

Overview of Daily Routines

(Please read carefully)

Emergency Lesson Plans

Welcome to the General Stanford Library!

- In preparation for the day, please read the lesson plans very carefully. Make yourself familiar with the areas of the library and the materials used for each lesson. I have included a copy of my resource schedule so you can identify what classes you will have on the particular day.
- Teacher's Lounge and Adult Bathroom: Turn left out of the library door and go down the yellow hallway. The lounge is two doors down on the left.
- I use a xylophone/metal chime to get students' attention. It is easier than raising your voice. Just hit it on a surface and it will vibrate and create sound. The xylophone is on the top of the shelf next to the rolling whiteboard. The chime can usually be found in the storybook area or at the circulation desk. For those students who make great choices, I will often give them an extra book checkout or a sticker. I have included some extra book checkouts sheets and stickers in the folder.
- Please leave my desk and the library as neat as you found it. Thank you in advance!

Overview of Schedule:

- 8:00 – 8:20 Morning Bus Duty
- 8:30 – 9:20 4th Grade
- 12:40 – 1:30 Planning - Clean up library, Check in Books, shelve books
- 10:20 – 11:10 5th Grade
- 11:15 – 12:05 1st Grade
- 12:05 – 12:40 Lunch
- 1:35 – 2:25 3rd Grade
- 2:30 – 3:20 2nd Grade
- 12:40 – 1:30 Kindergarten
- 3:20 – 3:55 Afternoon Duty

Fire Drill:

Exit the library through the library doors and walk across the parking lot toward the trees. Stand in a 3-S line (single, straight, and silent). *Fire route attached

Behavior Plan:

See attached sheet

Morning/Afternoon Duty: *Duty assignment sheet attached

Morning bus duty with three other teachers – Stand on the sidewalk between the buses and library. Make sure students walk safely inside.

Afternoon walker duty with two other teachers – Students are checked off a list and walked across the street.

Check Out:

Mrs. Peck is here Mondays, Wednesdays, and Friday afternoons. On Tuesday and Thursday there is typically a volunteer that comes in to help with checkout. If no one shows up, you will host checkout by yourself. I included a check out cheat sheet for your use.

Checkout is scheduled for 15 minutes. Use a timer – either using an online stopwatch or the timer I keep at the checkout desk. I remind the students that by 4 minutes they should be in the checkout line. By the time the timer goes off, students should either be sitting at the tables reading their books. When the timer rings, if they are still looking, they will not check out books.

Students in 3rd-5th grade will type their lunch number into the keypad. You will see their name on the screen. Say their name to verify that you have the correct student. Then, you will scan the books. Please make sure that each book you scan shows up under the student's record. Please refer to the "Checking In" and "Checking Out" Quick Help sheet. Please pay attention to beeps. If you hear a beep when the student types in their name it just means that they have overdue books. If you hear beeps while you are checking out books to the student, please make sure you follow the prompts before you continue. Students in grades Kindergarten through 2nd grade have cards, which you can scan. These cards are located in a basket under the checkout desk. Just pull out the ones for the current class, put them on the table in the reference section, they will pick up their cards and bring their books to the checkout counter.

Class Lists: There is a notebook under the checkout desk that has class lists. You can use these in case students forget their student numbers.

Classes

Classes are 50 minutes. Teachers drop students off for class and pick them up after class. I usually line them up and end up meeting the teachers in the hall.

Procedure:

- Students should enter the library using walking feet and quiet or silent voices.
- All students will enter the library and have a seat at a table you will assign them. There are colored pails on the table. As the students come in, tell them which table they are to sit at.
- The students have 15 minutes to checkout books. They will checkout their books and return to the table you assigned (quietly reading) until the timer beeps.
- After checkout, students will line up to sit in the story area (2nd-5th grade pull the risers apart to give them more room). **Remind them to walk around the risers.** Students know that they are to walk around the risers and they are never to stand on the top riser. Anyone jumping, walking, or climbing on the risers will be told that it is not safe to jump on the risers and they are instructed to sit on the carpet.

Student Assistants and Helpers

Some students are assigned as assistants and others as helpers. Assistants have badges with their names on them. Helpers are assigned daily (choose someone who came in quietly). Assistants are marked on the student list. My assistants are chosen because they can be restless. If you remind them from the start of class that you will need them to help make sure the shelves are organized after checkout, it will usually help keep them focused and on task. Badges are located in the basket with library cards.

