

Tallulah Elementary School

Staff Handbook 2017 - 2018



Kimberly R. Pittman, Principal
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Dawn Kline, Secretary/Office Manager

Message from the Principal



Welcome to the 2017 - 2018 academic school year! Welcome to a NEW year, NEW beginnings and another opportunity to continue our educational thrust to becoming a high performing, elementary academic oasis in Louisiana. We pride ourselves in maintaining high expectations for student achievement while focusing on the individual needs of each student. Our school has an outstanding reputation for providing a variety of educational opportunities for students in a fun, safe and loving environment.

As the instructional leader of Tallulah Elementary School, it is with excitement that I look forward to continuing our school community collaborations in an effort to establish a climate and culture for effective teaching and learning and to create an environment where the scholars of our school community will thrive academically, socially, and emotionally.

My leadership vision for Tallulah Elementary is to become one of the highest performing schools in the nation and high academic expectations will continue to be the cornerstone of the staff, resources, instructional activities, school activities and guidance to accomplish this goal. Therefore, as I have done retrospectively, I encourage each of you to consider how you will contribute to our continuous improvement. As a full implementation TAP School, the bar has been set high for us and we, through hard work and collective efforts, can guarantee that we will rise to the challenge and work efficiently and effectively to ensure that all of our students have access to high-quality, standards-based instruction that will enable them to be successful in the global workplace.

Individually and collectively, we will embrace this initiative and work toward the accomplishment of this vision for the future of our students and for the future of Tallulah. I know you will find that working together leads to the highest quality educational program for our children.

Please accept my wishes for an enriching, productive, and academically rewarding school year and remember: *“Every Student Matters, Every Moment Counts!” Every student deserves a champion: an adult who will never give up on them, who understand the power of connection and insists they become the best they can possibly be. ~ Rita Pierson*

INTRODUCTION

This administration considers each classroom teacher to be the best source of information regarding the programs taking place at this school. Each teacher's reputation is built upon his or her total involvement and commitment to his/her program. Some helpful hints in maintaining a high degree of organizational ethics are as follows:

- 🐾 Only speak for what is happening to you and your children in terms of their education.
- 🐾 Avoid lending an ear to criticism that is outside your area of responsibility.
- 🐾 Accept criticism only if it is constructive, is given with a degree of rationality, has some degree of reason, and is given with compassion.
- 🐾 The strength of our school is built upon the diversity of our staff. Accept the fact that others can be equally successful although they do not do it your way!
- 🐾 Ask for solutions in dealing with those whose emphasis is on faultfinding, and remember to consider the "law of return." Sow good and complimentary things about others, and expect good and complimentary things to return.



Written Values & Beliefs

School Motto - "Every Student Matters, Every Moment Counts"

School Creed- I believe in myself and my ability to do my best this day. I will think. I will listen. I will read. I will write. I will respect myself and others. I will do these things with one purpose in mind---To do my best and not waste this day, for this day will not come anymore.

School Vision- *Tallulah Elementary School* will be a high academic performing elementary school by ensuring all students receive a rigorous, balanced education that will enable them to be college and career ready and to compete in and contribute to a global society.

School Mission- The mission of Tallulah Elementary School is to work collaboratively to ensure that every student excels academically, socially, and emotionally in a safe, motivating, and positive environment.

Tallulah Elementary School 2017 - 2018

ACADEMIC PERFORMANCE GOALS

Administrative Academic Goals:

How will we reach our Academic goals?

- 🐾 Full implementation of TAP
- 🐾 Disaggregate data to drive instructional focus
- 🐾 Ensure that effective teaching is taking place and instructional time is maximized
- 🐾 Provide teachers with common planning time and monitor sessions for efficacy
- 🐾 Provide support for teachers to ensure that effective lesson plans are designed and implemented
- 🐾 Conduct teacher observations and provide relevant feedback
- 🐾 Conduct data meetings with fidelity
- 🐾 Ensure that teachers are participating in TAP Cluster meetings consistently and with conformity
- 🐾 Provide, implement, and maintain student progress monitoring
- 🐾 Require teachers to utilize technology and on-line resources/initiatives (Accelerated Reading, EAGLE, Eureka math, Learnzillion, Zearn, ELA Guidebook 1.0, etc.)
- 🐾 Effectively implement and maintain RTI/SBLC
- 🐾 Provide tutorial for remedial and bubble students
- 🐾 Celebrate student academic and behavioral achievements
- 🐾 Restructure after school tutorial and enrichment
- 🐾 Revamp paraprofessionals' schedule to assist with student tutorials and interventions
- 🐾 Implement data walls with fidelity
- 🐾 Increase parental engagement

The administrative team will assure that we are constantly assessing our progress to address areas of weaknesses via assessment data, data meetings, progress monitoring reports, AR reports, teacher observations, student work and engagement, and teacher feedback during TAP Cluster Meetings and common planning time. The leadership team will work diligently to make the necessary adjustments to ensure attainment of these goals.



**MADISON PARISH INSTRUCTIONAL DAY SCHOOL CALENDAR
2017 - 2018
Madison Parish School Board Calendar**

Madison High School Counselor (212 days)	July 18, 2017
Assistant Principals/Administrative Assistants/ Secretaries/ Instructional Practitioners/ School Nurse (200 days)	July 31, 2017
Cafeteria Managers (187 days)	
Teachers/Librarians/Nurse Practitioner/Counselors/ SBHC Social Worker (182 days)	August 9, 2017
Paraprofessionals/Bus Aides/Bus Drivers (180 days)	August 10, 2017
Cafeteria Technicians (180 days)	
August 9-10	Teacher's/Paraprofessionals Professional Development
August 11	Staff Convocation
August 14	First Day for Students
HOLIDAYS	
September 4	Labor Day
October 9	Columbus' Day Holiday
October 10 (No Students)	Professional Development
October 23 (Students ½ day)	Parent/Teacher Conference
November 20- 24	Thanksgiving
December 22- January 5	Christmas/New Year
January 12 (Students ½ day)	Parent/Teacher Conference
January 15	Martin Luther King, Jr. Holiday
February 16	Professional Development
February 19	Presidents' Day
March 12-16	Spring Break
March 30- April 2	Good Friday/Easter
May 11	Seniors Last Day
May 25	Students/Teachers Last Day
June 13, 2018	Last Day for Madison High School Counselor

First Semester.....87 Days
Second Semester.....90 Days

Total Teacher Work Days: 182
Total Student Instructional Days: 177

Madison Parish School Board Calendar Continued...

