

Bears,

Welcome to the 2025-2026 school year! Below you will find some helpful information to get your year started. Note: This document is on the Teacher Launch Page under “Teacher Tools” - “Useful Links for Teachers”. This will be a live document with new links added as they get sent throughout the year.

Schedules:

- **Basic Expectations:** Staff members need to seek permission from the Principal before sending all staff emails or reaching out to other Principals, administrators or LECC employees. The goal is to follow the communication process, stay in line with expectations and to keep the Principal informed so that he/she can approve, deny or provide appropriate guidance.
- **Gray-Maroon Calendar:** We will alternate between Maroon/Gray weeks. Every Monday, Wednesday and Friday will be the same color that week.
- **Bell Schedule:** LC works on a block schedule. Passing periods are 8 minutes long.
- **Lunch Schedule:** Please go to your designated lunch. The lunchroom will be at its max capacity.
- **Junior/Senior Study Hall:** Juniors and Seniors that have transportation, a job, and are on track with their schooling have the option to have a release block instead of sitting in study hall. They will need to fill the online form for approval.
- **Building Map**
- **Student assistants:**
https://docs.google.com/forms/d/e/1FAIpQLSdZeyyPnVen3UIgWhkdfwEMz6TwOVxqsD_YyqNst36VoPgulQ/viewform
 - Student must be in good standing (Academics, Behavior, Attendance).
 - Attendance must be taken for student assistants as you would for any other student in class.
 - You are responsible for supervision of your student assistant while they are assigned to you.
 - Each teacher is limited to **2** student assistants assigned to them unless otherwise approved by AP's or Mr. Bush.
 - Students that fall out of good standing during their time as an assistant may be removed from their placement and returned to study hall.
- **Grade Windows:** Attached are when grades are to be posted in Skyward for this school year. If you have any questions, please get in touch with Lynna Hairston.
- **AM/PM Supervision:** To supplement and support Dr. James' safety and security plan teachers are assigned one 18 day AM and PM supervision shift at a restroom with a select group monitoring the West Stairwell in the morning. Teacher supervision is broken down by date range, and each teacher will only serve one am/pm shift during the year. We did attempt to try to keep people near their area as much as possible.
- **Master Schedule:** Attached in the Spring 25-26 Study Hall Assignments are listed on the master schedule document linked above.

Passes and Tardies:

- **Passes:** Use the school-approved pass for having a student coming or leaving your room. Do not let students out of your room without a pass, even if it is just for a minute or two. This helps other teachers, administrators, PSO, and staff know where students should be. Please let Ms. Gates know if you need more passes. No passes out the first or last 30-minutes of class.
- **Restroom Passes:** Teachers will each receive one restroom pass:
 - Each pass is the color of the floor/area in which students are allowed to use the restroom, laminated, and customized with your name. It also includes the 30/30 times.
 - This will help keep the expectation that one student is allowed out of class to use the restroom at a time.
 - This will keep your official passbook for other passes such as the nurse or study hall remediation.
 - Signs will be posted around the building to help students, security, and all staff keep students accountable for using the restroom at the correct location. This hopefully will minimize traffic in different parts of the building and keep students using the restroom in the right zone.
 - 3rd Floor: Pink
 - 2nd Floor: Blue
 - 1st Floor (academic): Lime Green
 - Electives: Orange

Please reach out to Riann Gates if you lose your pass.

Technology:

- Please email technologyhelpdesk@msdl.k12.in.us for any tech needs. This will create a ticket for our technicians to work on.
 - **Tech Staff:** Zachary Stout and Alan Tarango Bautista
 - Ext. 47474 or 47598
 - **Student Issues:** If students have Chromebook issues, please direct them to the Tech Office on the second floor B233, across from Guidance.
 - **Chromebook Repair Hours**
 - 8:30-11:50AM
 - **Students without Chromebooks:** Please send students to the Tech Office on the second floor across from the Guidance Office.
 - **Staff Issues:** Tech issues, please fill out a technology helpdesk request. You can also visit the Tech Office on the second floor, across from Guidance.
- **e-Coaches:** These e-Coaches will be able to assist you with possible technology issues. Please be patient with them as they are full-time teachers as well.

Clinic:

- **Information from Clinic:** LC has a wonderful group of nurses that take care of us. They are located next to the Front Office (where Ms. SanMiguel and Ms. Zambrano are).

Instruction:

- **FTEM - Focused Teacher Evaluation Model:** see your Department Chair and Evaluator for more information.
- **THIS** document will be updated throughout the school year with links to resources specifically supporting our goals for this school year
- [FTEM Guidelines](#)

Other:

- [Phone List](#)
- [Skyward](#)
- **Student ID's:** Staff, if a student needs an ID please have them go to the Guidance Office and see Mr. Taylor.
- [Canvas](#)
- [Student Bus List](#)
- [AM/PM Supervision Duties](#)
- **Teacher Launch Page:** This page is full of resources that you will use throughout the year. This document will also be linked to the launch page.
 - **Teacher Sign Out Sheet:** Like in past years, we will continue to use our sign out sheet. This is in the same location as the only sign out sheet. Please use this each time you leave the building during your prep in addition to communicating directly with your department chair via email or phone.
- **LC Bus List:** Please reach out to Ms. Zambrano or Ms. SanMiguel if you don't see your student on this list.
- **Safe School Training:** This needs to be done by **10/1/25**. Login is your employee id #, which can be found on your paystub.
 - You will receive time during 8/4 and 8/5 to complete.
- [eCoach List](#)
 - [eCoach Support and Questions](#)
- **Do Not Admit Student List**
- [Maintenance Request Form](#)
- [Temperature/HVAC Reporting Form](#)
- [Furniture Request From](#)
- [Swipe Badge Form](#)
- **Fundraising Request Form:** Complete this document and turn it into Emma Bisard. She will then let you know if it has been approved from Mr. Bush, LECC and herself.

- [New Teacher Resources/Guide](#): You can also find the sign to put on the outside of your door here.
- [Personal Day Request Forms](#): Please fill out and return to me via email or in person. I will email you once approved to enter the request in Kelly.
- [Comp Day Request Form](#)
- [Class Coverage Claim Form](#)
- [Frontline/Kelly Subs](#): Please login with your unique username and password created last year. Reach out to Riann Gates with any questions/issues.
- [Sub Plans](#): Please use this template for sub plans.
- [Jury Duty Instructions](#): Please read these and follow directions if you are summoned for jury duty. You will need to sign and return to Riann Gates.
- **Working Athletic Events**: If you're interested in working Athletic Events, please reach out to Mr. Connors or Chloe McCann.
- [Lawrence Central Staff Calendar](#)
- [Room Request](#)
- [Student Management](#)
 - [Teacher Question Responses](#)
- [Employee Payroll Guide](#)
- [ParentSquare information](#)
- [PD Request Link](#): Please fill out this link AFTER PD approval from your department chair and Mr. Bush.
- [Field Trip Request](#)
- [Social Media Flyer](#)
- [LC Current Announcements](#)
- [Faculty Bear of the Month](#): Please use this form to nominate a colleague.
- [Pay dates](#): scroll down to staff pay dates