Schedules

Resource Schedule 2014-2015

		Monday	Tuesday	Wednesday	Thursday	Friday
		Day 1	Day 2	Day 3	Day 4	Day 5
8:00 - 8:15	Morning Duty					
8:15 - 8:30	Clubs					
	TV Studio					
	Color Guard					
	Safety Patrol					
8:30 - 9:20	4th Grade					
	Maynard	Library	Music	PE	Art	Library
	Holland	Art	Library	Music	PE	Art
	Dawson	Music	PE	Art	Library	Music
9:20 - 9:45	Planning					
9:45 - 10:35	5th Grade					
	Corcoran	Art	Library	Music	PE	Art
	Montieth	Music	PE	Art	Library	Music
10:35 - 11:25	1st Grade					
	Brooks	Library	Music	PE	Art	Library
	Cannon	Art	Library	Music	PE	Art
	Hanson	PE	Art	Library	Music	PE
	Chewning	Music	PE	Art	Library	Music
11:25 - 11:55	Lunch					
11:55 - 12:45	3rd Grade					
	Luther	Library	Music	PE	Art	Library
	Matthews	Art	Library	Music	PE	Art
	Canfield	PE	Art	Library	Music	PE
	Vrescak	Music	PE	Art	Library	Music
12:55 - 1:45	2nd Grade					
	SanGiovanni	Library	Music	PE	Art	Library
	McElroy	Art	Library	Music	PE	Art
	Booker	PE	Art	Library	Music	PE
	LaRue	Music	PE	Art	Library	Music
1:50 - 2:40	Kindergarten					
	McLelland	Library	Music	PE	Art	Library
	Sisler	PE	Art	Library	Music	PE
	Thomas	Music	PE	Art	Library	Music
2:40 - 3:00	Afternoon Duty					

Day 5 (Friday) will rotate each 9 weeks.

- 1st 9 weeks - Report to your Day 1 Resource.
- 2nd 9 weeks - Report to your Day 2 Resource.
- 3rd 9 weeks - Report to your Day 3 Resource.
- 4th 9 weeks - Report to your Day 4 Resource.

General Stanford Elementary School

2014-2015

Lunch Schedule

TIME	LINE 1	TABLE	LINE 2	TABLE
10:50- 11:20	3 - Vrescak	1	3 - Luther	2
10:55 - 11:25	3 - Matthews	3	3 - Canfield	4
11:10 - 11:40	2 - McElroy	8	2 - LaRue	7
11:15 - 11:45	2 - Wainwright	6	2 - Booker	5
11:30 - 12:00	4 - Dawson	1	4- Holland	2
11:35 - 12:05	4 - Maynard	3	4- SanGiovanni	4
11:50 - 12:20	1 - Cannon	8	1 - Chewing	7
11:55 - 12:25	1 - Brooks	6	1 - Hanson	5
12:10 - 12:40	5 - Corcoran	1	5- Montieth	2
12:15 - 12:45		3		4
12:20 - 12:50	K-McLelland	8	K - Sisler	7
12:25 - 12:55	K-Thomas	6		5

UPDATED: August 27, 2014

General Stanford Elementary School

2014-2015

Lunch Schedule

TIME	LINE 1	TABLE	LINE 2	TABLE
10:50- 11:20	3 - Vrescak	1	3 - Luther	2
10:55 - 11:25	3 - Matthews	3	3 - Canfield	4
11:2- - 11:40	2 - McElroy	8	2 - LaRue	7
11:15 - 11:45	2 - Wainwright	6	2 - Booker	5
11:30 - 12:00	4 - Dawson	1	4- Holland	2
11:35 - 12:05	4 - Maynard	3	4- SanGiovanni	4
11:50 - 12:20	1 - Cannon	8	1 - Chewing	7
11:55 - 12:25	1 - Brooks	6	1 - Hanson	5
12:10 - 12:40	5 - Corcoran	1	5- Montieth	2
12:15 - 12:45		3		4
12:20 - 12:50	K-McLelland	8	K - Sisler	7
12:25 - 12:55	K-Thomas	6		5

UPDATED: August 27, 2014

Half Day Resource Schedule 2014-2015

Friday, October 10, 2014

8:30-9:20 – 4th Grade
9:45-10:35 – 5th Grade
10:35-11:25 – 1st Grade

Tuesday, November 11, 2014

8:30-9:20 – 3rd Grade
9:45-10:35 – 2nd Grade
10:35-11:25 – K

Friday, February 6, 2015

8:30-9:20 – 4th Grade
9:45-10:35 – 5th Grade
10:35-11:25 – 1st Grade

Friday, March 13, 2015

8:30-9:20 – 3rd Grade
9:45-10:35 – 2nd Grade
10:35-11:25 – K

Friday, April 3, 2015

8:30-9:20 – 4th Grade
9:45-10:35 – 5th Grade
10:35-11:25 – 1st Grade

Friday, April 17, 2015

8:30-9:20 – 3rd Grade
9:45-10:35 – 2nd Grade
10:35-11:25 – K

Management Plan
Emergency Information
Fire Drill Route
Building Map
Duty Stations

Library Management Plan

Library Rules

Be Safe:

- Walk while in the library.
- Sit correctly on the floor, risers, and in chairs.
- Keep hands, feet, and objects to yourselves.

