manner.

### **Transfer of Students**

Any student who transfers to another school must do the following:

- The parent must call or come by the school and indicate when and where you will be moving.
- Come by the office on the morning of the student's last day. The office will give you a transfer form that has been completed and signed by both the teacher and an administrator.
- Be sure all textbooks and library books are turned in and all fees and lunch charges are paid. If this is not taken care of, the student cannot be enrolled in another school in the county. The records cannot be forwarded to an out-of-state-school until all charges are paid.

### **Parent/Teacher Conferences**

There will be two scheduled conferences during the school year. Your child's teacher will be happy to arrange a conference with you if so requested. Please contact the school office between the hours of 8:00A.M. and 3:00P.M. to arrange a conference time that will be convenient for you and your child's

teacher.

### **Parent Communication**

Home/School communication is a key component in a student's successful school experience. We ask that you download the new Lawrenceburg Public App that we will begin utilizing this year. The app will provide reminders, calendars to display events, and important dates for the month. You will also find a large calendar in the school lobby that displays all important dates and events. We also would like to encourage you to follow us on our new school Twitter account and our already existing LPS Facebook page. More information will be communicated soon with directions for signing up for our school app. Many teachers in various grade levels will communicate daily or weekly with parents by way of the Remind App.

### **Curriculum & Assessments**

The curriculum taught at Lawrenceburg Public School is approved by the State and adopted by the county. Included in the curriculum is:

#### Reading

Ready Reading

#### Math

Eureka

TN Ready

#### Science

Discovery Education

#### Social Studies

Social Studies by Harcourt

Social Studies Weekly

The assessments given at Lawrenceburg Public School are given county-wide. These assessments are given to drive the teacher's instruction and monitor the student's academic achievement.

Kindergarten Screener - Kindergarten

AIMSweb - K-2

TN Ready 3-5

STAR Reading & Math - 3rd-5th

CASE-Reading & Math - 3-5

## **PROGRAMS**

### **Physical Education**

Students need to be appropriately dressed for this activity. This includes tennis shoes and loose clothing. All P.E. equipment should be handled with respect and proper care.

### **Library**

The LPS library hosts an abundance of books to meet the interests and academic needs of all of our students. Instruction is an integral part of our students' library time each week. With the transition to TN Ready, and the state initiative (Read To Be Ready), resources critical to successful implementation have become a mainstay in daily instruction, as well as student and instructional materials. With the Page-Turners grant the library will have extended hours. Please check the school calendar for date and time.

The library is a place for study and recreational reading. There are specific rules and expectations to be followed when classes go to the library. Failure to abide by library rules will result in loss of library privileges.

### **Computer Labs**

Each week students will attend a computer lab class where they will work on various individualized skill areas through various websites as assigned by the classroom teacher for the lab instructor to facilitate and carry out. During this time, the lab instructor will also acquaint students with word processing skills. On the alternating week from students attending computer lab class, each student will attend our new exploratory class.

### **Exploratory**

Exploratory class is a class that will provide our students with a wide array of experiences in different areas of potential interest to them. This class will consist of skill reinforcement and enrichment of core content areas through projects and hands-on learning opportunities that sometimes aren't possible within the core classes. Art will be a component of the exploratory class as will a drama component potentially allowing our students experience with reader's theater, skits, and eventually plays/performances. Through this class, one goal is to develop an art

club and possibly a theater club that would be after-school and offered as extra-curricular activities that our students have not had in the past.

### **Extended School Program (ESP)**

The Extended School Program (ESP) provides safe, educationally enriching quality care for students during the hours when there may be no adult supervision in the home. Children will have an opportunity to engage in various activities and enrichment activities. Homework assistance will also be provided. The program is available for students five through twelve years of age and operates daily from the time school dismisses until 5:30. **The only exception will be early dismissal days due to teacher training or weather conditions.** The Extended School Program Summer Session begins immediately after school is dismissed for the summer. Summer ESP offers longer hours to better meet the needs of parents during our summer break. Information and applications for ESP and Summer ESP are available in the school office.