Nine Weeks	Ending	Days	Report
1	10/18/2017	45	10/23/2017
2	01/09/2018	44	01/12/2018
3	03/22/2018	44	03/27/2018
4	05/25/2018	44	05/25/2018
Total Days		177 Days	

Nine Weeks	Progress Report # 1	Progress Report # 2	Report Cards
1	09/07/2017	09/28/2017	10/23/2017
2	11/09/2017	12/07/2017	01/12/2018
3	02/01/2018	02/22/2018	03/27/2018
4	04/19/2018	05/10/2018	05/25/2018

Staff Development Day (1/2 day students)
September 15, 2017 12:30 – 3:30

Staff Development Days (NO STUDENTS)
October 10, 2017
February 16, 2018

Parent/Teacher Conference Days
October 23, 2017.....1:30-5:30 (1/2 day students)
January 12, 2018.....1:30-5:30 (1/2 day students)

Tallulah Elementary School Yearly Calendar

***Dates and times are subject to change per the administration**

	Date(s)	Activity	Time
August	4 th	TES Staff Meet and Greet	11:00 AM
	9 th - 11 th	Teacher/Staff In-Service Days	
	11 th	Convocation	
	14 th	First Day for Students PTO Kickoff	
	15 th	Pre-Kindergarten Orientation	9:00 AM
	21 st - 25 th	PRE - TESTS	
	22 nd	Open House at TES	5:00 - 6: 00 PM
	25 th	PBIS/AR Kick-off	1:00 PM
	August 28 th - Sept 1 st	Fundraiser	
September	4 th	LABOR DAY - NO SCHOOL	
	7 th	PROGRESS REPORTS ISSUED	
	8 th	Goodies for Grandparents	
	14 th	PTO Meeting	5:30 PM
	15 th	Staff Development Day ½ Day for students	
	25 th - 29 th	Madison High School Homecoming Week	
	28 th	PROGRESS REPORTS ISSUED	
October	9 th	Columbus Day (NO SCHOOL)	
	10 th	Staff Professional Development Day (NO SCHOOL FOR STUDENTS)	
	9 th - 13 th	National School Lunch Week Theme: "Recipes for Success!" WEDNESDAY, 11 TH - BRING YOUR PARENTS TO LUNCH DAY	

	16 th	National Boss's Day	
	16 th - 20 th	School Bus Safety Week Theme: "Stop on Red!"	
	16 th - 20 th	BENCHMARK TESTING 20 TH - 1 ST NINE WEEKS ENDS	
	23 rd	REPORT CARD ISSUED Parent - Teacher Conferences - 1:30 - 5:30 PM	
	23 rd - 27 th	Red Ribbon Week Theme: "Your Future is Key, So Stay Drug Free!"	
	31 st	Harvest Carnival/HAL-O-READ Festival (PBIS/AR Goal Achievement Celebration)	
November	1 st - 17 th	Can Food Drive	
	9 TH	PROGRESS REPORTS ISSUED	
	10 th	Celebrate a Veteran - Veterans Day	
	16 th	Thanksgiving Lunch Parent Lunch TES Family Day	
	20 th - 24 th	Thanksgiving Holiday	
December	1 st	TES Spelling Bee	
	7 th	PROGRESS REPORTS ISSUED	
	12 th	Literacy Night/Christmas Program PTO/Parent Holiday Parent Lunch	5:30 PM
	22 nd	Christmas Break Begins	
	25 th - Jan 5 th	Christmas Holidays	
January	8 th	Students/Teachers Return to School WACKY SOCKS - Starting the year off on the right foot!	
	9 th	2 nd Nine Weeks Ends	
	9 th - 12 th	BENCHMARK TESTING	
	12 th	Parent Teacher Conference Day (Students 1/2	

		Day) REPORT CARDS ISSUED	
	15 th	Martin Luther King Jr. Day (No School)	
	18 th	Books, Bagels, Brunch	
	22 nd	TES Reading Fair	9:00 AM
	26 th	100 th Day of School Celebration @ TES PBIS/AR Goal Achievement Celebration	
February	1 st	PROGRESS RESPORTS ISSUED	
	5 th – 16 th	World’s Finest Chocolate Fundraiser	
	8 th	Donuts for Dads	
	16 TH	MPSD PROFESSIONAL DEVELOPMENT DAY (NO STUDENTS)	
	19 th	President’s Day - NO SCHOOL	
	22 nd	PROGRESS REPORTS ISSUED	
	23 rd	BLACK HISTORY FESTIVAL	9:00 AM
March	2 nd	Read Across America/Dr. Seuss Day	9:00 AM
	12 th – 16 th	SPRING BREAK	
	19 th – 23 rd	BENCHMARK ASSESSMENTS	
	22 nd	3 rd Nine Weeks Ends	
	23 rd	PBIS/AR Goal Achievement Celebration	1:00 PM
	27 th	3 rd Nine Weeks Ends REPORT CARDS ISSUED	
	29 th	TES Annual Easter Egg Hunt	
	30 th – April 2 nd	EASTER BREAK	
April	9 th	TES Science Fair	9:00 AM

	6 th	PTO Meeting	5:30 PM
	8 th - 14 th	National Library Week	
	19 th	PROGRESS REPORTS ISSUED	
	20 th	TES College/Career Fair	9:00 AM
	25 th	Administrative Professionals Day	
	27 th	3 rd Grade Pep Rally	
	30 th - May 4 th	LEAP STATE ASSESSMENTS APRIL 30 th - MAY 4 th	
May	4 th	Cinco de Mayo	
	7 th - 11 th	BENCHMARK ASSESSMENTS 10 TH - PROGRESS REPORTS ISSUED TEACHER APPRECIATION WEEK	
	17 th	TES FUN DAY	
	18 th	3 RD GRADE FIELD TRIP	
	21 ST	TES Promotion Day Kindergarten Graduation 1 st - 3 rd Grade Awards Day	8:15 AM 9:00 AM 10:00 AM
	25 th	Last Day for students and staff REPORT CARDS ISSUED 4 TH NINE WEEKS ENDS	



Tallulah Elementary School

Building Level Policies & Procedures

1. **ACCEPTABLE USE POLICY SIGN-OFF**- Madison Parish has an AUP for each child and employee. If a student or staff member does not sign the Acceptable Use Policy, that person is not allowed to touch any computer. This is for the protection of the school in case any child wanders onto a pornographic website.