Be Respectful:

- Listen while others are talking.
- Follow request for quiet reading time.
- Use kind words and actions.
- Use good manners.

Be Responsible:

- Take care of library books and materials.
- Return books on time.
- Keep shelves neat and clean.
- Follow directions.

Be a Problem Solver:

- Make good use of time.
- Select “just right” books.

Incentives

1. Eagle Sticks

Classes can earn an Eagle Stick for:

- quietly coming into the library and sitting down.
- quiet and orderly checkout.
- They can earn two stick during assignments/storytime for good behavior and best effort.
- lining up quietly and orderly with all chairs pushed in and no trash on the floor.

2. Helper for the day - One or two students are assigned helpers for the day.

3. Student Assistants – Students that need extra duties to keep them focused and busy are library assistants. They are asked to do two special jobs when they come to the library on their day. They must be good role models to continue being library assistants.

4. Individual students can earn bookmarks or stickers for standout effort and behaviors.

Consequences

1. Verbal Warning

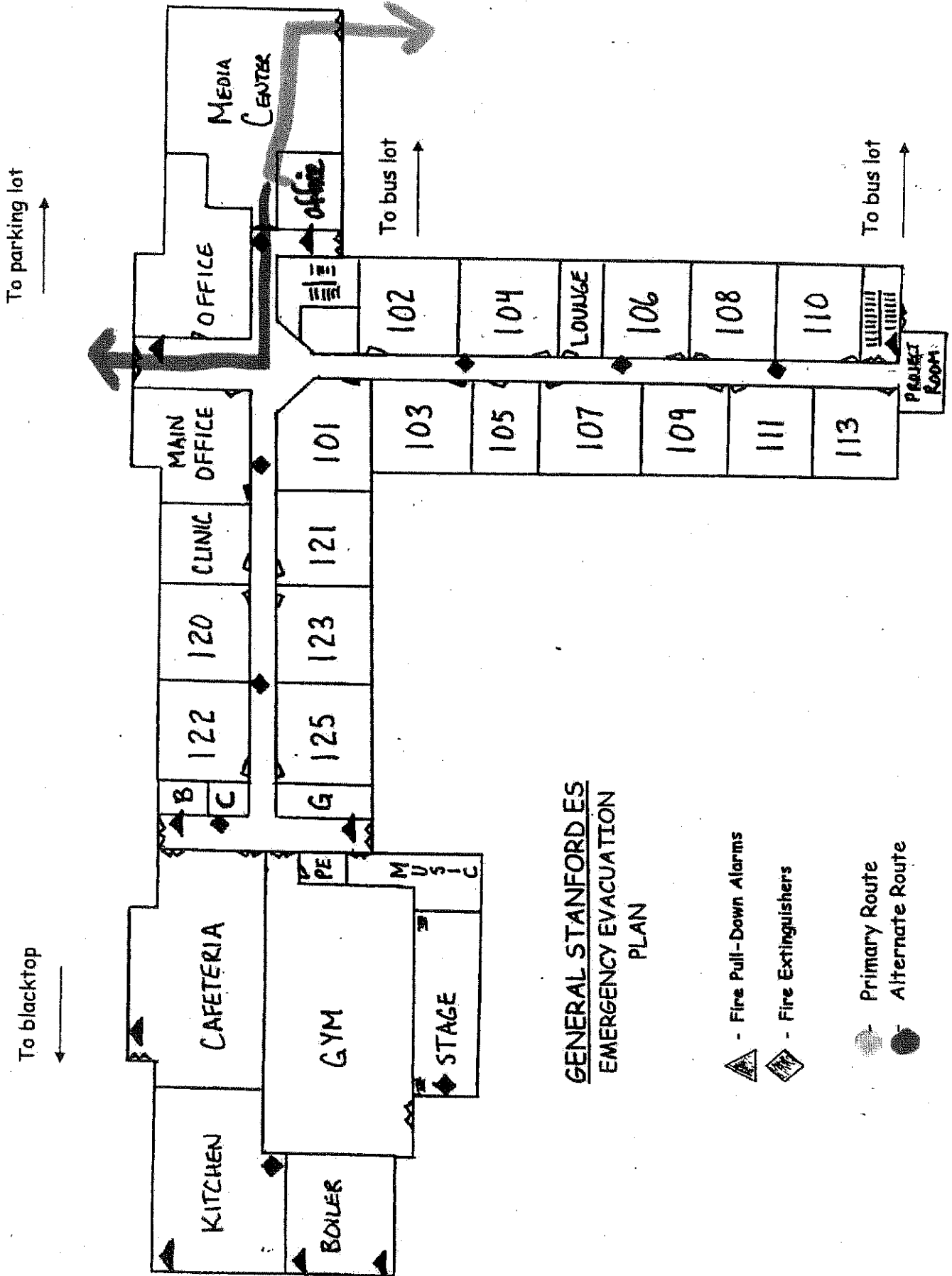
2. Student is assigned a seat away from the problem area for five minutes.