## **ORGANIZATIONS**

### **4-H Club**

Students in fourth and fifth grades may join and participate in meetings held at school once a month.

### **Jr. Beta Club**

Students in grades 4-5 will have the opportunity to be a part of our Jr. Beta Club if his/her grades, test scores, and other qualifications for the National Organization are in order.

### **LPS Chorus**

Students in grades 3-5 will have the opportunity to be a part of our chorus. The chorus will perform during the county-wide musical presentation in the spring and at other school functions.

### **FCA**

Students in grades 3-5 will have the opportunity to be a part of the Fellowship of Christian Athletes. FCA will meet bi-weekly in the library. Meeting dates and time will be announced and

added to the school calendar.

### **Parent Advisory Committee**

The Parent Advisory Committee meets quarterly under the direction of Ms. Kim Ellis, RTI Coordinator. Notice of meetings and dates will be communicated for each council meeting.

### **Parent Involvement Opportunities for the 2019-20 School Year**

- Open House/Orientation Nights (Aug)
- LPS School Improvement Committee
- Grandparent's Breakfast (September)
- Quarterly Parent Advisory Meetings
- Book Fair
- LPS Fun Run (October)
- Trunk or Treat (October)
- Snowball Your Teacher (January)
- Literacy Fun Day (May)
- LPS Annual Arts Festival (May)
- Kindergarten Sneak-a-Peek (May)
- Meetings throughout the year to inform parents about trends in education

Information about these activities and others that might arise throughout the year will be communicated via our school information app and shared with students as well as publicized through other social media sources.

### **Lawrenceburg Public School**

#### **Title I Parent Involvement Policy**

*The Title I law requires that each local school have a policy to show how it will carry out the law in four major areas. Each area is listed below with the activities that will be carried on to meet the policy requirements.*

#### **Parent Involvement**

- \*The school will hold an annual meeting of parents and involve them in the development of the school policy.
- \*The school will offer a flexible number of meetings which meet family needs.
- \*The school will provide newsletters and other information to keep parents aware of Title I requirements.
- \*The school will send out surveys and provide other meeting opportunities for parents to talk

with each other, ask questions, share ideas, and make decisions about their child.

\*The school will provide timely responses to parent suggestions made in the meetings described above.

### Shared Responsibility for High Student Performance

\*The school will develop with parents, a written agreement (called a compact) showing school and home responsibilities for student success.

\*The school will emphasize in the compact how important it is to have regular home-school communications through conferences, progress reports, and access to staff, classroom visits and volunteering.

### Building Capacity for Involvement

\*The school will share information with parents about national, state and local goals, standards and requirements related to student performance at local meetings, in newsletters and other written communications.

\*The school will assist parents in knowing how to monitor student work, how to work with educators to help children do better in school, and how to participate in making decisions about their children's education through workshops, conferences and newsletters.

\*The school will provide materials and training to help parents learn to read and to work at home with their children through Adult Education classes, workshops, newsletters, and the video checkout program.

\*The school will help school people see the importance of parent involvement through training events, such as staff development.

\*The school will coordinate and be involved with community agencies and services in parent involvement, such as: Department of Human Services, Head Start, Early Intervention Preschools, etc.

\*The school will help parents learn more about raising their children will through meetings, and the video checkout program.

\*The school will provide information, as often as possible, in the language used in the child's home.

\*The school will provide reasonable support for parental involvement activities requested by

parents by providing a meeting space.

### Accessibility

The school will provide full opportunities for parents to participate who are limited English proficient or who are disabled.

The school will provide information using language in a form that parents can understand.

**Parents, teachers, and others interested in the Title I program are invited to make comments about the above policy. A timely response to such comments will be made by the Title I program of Lawrence County. The Title I program does not discriminate on the basis of race, color, national origin, sex, handicap or age.**