Our computers are protected with an Internet filter; however, sometimes things slip through. If you find a student on an inappropriate site, make a note of the URL address, have the student leave the site immediately, and notify the Technology Department. It is likely that they will notify the State Department of the filter failure.

Be very careful of your own use of the school district's computers. These are not your personal computers, they belong to the school. Therefore, the school district has a right to say what we look at. You can be terminated for visiting on-line sites that are not conducive to the learning environment or student appropriate.

2. **BUILDING/CLASSROOM** -When staff members note that equipment/building is damaged, either by intention or accident; they shall communicate the damage to the office in writing. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Classrooms should be neat and materials properly stored when not in use. Special needs may occur that require maintenance or custodial assistance. In such cases, forward all concerns to the principal or the assistant principal. **Computer and maintenance requests can also be submitted via the Help Desk link on the school district's website.** Teachers should close all blinds, close and lock all windows and doors before leaving for the day.

3. **BULLETIN BOARDS**- Please be sure to change your bulletin board periodically. Student work should be displayed as much as possible. All hallway displays should be arranged neatly and with the proper adhesive. Some adhesives have caused damaged to the walls and doors. Speak with custodians and/or building administrators concerning which adhesive tape to use.

4. **CAFETERIA-** Breakfast and lunch will be provided daily unless otherwise notified. When students arrive they will report directly to the cafeteria. Students who do not wish to eat will sit in the designated area in the cafeteria until 7:35am. At 7:35am, cafeteria monitors will dismiss students to their class in an orderly fashion. ALL PERSONNEL SHOULD BE ON CAMPUS AT THIS TIME. It is imperative that all teachers are in their classrooms by **7:45** am so that Hall duty personnel can be released to their classrooms at 7:50.

Lunch-The efficiency of our lunchroom schedule depends on following a structured schedule. Please do not alter the lunch schedule, as it will affect everyone. Students should be escorted to and from lunch by the classroom teacher. Please do not leave students unattended in the cafeteria.

When bringing your class to lunch, please follow these steps: (this will help expedite the process)

1. Line your class up inside the classroom.
2. Students must walk on the **3rd block**, right side of the hallway at all times. Students should use the wash station before entering the cafeteria.
3. Classes will be seated at assigned tables. All students must sit with their class.
4. Teachers will dismiss their students, unless class is extremely noisy or disruptive. Building administrators and/or cafeteria monitors will dismiss disruptive classes early to maintain an orderly environment.
5. When leaving the cafeteria, students are to put their tray away in an orderly fashion then line up on the wall. Teachers and/or paras are to supervise this process.

Adult lunches are \$3.50. All faculty and staff are strongly encouraged to purchase their own individual lunches or bring their meal. **Adults are asked not to take food from students.** Even if a student volunteers to give food, we encourage adults to suggest child to share with a peer instead.

At Tallulah Elementary School we want to uphold the integrity of the Free and Reduced Lunch Program, which is designed for students, and therefore we will honor their policy. Any outside food or drinks that are brought into the cafeteria **MUST** be enclosed in a separate container.

NOTE: If for any reason your class is not going to eat in the cafeteria (field trip, reward, etc.) please notify the cafeteria and the principal at least **10 days in advance.**

5. **CELLULAR PHONE USAGE** - **Personal cellular phones and other electronic devices should be turned off or placed on silent when entering the building.** The use of personal cell phones during the school day should be discreet and sparingly. Administration will not be responsible for lost or stolen cell phones. Limit the use of personal cell phones to times that you are free of students and in a private, secure place. Planning period is precious time set aside for teachers to plan for instruction. If you need to make a call on your cell, make it during your planning period, but be brief. Individuals who abuse this privilege will be reprimanded accordingly by the administration.

Note: Cell phones should never be used in the presence of students. Bluetooths, earpieces, and other cell phone accessories should not be visible and may not be utilized during instructional hours, specifically in the presence of students.

6. **CLASSROOM TECHNOLOGY**- Each classroom is equipped with computers or other electronic devices to be used for instructional purposes. **Students are expected to use some form of technology on a daily basis.** Teachers must maintain care of all technology equipment. Students should be shown how to properly care for technology equipment. Computers and monitors should be free from excessive dust and debris. All technology concerns should be submitted to the technology department via the Help Desk Link on the Madison Parish School Board's Webpage.
7. **COMPUTER USE** - **District staff will not use district equipment for personal use. This includes personal e-mails.** District computers were placed in the classrooms for teacher's professional use. Students should not be allowed to use the teacher's computer. This could be a violation of the privacy act and compromise the integrity of our grades. Computers are to be turned off before leaving each day. For further information on this topic, see the district's Acceptable Use Policy outlined below.


You may not use the electronic mail system or Internet web access in any way that may be seen as insulting, disruptive or offensive by other persons, or harmful to morale. Examples of forbidden content for E-mail transmissions or Internet web sites include sexually-explicit pictures, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other messages or data that could be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, disability, national origin, or religious or political beliefs.

Use of the electronic mail system or Internet access in violation of these guidelines may result in disciplinary action, up to and including termination.

By using the School Board's electronic mail system or Internet web access, you are agreeing to adhere to the electronic mail and internal policy as set forth above and/or outlined in district Internet policy.

8. **CONFIDENTIALITY**- Comment and discussion regarding student personalities, records and family issues should only be discussed with appropriate people in the education setting. Student behavior problems should not be part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns. The teacher's lounge, and public places are inappropriate locations for these discussions. To further stress the importance of confidentiality, all employees must sign a Confidentiality Assurance Statement developed by Madison Parish Schools. It is imperative that this statement is on file at both the school building and the Madison Parish Central office.
9. **DAILY ARRIVAL** - The school office will open each morning no later than 7:30 A.M. In order to help supervise the arrival of students AND according to Madison Parish Board Policy all teachers should arrive on campus 15 minutes PRIOR to their normal sign in time. Allow additional time to sign the daily register and to clock-in no later than **7:45 A.M.** Doors open to students at 7:15 A.M. Duty teachers should be at their assigned post by **7:15 A.M.** **Each teacher should be standing in his/her doorway at 7:45 A.M.**
10. **DAILY DEPARTURE- School faculty and staff should not leave the school during the school day without the knowledge of an administrator.** All staff members must be granted permission by the principal, assistant principal or instructional practitioner prior to leaving school campus. After receiving permission from an administrator, the teacher shall sign-out/clock-out on appropriate forms provided in the office. **Staff personnel should not leave the building before 3:30 P.M. except to attend scheduled professional meetings.** The time at the end of the daily schedule is important to allow teachers to encourage pupil/parent conferences, to handle discipline situations, and to attend to routine matters that need daily attention. **MONDAYS are designated as our professional development days (3:00 – 4:15 PM)**
11. **DOOR LOCKS**- The best way to deter petty theft is to keep your doors locked when you are away. Please make sure that your door is locked when you take your class to lunch. Do not store your keys in your door. Also, when you leave for the afternoon, lock your door. The custodians will have a key to get in to clean up.