3. Student is assigned a seat at a table away from the problem for the rest of that activity.

4. Note in the student’s agenda.

5. Phone call home.

6. Referral form used to communicate with parents from resource team.

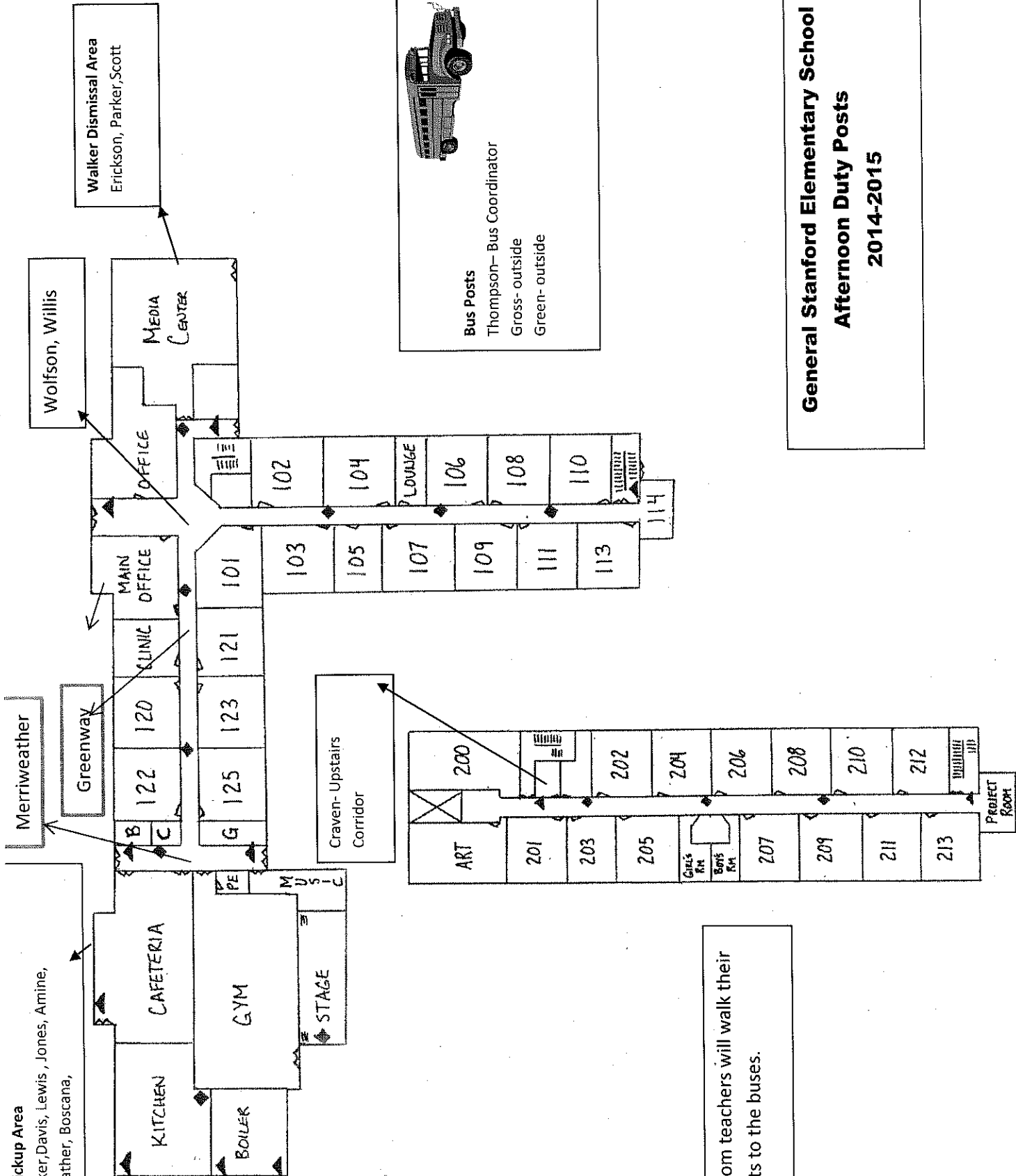


**GENERAL STANFORGES
EMERGENCY EVACUATION
PLAN**

-  - Fire Pull-Down Alarms
-  - Fire Extinguishers
-  - Primary Route
-  - Alternate Route

Parent Pickup Area

*M. Walker, Davis, Lewis, Jones, Amine,
Merriweather, Boscana,



Merriweather

Greenway

Wolfson, Willis

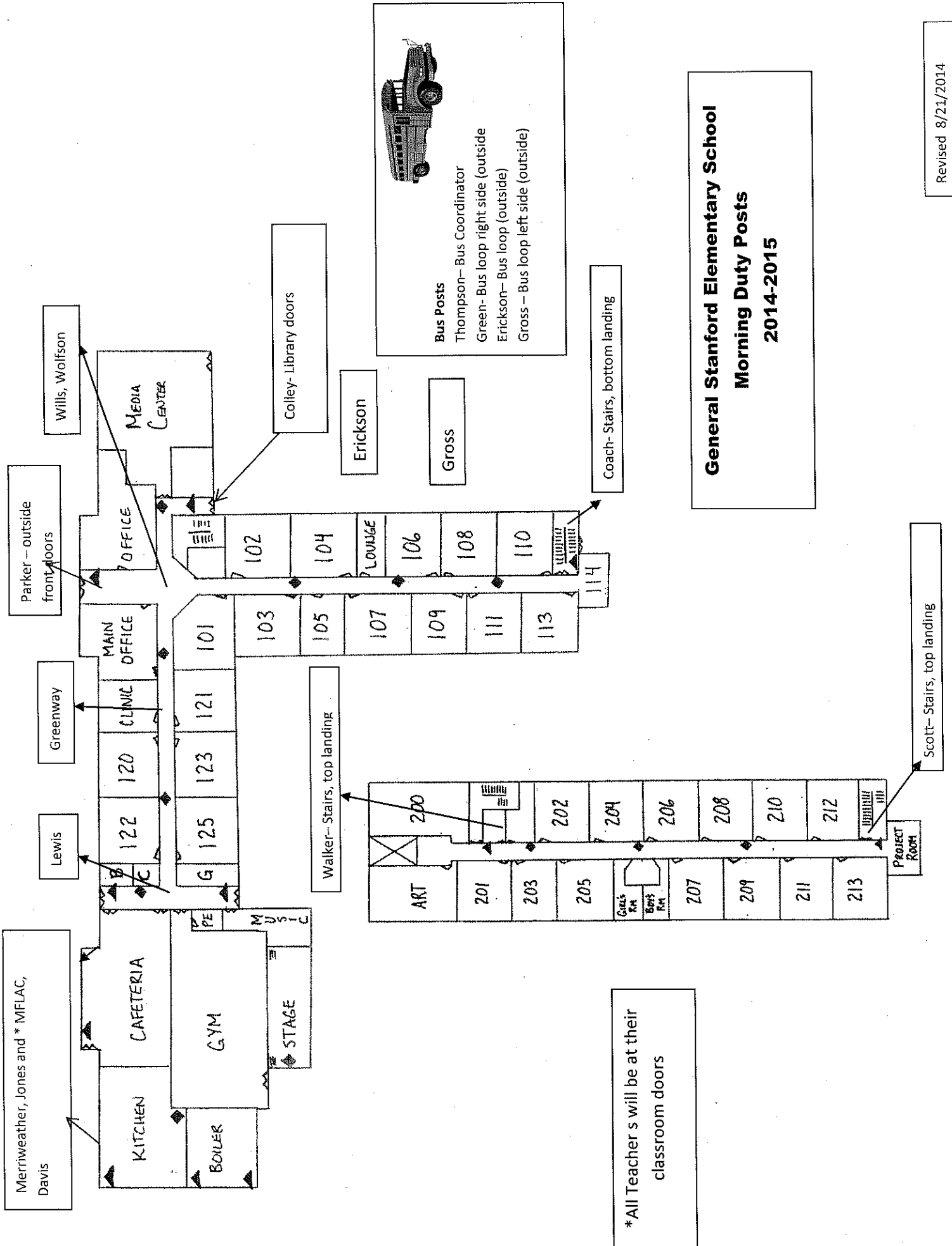
Walker Dismissal Area
Erickson, Parker, Scott

Craven- Upstairs
Corridor

Bus Posts
Thompson- Bus Coordinator
Gross- outside
Green- outside

Classroom teachers will walk their
students to the buses.