12. DRESS CODE – Staff members will be expected to be well groomed and to dress so as to reflect credit upon themselves and their profession. We must set the example for our students on appropriate behavior and attire. Professional appearance makes a difference to students and to our public. Different jobs, activities and events may require different attire. Educators are expected to dress appropriately on all occasions. Denim apparel (blue jeans/skirt, black jeans/skirt) is allowed only on days set aside by the administration as Dress down Days, “Spirit Days” or PBIS incentives unless it is worn according to MPSB Policy. Employees, teachers, and assistants are instructional personnel and should not wear the following items: shorts, skorts, leggings, mini-skirts, muscle shirts, gym shorts, jogging pants, house shoes, flip flops, extremely high heels, revealing tops, and tank tops. Any employee may be asked to change his/her attire or accessories if deemed provocative, revealing, or inappropriate by the administration. **All male employees are encouraged to wear button down shirts and/or neckties each day with the exception of Fridays. All female employees, when wearing skirts or dresses, please make sure they are knee length.**

 The student dress code policy will be strictly adhered to. You should check your students each morning to ensure that their clothing is not a dress code violation.

13. DUTY- Staff members are required to report to duty by **7:15 A.M.** Arrival to school should be early enough to allow you to sign-in and report to your duty post by the designated time. Refer to the duty schedule for time and location.

14. EMPLOYEE LEAVE/ABSENCES – A staff member finding it necessary to be absent from school, should communicate with the principal as soon as possible. This contact should be made **prior to 6:00 A.M. on the day of each absence.** My **personal number is: 601.259.5286.** In a case where the staff member knows in advance that he/she will be absent from work, the principal should be notified as early as possible. Good substitutes are in “great” demand and must be contacted early.

Note: Leaving a message with the custodian, secretary, or any other employee or calling to the front office is not acceptable.

The day the staff member returns to duty, he/she should report to the school secretary to sign his/her absence verification form/employee’s report of leave used form. **Also note that consistent tardies are strictly prohibited. Three (3) tardies will result in a deduction of ½ day personal leave.**

The staff should always be at school during crucial times-opening and closing of the school year, days immediately before and after vacation periods, and exam times. Requests for leave at such times should be of great necessity or of an emergency nature.

Note: Teachers are expected to attend school-sponsored programs, PTO meetings, and district level events. If you are unable to attend a school sponsored activity *prior written notice* must be given to the administrator. Excessive low participation will result in a letter being placed in your file. Remember that part of your Summative Evaluation for the school year addresses this area.

- 🐾 Approval of Personal/Professional Leave - Must be done at least **24 HOURS** in advance. Submit in writing to the building principal.
- 🐾 **No personal leave will be granted during any State Testing period.**
- 🐾 For other leave guidelines, see District Employee Handbook.

- 15. ENERGY CONSERVATION/CAMPUS ECOLOGY** - Please be as economical as possible in the use of electricity. When a room is not in use, e.g., lunch period, teacher planning period, all lights, etc., should be turned off. When leaving a computer lab, the classroom/computer teacher and is responsible for insuring that all computers and monitors are off.

Teachers are urged to contribute towards keeping our campus clean and orderly. Set the example for cleanliness by keeping rooms and workrooms free from clutter, bottles, cans, and trash accumulations. Have students pick up paper and trash from around their desk at the end of each period. The teacher should be responsible for emptying the pencil sharpeners.

NOTE: NO REFRIGERATORS OR MICROWAVES ARE ALLOWED IN THE CLASSROOMS.

- 16. FACULTY MEETINGS** - Faculty meetings will be set by the building principals and are to be attended by all certified staff unless excused by the principal (Special needs arise during the year that must be addressed quickly, but an effort will be made to keep these at a minimum). **Professional Development Meetings** will be held on **Mondays of each week and may last until 4:15 P.M.** Therefore, childcare, doctor appointments, etc. should not prevent or limit participation. **TAP Cluster Meetings** will be held on Thursdays and data analysis, student behavior, and other relevant information should be discussed, documented, and submitted to the principal or principal's designee at this time. SBLC meetings are scheduled twice each month. These meetings are held during normal work hours.

- 17. FINANCIAL ACCOUNTABILITY/SCHOOL PURCHASES** - Under no circumstances is school money to be kept in a desk or filing cabinet overnight. **All school money should be deposited in the office daily no later than 10:00 A.M.** Any money collected from students should be submitted to the office and you will receive a receipt for monies submitted. Teachers will turn in collected money and their receipt form to the secretary with the following information: (1)

the staff member's name, (2) the amount collected, and (3) the purpose of collection. **No exceptions will be made.** Any losses resulting from failure to observe this procedure will be assumed by the individual staff member.

Any money, e.g., personal checks, held past 30 calendar days will be the personal obligation of the receiving teacher. All purchases shall be approved and signed by the principal prior to purchasing any article. This includes purchases for instructional supplies, clubs, organizations, or anything included in the regular budget or the student account. **Bills incurred by purchases not authorized by the principal will become the personal obligation of the purchaser. Always submit all receipts.**

18. FIELD TRIPS – All off-campus field trips must be approved in advance by the principal. Staff can secure field trip request forms from the office. We are encouraging field trips as long as teachers can verify how they are connected to instruction. This should be shown through lesson plans and a field trip request form must be completed. Students are expected to show student work samples as a result of field trips upon within 5 days upon return of field trip. Staff members who feel that the benefits of a field trip justify the expense should obtain the principal's approval at least seven (14) school days in advance of the trip. The Director of Transportation will determine final availability of busses. Permission should be obtained before announcing the trip to the students. One chaperone per 10 students is required for trips. Teachers should have a complete itinerary, including a permission form sent home by the students. **NO student may leave campus without a signed permission slip.**

19. FIXED ASSET INVENTORY- Fixed asset inventory is VERY important. None of us ever wants to be accused of sneaking off with one of these old projectors, Elmo's or such so it's up to us to account for each item each year. The state auditor thinks it's important enough to send someone here to check it out from time to time and therefore we want to be prepared at all times. Therefore, it is imperative that we follow the guidelines below. **DO NOT REMOVE ANY ITEMS FROM ANY CLASSROOM, OFFICE, OR AREA OF THE BUILDING WITHOUT PRIOR APPROVAL FROM THE PRINCIPAL AND COMPLETING AN INVENTORY TRANSFER FORM.**

Disposal: If you have a broken overhead projector, computer, tape recorder, TV, etc. please complete a technology form, turn it in to the Technology Department and wait for approval to dispose. Remember, you are responsible for any assets assigned to you.