**General Stanford Elementary School
Afternoon Duty Posts
2014-2015**



General Stanford Elementary – Crisis Plan

EMERGENCY 911

Military Police 878-4555

McDonald Army Hospital 314-7676 (Urgent Care)

Brian Nichols, Elementary Executive Director - 591-4628

Director of Elementary Leadership – 591-4628

Donald Green, Supervisor of Security - 881-5061 x 11137

Superintendent's Office - 591-4502

Director of Transportation - 881-5461 x 12125

Coordinator of Media/Community Relations - 591-7453

Crisis Support Team

Diane Willis, Principal

Sherry Wolfson Assistant Principal

Theresa Beandler, Administrative Secretary

Larry David, Guidance Counselor

Teresa Walker, Lead Custodian

Tammy Greenway, Nurse

DIVISION CRISIS SUPPORT TEAM

Linda Askew 591-4658, c 508-8326

Stephanie White 591-4540

Dr. Claudia Hines, Guidance Supervisor 881-5461

BUILDING INTRUDER/TRESPASSER

- All visitors are to report to and sign in at the office.
- Visitors will be given a visitor's pass to wear.
- Everyone is responsible for reporting to the office. Any visitors who do not have a "visitor's pass" should be directed to the office. This includes parents and visitors you may already know.
- Seek help if a situation seems unusual and try not to detain persons who seem confrontational; inform the office immediately.
- If necessary, the administrator will call for a lockdown.

Missing Student

A student should be released from the school office or designated area to authorized parents or guardians as listed on the student emergency cards.

Roll call should be made frequently when involved in a field trip or other external activity.

If a student is missing from your classroom:

Notify an administrator.

- Office staff will check the sign-out logs and last known whereabouts of student.
- Parent/guardian listed on the student's record will be called as the situation warrants.
- If deemed necessary, the principal will call 911 and the Regional Director's Office.

If student is missing from field trip/activity:

- Notify field trip/activity representative.
- Notify an administrator.
 - Office staff will check with activity site and transportation

SCHOOL-WIDE LOCKDOWN

Only the school administrator should call for a lockdown. However, under an emergency situation any staff member may call for a lockdown. The reason for a lockdown can vary from an outside neighborhood disturbance to an intruder in the building. Specific instructions may be announced depending on the circumstances.

To ensure the security of our school during a lockdown, it is imperative that teachers have classroom keys on their person at all times.

Administrator will announce, "**There is a school-wide lockdown. At this time, lockdown immediately!**"

Classrooms

- Teachers are to lock classroom doors and windows and turn off lights. Custodians will lock front door, cafeteria and auditorium doors. Students and teacher should sit away from doors and windows. Do **NOT** close blinds and/or curtains.
- Teacher tells students: "There is a situation happening and it is best if we stay where we are so we can be safe. We need to keep calm and listen so we can hear any instructions that are given to us." There should be **no talking**.
- Teacher should be near the classroom phone, if possible, to facilitate communication with the office.

Cafeteria/Lunch

- Teachers at lunch will proceed quickly to the nearest room.
- Cafeteria monitors and staff will secure cafeteria doors.
- Students will be instructed to sit on floor and remain quiet.

Gym/Playground

- PE/Recess classes will proceed immediately to the nearest classrooms, cafeteria, or gym.
- Students will be instructed to sit on floor near the stage area and remain quiet.

Library

- Students in the library should move directly to the closest room connected to the library and follow lockdown procedures. The studio, reading rooms, or the library office should be used.
- A staff member should be with every group of students.
- Students who are out of the classroom when a lockdown is announced should QUICKLY go to the nearest classroom or office. Teachers should not look for or send another student to look for students that are not in the room.

All staff members: Admit no one into your room or area except an administrator, school security, military police, or other designated official. **IF IN DOUBT, KEEP HIM OUT!**

The following personnel will ensure hallways, restrooms, and other common areas are clear and secure:

- Counselor– Blue hallway
- Theresa Walker, Lead Custodian – Red hallway, cafeteria and gym
- Office Staff – Yellow hallway

No one is to leave his or her current location until the administrator gives the "ALL CLEAR": "**The school-wide lockdown is over.**"

TORNADO/SEVERE WEATHER

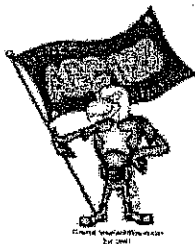
Tornado Watch - Weather conditions are favorable for the formation of tornadoes, often during thunderstorms. Normal activities will be continued.