New Purchases: When we order new equipment, district personnel will tag those items and they should be added to you fixed asset/inventory sheets.

20. **GRADING** – MPSB Policy mandates that teachers should give at least 2 grades per week in each subject area. These are individual grades and should not be one grade counted twice.

Teachers will give frequent tests to evaluate each student's progress, including weekly assessments. **Each test will be reviewed (with your lesson plans) by the principal or designee prior to being administered.** At the end of each nine-week, a formative and/or summative test will be given to evaluate a student's progress over that period and at the end of each nine weeks, a summative exam will be given to evaluate a student's progress over that entire period.

Allowing students to proofread and edit each other's work is a valuable teaching tool. However, under NO circumstance is a teacher to permit a student to help grade student work. This not only refers to subjective evaluations, but to the handling of mechanical devices as well. No student is to be allowed to be aware of another student's grade(s). This includes verbally calling out the student's grades to the class or allowing students to retrieve any graded paper from a class stack. THE "FAMILY RIGHTS AND PRIVACY ACT" guarantees absolute privacy to all students concerning their academic progress and evaluation.

All teachers should keep an accurate record of each student's progress during the school year. Each teacher is responsible for placing grades in their grade book. Your failure to do so will be reflected on in your TAP Teacher Evaluation.

Report cards will be generated through JPAMS. Semester grades should reflect the overall grade a student has earned for the semester. Report cards will be distributed as specified on the district calendar.

Semester Average - All teachers should keep an accurate record of each student's progress during the school year. Each teacher is responsible for placing grades in their grade book. Your failure to do so will be reflected in your Performance Based Teacher Evaluation.

In accordance with RTI, each teacher must provide documented evidence of research-based interventions that have been attempted to remediate failing students. This evidence must be presented and approved before a student receives a failing grade. Each teacher will be required to keep an intervention folder on each student.

21. HOMEWORK POLICY - Madison Parish School Board Policy - IHB

The Madison Parish School Board believes homework is important because it is valuable aids in helping students make the most of their experience in school. The Board sees homework as serving the following purposes:

1. It is useful in reinforcing what has been learned in class.
2. It prepares students for sequential learning.
3. It teaches responsibility and helps students develop positive study habits.
4. It allows parents to become directly involved in their child's/children's learning.

PRINCIPAL'S RESPONSIBILITY

1. Include the homework policy in all school handbooks.
2. Give suggestions to teachers when necessary on how homework assignments could be improved.
3. Observe use of homework during classroom visits.
4. Review homework samples periodically.
5. Make sure homework is being assigned according to policy.
6. When several teachers work with the same student, assist the teachers in coordinating assignments to meet total time requirements.

TEACHER'S RESPONSIBILITY

Homework should be an appropriate extension of classwork. The assignment and its purpose should be clearly stated. Homework should be as carefully planned as any classroom activity.

1. Homework should not be assigned if students have not been adequately prepared nor should it be assigned for disciplinary purposes.
2. Homework assignments should be within the students' ability to work independently.
3. Homework assignments shall be based on the individual needs of the students.
4. Homework assignments should be discussed/checked and when appropriate, corrected and returned to students within a suitable time frame.
5. Teachers should communicate with parents of children who are falling behind in completing homework assignments.

STUDENT'S RESPONSIBILITY

1. Students should clearly understand the assignment before leaving class.
2. Students are expected to do their best job.
3. Homework is to be neat and all assignments are to be returned on time.
4. Students are expected to do their own homework.

PARENT'S RESPONSIBILITY

1. Parents should be familiar with and support the philosophy and guidelines of the Madison Parish Homework Policy.
2. Parents should provide the child with a time and place to carry out the homework assignments.
3. Parents should contact the teacher in the event of questions or concerns.
4. Parents should take an active part in the supervision of the child completing the assignments.

PROCEDURE

Teachers and students will be required to maintain a homework portfolio that consists of homework assignments, resources to support the completion of homework including sample problems and examples. As part of the district literacy effort, teachers will include extra reading as a component of the recommended daily homework routine (4 days per week; Monday through Thursday for all core courses). As part of the implementation of the Common Core State Standards, we want students to read both fiction and nonfiction texts. We know that the amount of time it takes each student to complete homework will vary. The following chart indicates what we might suggest as approximately the appropriate amount of time for children in each grade to spend on homework.

Grade Level	Extra Reading*	Written Homework*	Total Minutes*
Kindergarten	10 minutes	10 minutes	20 minutes
1 st Grade	15 minutes	15 minutes	30 minutes
2 nd Grade	20 minutes	15 minutes	35 minutes
3 rd Grade	20 minutes	20 - 25 minutes	40 - 45 minutes

*approximate times

Reading is recognized as a universal skill that is related to all subjects. Therefore, when the written homework assignment is completed, every student will read, minimally, for the amount of time specified in this policy. Kindergarten teachers shall exercise judgment in making homework assignments, considering the child's readiness level and the type of work to be accomplished. It is recommended that parents/guardians read aloud to their children.

CONSEQUENCES FOR FAILURE TO COMPLETE HOMEWORK ASSIGNMENTS

Kindergarten - No consequences, homework is voluntary

Grades 1-3

1st Offense - Student receives warning

2nd Offense - Student completes assignment during recess

3rd Offense - Parent is contacted
 4th Offense - Principal is notified for further action

Homework is due when assigned (use teacher discretion for extenuating circumstances).

When homework is not turned in, no value will be awarded.

<u>Offense</u>	<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>
Non-compliance of homework	Warning, Teacher/Student Conference	Principal/Student Conference, Parent Contact	Parent/Student/Principal Conference

Revised: November, 1998
 Ref: Board minutes, 10-19-98, 1-19-99
 Addendum: Kimberly R. Pittman, Principal
 Madison Parish School Board

22. HALL MONITORING- Each teacher is required to stand in his/her door during student arrival and during student dismissal, etc. In an effort to maintain hall behavior, all teachers are asked to send only one - two student(s) at a time to the restroom unless adequate monitoring is provided.