Tornado Warning - A tornado has actually been sighted or indicated on radar. Immediate action is required. In cases of pending severe weather conditions, the weather monitor system in the office will indicate a tornado watch or a tornado warning.

When notification is received that a tornado is imminent the alarm will sound.

- Move all students/staff to inner portions of the building avoiding windows and glass doors. Avoid the auditorium, gymnasium and cafeteria. The following guidance is provided:
 - Music Resource will remain in the music room.
 - Rooms in the red hallway will come out to their respective hallway and fill in starting near the cafeteria doors of the hallway.
 - Rooms 101, 103, 105, 107, 109, 111, 113, and 114 will come out and move forward towards the main entrance stopping by the yellow/blue divider and assume the position against their wall.
 - Rooms 102, 104, 106, 108, and 110 will come out and move forward towards the main entrance stopping by the yellow/blue divider and assume the position against their wall.
 - Rooms 207, 209, 211, 213, and 214 will file down the rear stairwell and fill in the spaces on the Room 110 side.
 - Rooms 206, 208, 210, and 212 will file down the rear stairwell and fill in the spaces on the Room 113 side.
 - Rooms 201, 203, 205, Art Room, and the Suite will file down the forward stairwell and fill in the Red Hallway on the Room 121 side.
 - Rooms 202 and 204 will file down the forward stairwell and fill in the Red Hallway on the clinic side.
 - Library/Reading Rooms will fill in the short hallway in front of the reading rooms in the library.
 - Gym/outside will fill in center of Red Hallway.
 - Cafeteria staff will retreat to the bathroom area in the kitchen.
 - Office staff and visitors will retreat to the copier room.
- Students/staff should assume the proper position - sitting pretzel-style facing against an inside wall with hands covering the back of their heads to reduce neck/head injuries from flying debris. Stay away from exterior walls and windows.

Keep Calm...



ADDITIONAL GUIDANCE FOR TORNADO/SEVERE WEATHER

If class is enroute to other school building locations when tornado/severe weather alarm is given, proceed to the assigned area for your location.

- In the event a warning is given during arrival or dismissal, all staff members will assist in bringing students in off buses and position them in the red and yellow hallways.

Hostile Students

- Watch for signs of stress (notice any behavior changes- hitting fists, pacing, slamming things, tearing, etc.)
- Show verbal support (i.e. "Is there something I can help you with?", "Let's talk this over", "You seem upset".)
- Don't grab or handle the child. Say child's name and calmly, but firmly redirect. Use one or two words rather than lengthy warnings.
- If student is in danger of hurting self or others, remove other students from area or classroom.
- If necessary, send a designated student to the office saying "Assistance is Needed."

Office staff will immediately locate an administrator, who will report to the area of concern.

- Physical restraint may be necessary to keep student from hurting self.
- Office/administrative staff will notify parents of incident.
- Military Police and medical facility will be contacted if necessary.

Hostile Parents/Adults

In office area/classroom area:

Be courteous and confident, and remain calm.

Do not touch, and keep a reasonable distance

- Listen and allow person a chance to vent
- Avoid blame and focus on how you can help/solutions
- Ask: "How can I help?"
"How can we work together?"
"What support can I provide?"

In classroom area:

- Keep parent/adult separated from students. Close door and keep person in hallway.
- If necessary and possible, send a designated student to the office with the red "Assistance Needed" card.
 - Office staff will immediately locate an administrator, who will report to the area of concern.
 - Administrators will take over responsibility of situation. Remove parent from area if possible.

WEAPONS

- Remain calm.
- Move slowly and deliberately.
- Protect the students. Inform the assailant that you are clearing the area. Ask students to slowly leave the scene.
- Report this situation to the office immediately. If possible, send a designated student to the office with the red "Assistance Needed" card.
 - Office staff will immediately locate an administrator, who will report to the area of concern.
 - Military Police, 878-4555, will be contacted.
- If necessary, lockdown procedures will be initiated.
- When the Military Police arrive at the scene, they will take control of the situation and work closely with school officials and the school Crisis Management Team.
- The principal will determine when it is safe to return to normal operation after consulting with the police officer in charge.
- Notify the office of any students who require the services of the Crisis Intervention Team.