23. INSTRUCTIONAL MANAGEMENT - One of the most vital elements in a teacher's repertoire is a well-balanced toolbox and skill set for the delivery of information to the student. This is what we are about, the teaching of skills to our students. It requires that the teacher is a master of their curriculum as well as a superior planner. Great instruction does not just occur; it is planned for well in advance. You are expected to continually improve your instruction through staff development, research, and practice.

A teacher who relies greatly on practice tests and work sheets is a teacher who does not prepare their students for today's world and is participating in malpractice. Our students must be taught on a high level to think and create.

All teachers, regardless of subject assignment, are responsible for submitting weekly lesson plans. Lesson plans should be submitted (electronical and hard copy) each **Thursday before 8:00 A.M.** to the school principal and/or designee.

Your plans should include lesson objectives, Louisiana Comprehensive Curriculum/Common Core activities, research-based teaching methods addressing the various learning types in your classroom, weekly newsletter to parents and state formatted weekly assessments. Lesson plans should be in your lesson plan "sleeve" on the inside wall of your door entrance. Lesson plans should be visible and accessible for

review at all times. Plans may be reviewed by school/district administrators or any designee.

All teachers must electronically submit detailed lesson plans which outline the objectives being covered, the methods that will be used, the way mastery will be assessed, and how remediation will occur for students who are struggling with concepts. Failure to turn in lesson plans on a regular basis is unacceptable and will result in a plan of improvement leading to possible non-renewal.

24. **LEAVING CAMPUS** - Any teacher that leaves campus during the school day **must receive prior approval from the principal.**

No faculty or staff member is permitted to leaving the campus without clocking out or signing out unless they are on school business.

25. **MAIL/DELIVERIES** - The purpose of the mailboxes in the teacher's lounge is to serve as a message center between the office and each individual teacher. The mailboxes are located in the teacher's lounge. These boxes are not to be used as depositories for personal papers, old tests, junk mail, etc. Please check your mailbox **in the morning and before leaving for the day.**

Teachers are instructed to have all personal mail addressed to his/her residence or post office box rather than in care of the school. Personal telephone messages will be emailed and placed in your mailbox as they are received. Please keep these to a minimum.

26. **OFFICE USE/COPIERS** - Please be mindful of excess copying and copier use. Each teacher is assigned a number for copying and a copy limit is established for each teacher. The office copy machine is for official office business ONLY. Please see Ms. Kline for more information.

27. **PROFESSIONAL ORGANIZATIONS** - All faculty and staff members are strongly encouraged to join and take an active part in their professional organizations on local, statewide, regional, and national levels. It is important for professionals to support affiliated organizations. However, teachers are responsible for paying all professional dues as the school will not pay for this. If a sponsor is required to be a member of an organization in order for the students to participate, the school will pay for one membership. (Example- MAC dues due to All-Star participation). **We encourage professional growth for all employees.**

28. **ROOM PARTIES AND CLASSROOM EVENTS**- Please inform the principal if you are planning a classroom incentive event 5 days prior to event. Birthday party

celebrations are permitted with administrative approval; however, Christmas, PBIS, and End of the Year parties are allowed.

29. **SCHOOL PROPERTY** - Each individual teacher is held responsible for the condition of his/her classroom. Admittedly, it is no easy task to catch the guilty person involved in cases of defacement of school property, and it is more difficult to prove a case against a suspected student. However, all teachers should check student desks from time to time and make an attempt to learn which students might have defaced a desk. Seating charts can be helpful toward this effort.

Teachers are also responsible for the inventory of their classrooms. Fixed asset sheets will be posted in each room and one will be kept on file in the office. The teacher should be able to locate all items on this list at all times. **If an item is a fixed asset, it is not to be removed from the room without principal approval and the proper paperwork filed.**

30. **SMOKING AND OTHER USE OF TOBACCO** - Smoking and other uses of tobacco by district employees in school buildings, on school grounds and property, and on or in district vehicles shall be prohibited at all times. Employees who are assigned the responsibilities for supervising students at school sponsored activities, regardless of where the activities are conducted, shall not use tobacco in any form while on duty.

31. **STUDENT ATTENDANCE-** We will adhere to the attendance policies as outline by the Madison Parish School Board. **All teachers are responsible for maintain accurate attendance records.** Attendance should be completed in JPAMS beginning the 2nd week of school unless otherwise noted. **Accurate attendance records should also be maintained in your grade books.** Attendance records are kept in the office. Students arriving late to school must report in to the office. Upon arrival to the classroom, students should have a tardy slip, if not, ask the student to return to the office to get an admit slip. Written excuses from the parent, guardian, or doctor are required after a student has been absent. These will be collected by the homeroom teacher and forwarded to the office to be kept on file.

If you are aware of the reason for a student's absence, please notify the school secretary. If no reason is noted, please call the student's parent from the office to confirm the reason for student absence and make arrangements for parents to pick up any missed assignments.






When a student shows excessive absences or exhibits a pattern of chronic absences, parents should be contacted and/or the office notified. It is the responsibility of the teacher to speak with the guidance counselor to see about how best to serve the needs of the student.

Students who must leave school during the school hours must be signed out through the office. Do not let parents and relatives take students from your classroom. Refer them to the office and we will call for the student. Do not allow a child to leave school with anyone during the school day without permission from the office. If parents or persons picking up a child come to your room or the playground area, please direct them to the office to sign that child out. If the adult says that they already signed them out, do not release the child. The office will call for the child.

32. **STUDENT HANDBOOK**- All students should receive a Student Governance Handbook on the first day (or as soon as they are provided by the district office) they are enrolled in your classroom. Students must sign for receipt of handbook. Teacher must include date and keep for your files.

It is your responsibility to become familiar with the information in the Student Handbook. Classroom practices should follow the information contained in the handbook. Be fair and consistent when enforcing policies.

33. **SUPERVISION/DISCIPLINE**:

-  BEFORE THE STUDENT IS SENT TO THE OFFICE WITH A REFERRAL YOU MUST FIRST FOLLOW THE PBIS POLICY AND COMPLETE STEPS 1-4. AN EXCEPTION TO THIS RULE IS IF YOU NEED TO COMPLETE A BEHAVIORAL REFERRAL FORM B (MAJOR INFRACTION).**
-  DO NOT SEND A STUDENT TO THE OFFICE WITHOUT A DISCIPLINE REFERRAL and his/her RED BEHAVIOR FOLDER (with steps 1-4 documented). HE/SHE WILL BE RETURNED TO YOUR CLASSROOM IMMEDIATELY. (EXCEPTIONS ARE FOR PHYSICALITY AND WEAPONS)**
-  Make sure that all disciplinary forms are filled out COMPLETELY before sending a student to the office. Make sure to be SPECIFIC and avoid personal thoughts and statements. Remember that the discipline form may be a legal document and parents, the Superintendent, board members or others may view the document as well.**
-  THE USE OF PHYSICALITY IS STRICTLY PROHIBITED. DO NOT TOUCH A STUDENT AS A FORM OF DISCIPLINARY ACTION. This includes, but is not limited to, hitting with rulers, plucking, pushing them on their head, back, shoulder, etc. Do not grab students or grab the clothing of a student. Only the administrator (MRS. PITTMAN) is allowed to administer corporal punishment.**
-  Once a student has been referred to the office, the disciplinary process becomes the responsibility of the administrator and the administrator ONLY. It becomes the**

discretion of the administration to determine the form of discipline. This includes if suspension is necessary as well as the number of days a student may be suspended.

🐾 Do not allow students to take names of other students in the classroom as this creates unnecessary problems and can be deemed questionable.

🐾 **ALL STUDENTS WILL BE REQUIRED TO WALK ON THE RIGHT SIDE OF THE HALLWAY, WITH HIS/HER ARMS FOLDED OR BEHIND THEIR BACK. EACH TEACHER IS RESPONSIBLE FOR MAKING SURE THAT HIS/HER STUDENTS FOLLOW THE RULES.**

🐾 Escort students to and from elective classes. **It is the teacher's responsibility to go to the elective teacher's class to receive his/her students.** The elective teacher should not have to stand in the hallway waiting for the regular teacher to receive his/her class.

GIVE ME FIVE - This will be part of our school wide discipline plan for the entire school. All teachers, administrators, and support staff are required to enforce this rule and it is your responsibility to ensure that all of your students understand the rule and follow it. This will be very effective, not only as a disciplinary option, but in emergency situations when all students need to be alert and on task.

Give Me Five

1. Mouth closed.
2. Eyes on the Speaker.
3. Ears listening.
4. Hands Free (Put Things Down).
5. Be still.

🐾 Model the behavior you want students to exhibit - be prepared at all times and always be on time.

🐾 Each teacher is expected to stand outside your doorway each morning to greet your students. This will help to monitor students in the hallway as well.

🐾 Supervise your students at all times - cafeteria, hallways, bathrooms, classrooms, etc.

YOU ARE NOT TO LEAVE YOUR STUDENTS UNATTENDED AT ANY TIME WITHOUT FIRST FINDING SOMEONE TO WATCH YOUR CLASS OR MONITOR YOUR STUDENTS.

🐾 Refrain from sarcasm and/or inappropriate remarks to the students. **DO NOT** tell students to "shut up."

🐾 Practice positive reinforcements. Students will live up to your expectations - good or bad.

🐾 Handle discipline problems in private.

🐾 No eating/drinking in the classroom or hallways by teachers and/or students during instructional time.

🐾 **Students are NEVER to be placed in the hall as a form of discipline.**

🐾 Students should NEVER be required to stand and eat while holding his/her tray.

- 🐾 Do not require students to wear signs, sticky notes, etc., in reference to his/her behavior or academic success such as, "I will not stop talking," "I never do my homework," "I did not study for my tests."

34. STUDENT TARDIES/EARLY CHECK-OUT - Habitual tardiness and early checkouts cannot be permitted. Please notify parents of habitual tardiness and the importance of students being in attendance during the entire instructional day. A reasonable allowance is made for unavoidable tardiness. Please include time in documenting all tardies and early checkouts in JPAMS. Students arriving late or being checked out early will not qualify for Perfect Attendance at the end of the school year. Note that students should not be permitted into your classroom without a tardy slip from front office permitting them to class if they are tardy for your class. Keep these slips on file for documentation purposes. **Please make sure that you are recording daily attendance in your grade book as well. This information will be required during grade book checks by the administrative team and District Office Personnel.**

35. SUBSTITUTE PLANS- Substitute plans should be available for substitutes on unexpected days that you are out. All substitute plans should be submitted to **Ms. Dawn Kline by August 31, 2016**. Your substitute plans should include **3 days** of DETAILED, planned activities for each class that you teach. When a substitute teacher reports, he/she should have access to the following:

- (1) class roll and/or seating chart for each period,
- (2) daily time schedules – including lunch times,
- (3) copies of any worksheets – for the number of students in your class(es)
- (4) detailed lesson plans for each subject covering the anticipated absence, and
- (5) any special instructions to aid the substitute.

36. TEACHER EVALUATIONS/SUPERVISION – At various times throughout the school year, a member of the administrative team will visit each teacher's classroom for the purpose of observing a class activity. Teachers should feel free to discuss at any time problems that might affect teacher effectiveness. The administration will make an earnest effort to find a satisfactory solution to those problems. **Teachers may be formally evaluated four times each year. These evaluations may be announced or unannounced evaluations (scheduled or unscheduled).**

37. TEACHER/STUDENT RELATIONSHIPS - Tallulah Elementary School Administration stresses the importance of maintaining teacher/student relationships that are mutually respectful. When communicating with students, teachers shall refrain from sarcasm, profanity, or any other inappropriate comments.

38. USE OF OFFICE TELEPHONE BY STAFF-Staff may use the telephone in the office during planning time for school business or emergency personal business. Telephone calls should be brief; try to limit them to 3 minutes or less. Keeping calls at a 3 minute maximum helps us avoid tied up lines. Use the front office phone only in an emergency.

39. VIDEO USE IN CLASS - The use of videos (inclusive of Smart Board videos, YouTube, videos shown on electronic devices) to enhance instruction can be of great value and as our ability to use technology becomes more advanced, it becomes an even greater tool for instruction. It can also become a crutch and become counterproductive when overused. If a theatrical type of movie is going to be used as a supplement to instruction, it must be approved by the administration in advance and noted in the teacher's lesson plans. Students shall be held responsible for the information in the video and under no circumstances should a movie be shown for reasons other than the enhancement of instruction.

NOTE: Instructional videos or clips are totally appropriate for class use, but these should also be noted in lesson plans.