TORNADO/SEVERE WEATHER

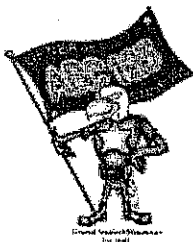
Tornado Watch - Weather conditions are favorable for the formation of tornadoes, often during thunderstorms. Normal activities will be continued.

Tornado Warning - A tornado has actually been sighted or indicated on radar. Immediate action is required. In cases of pending severe weather conditions, the weather monitor system in the office will indicate a tornado watch or a tornado warning.

When notification is received that a tornado is imminent the alarm will sound.

- Move all students/staff to inner portions of the building avoiding windows and glass doors. Avoid the auditorium, gymnasium and cafeteria. The following guidance is provided:
 - Music Resource will remain in the music room.
 - Rooms in the red hallway will come out to their respective hallway and fill in starting near the cafeteria doors of the hallway.
 - Rooms 101, 103, 105, 107, 109, 111, 113, and 114 will come out and move forward towards the main entrance stopping by the yellow/blue divider and assume the position against their wall.
 - Rooms 102, 104, 106, 108, and 110 will come out and move forward towards the main entrance stopping by the yellow/blue divider and assume the position against their wall.
 - Rooms 207, 209, 211, 213, and 214 will file down the rear stairwell and fill in the spaces on the Room 110 side.
 - Rooms 206, 208, 210, and 212 will file down the rear stairwell and fill in the spaces on the Room 113 side.
 - Rooms 201, 203, 205, Art Room, and the Suite will file down the forward stairwell and fill in the Red Hallway on the Room 121 side.
 - Rooms 202 and 204 will file down the forward stairwell and fill in the Red Hallway on the clinic side.
 - Library/Reading Rooms will fill in the short hallway in front of the reading rooms in the library.
 - Gym/outside will fill in center of Red Hallway.
 - Cafeteria staff will retreat to the bathroom area in the kitchen.
 - Office staff and visitors will retreat to the copier room.
- Students/staff should assume the proper position - sitting pretzel-style facing against an inside wall with hands covering the back of their heads to reduce neck/head injuries from flying debris. Stay away from exterior walls and windows.

Keep Calm...



ADDITIONAL GUIDANCE FOR TORNADO/SEVERE WEATHER

If class is enroute to other school building locations when tornado/severe weather alarm is given, proceed to the assigned area for your location.

- In the event a warning is given during arrival or dismissal, all staff members will assist in bringing students in off buses and position them in the red and yellow hallways.

Hostile Students

- Watch for signs of stress (notice any behavior changes- hitting fists, pacing, slamming things, tearing, etc.)
- Show verbal support (i.e. "Is there something I can help you with?", "Let's talk this over", "You seem upset".)
- Don't grab or handle the child. Say child's name and calmly, but firmly redirect. Use one or two words rather than lengthy warnings.
- If student is in danger of hurting self or others, remove other students from area or classroom.
- If necessary, send a designated student to the office saying "Assistance is Needed."

Office staff will immediately locate an administrator, who will report to the area of concern.

- Physical restraint may be necessary to keep student from hurting self.
- Office/administrative staff will notify parents of incident.
- Military Police and medical facility will be contacted if necessary.

Hostile Parents/Adults

In office area/classroom area:

Be courteous and confident, and remain calm.

Do not touch, and keep a reasonable distance

- Listen and allow person a chance to vent
- Avoid blame and focus on how you can help/solutions
- Ask: "How can I help?"
"How can we work together?"
"What support can I provide?"

In classroom area:

- Keep parent/adult separated from students. Close door and keep person in hallway.
- If necessary and possible, send a designated student to the office with the red "Assistance Needed" card.
 - Office staff will immediately locate an administrator, who will report to the area of concern.
 - Administrators will take over responsibility of situation. Remove parent from area if possible.

WEAPONS

- Remain calm.
- Move slowly and deliberately.
- Protect the students. Inform the assailant that you are clearing the area. Ask students to slowly leave the scene.
- Report this situation to the office immediately. If possible, send a designated student to the office with the red "Assistance Needed" card.
 - Office staff will immediately locate an administrator, who will report to the area of concern.
 - Military Police, 878-4555, will be contacted.
- If necessary, lockdown procedures will be initiated.
- When the Military Police arrive at the scene, they will take control of the situation and work closely with school officials and the school Crisis Management Team.
- The principal will determine when it is safe to return to normal operation after consulting with the police officer in charge.
- Notify the office of any students who require the services of the Crisis Intervention Team.