40. VISITORS TO THE BUILDING - Visitors, parents, friends, or anyone else coming onto the Tallulah Elementary School campus, **for any reason**, must first obtain permission from an administrator or office personnel to visit or make personal contact with students or teachers. **This includes spouses and other relatives.** **ALL VISITORS SHOULD ENTER THROUGH THE FRONT DOORS AND SIGN IN AT THE FRONT OFFICE TO RECEIVE A VISITOR'S PASS. PLEASE KEEP MAIN DOORS CLOSED AND LOCKED AT ALL TIMES. THE DOUBLE DOORS TO THE HALLWAY SHOULD REMAIN CLOSED AT ALL TIMES AS WELL.**

Staff members shall routinely check with visitors to confirm that they have permission from the office to visit. If permission has not been granted/secured, please **immediately** notify the front office or an administrator.

If any child is on campus to catch a bus or another mode of transportation in the morning or enters the campus in the afternoon, approval must first be granted by an administrator.

No students, other than Tallulah Elementary School students, should be on campus without prior approval from an administrator.

At no time, should a visitor be allowed to enter through classroom doors or any other door unless approved by administration.

Please be mindful that this is your place of employment and personal visitations should be minimal.

- 41. PROFESSIONALISM** - Professionalism is defined as one's conduct at work. As employees of the Madison Parish School District, it is expected that all employees will conduct themselves in an ethical and professional manner.
- 🐾 **Make Being on Time a Priority:** Showing up late for work or meetings gives the impression that you don't care about your job so make sure you pay attention to the clock. Not only does this go for start times, but this also applies to returning from your lunch break.
 - 🐾 **Don't Be a Grump:** Leave your negative attitude and bad mood at the door when you come to work. We all have days when we aren't feeling our best. Remember not to take it out on your boss, your co-workers and especially your students. Make the best of the situation when possible.
 - 🐾 **Dress Appropriately:** Remember, we are the only role models some of our students will see. Our appearance should always be modest, neat and clean. Dress as the professionals that we are.
 - 🐾 **Watch Your Mouth:** Derogatory and/or profanity is never acceptable. When speaking with students, remember to discipline with dignity. DO NOT call students out of their name; engage in arguments/power struggles with students. Do not attempt to embarrass students in front of their peers. Speak positive words whenever possible.
 - 🐾 **Offer To Help Colleagues:** A true professional is willing to help his or her co-workers when they are overburdened. He or she isn't afraid to share knowledge, opinion or simply an extra pair of hands. One person's success reflects well on everyone in his or her workplace - particularly as a grade level team.
 - 🐾 **Don't Gossip!**
 - 🐾 **Try to Stay Positive:** Negativity at work brings everyone down and doing so often leads to a drop in morale among co-workers and employees. Instead, if you think something can be improved, try to do something to make that happen.
 - 🐾 **Don't Hide From Your Mistakes:** As hard as it may be, take ownership of your errors and do your best to correct them and make sure you don't make the same one twice. Never blame others, but set an example for those who were also responsible to do as you've done.
 - 🐾 **Always Fight Fair:** It is inevitable that you will occasionally have disagreements with your co-workers, or even your boss. You may think that something should be done one way, while someone else will believe it should be done another. Don't let yourself lose control. No matter how upset you are or how strongly you believe you are right, screaming isn't allowed, nor is name calling or door slamming. And, it should go without saying that physical attacks should always be avoided, no matter what. Calmly

explain your opinion and be ready to walk away if the other person can't be swayed or if he or she begins to lose control.

- 🐾 **Don't Lie:** Dishonestly never makes anyone look good, whether it's lying on one's resume or calling in sick. A true professional is upfront and assumes responsibility of his/her actions.
- 🐾 **Be Mindful of Social Networks:** We have a Tallulah Elementary School Page that has been set up to project the positive things that are happening at our school.





42. Instruction

- 🐾 A binder(s) must be kept by each teacher that includes your staff handbook, forms, curriculum and instruction materials, and other documentation deemed necessary by the administration.
- 🐾 Lesson plans should be placed via binder clip or plastic sheet protector on the walls on the inside of your classrooms next to you door.
- 🐾 All classrooms should identify a library/reading area inside the classroom for AR or other reading purposes.
- 🐾 Classrooms should remain inviting, enriching, and visually stimulating throughout the year. **PRINT RICH!**
- 🐾 Classrooms should be kept neat and orderly at all times. At the end of the day, please assist the custodians by tidying the rooms.
- 🐾 Classroom computers are primarily for the student use. Staff should not use computers during instructional times unless for instructional purposes.
- 🐾 Teachers and assistants should be mobile and regularly move around the classroom during instructional time.
- 🐾 Set aside time to call parents. Unless it is an emergency, do not use instructional time to make regular parent calls. Use your planning period and/or after dismissal to make calls to parents. Document all phone calls and correspondence with parents on your monthly **PARENT CONTACT LOG**. The parent contact log is due on the 1st of each month, no later than the 5th to your grade level chairperson. The chairperson will submit them to Mrs. Pittman by placing them in my box on the door of my office - always keep a copy for your records.
- 🐾 There should be a **MINIMUM** of five **POSITIVE** phone calls a month in your log. These calls should be to report good news only, a great grade on a test, good behavior, or anything positive that will help you to build a strong, working relationship with the parents.
- 🐾 **Keep in mind, the office phones are for business purposes ONLY. This includes the fax machine.**
- 🐾 **The administration must approve ALL written correspondence to parents, community, etc. This excludes daily notes that may be sent home via school to home folders, notes on assignments, etc.**
- 🐾 **All grades should be entered into the computer weekly.** Set aside time during your planning period to make sure that they are entered in weekly. These will be randomly

checked by administration, Ms. Kline, and/or Mrs. Holt. You should not wait until right before a grade reporting period to input grades.

43. RTI/SBLC




Any student enrolled in Tallulah Elementary School who is experiencing academic difficulty (regardless of passing grades) should receive targeted, research-based intervention from the regular classroom teacher and/or other school staff after referral to the SBLC Team. After referral, the SBLC Committee will create an RTI plan for you to follow with your student.

-  **Interventions should be documented on any child that is failing in your class. This process should begin at the beginning of the school year and should be an on-going process.**
-  Failure notices should be sent home each six week period for students who have received a failing grade or who may be in danger of failing for the school year. This process should be supported by your RtI interventions documentation.
-  A list of failing students must be submitted at the end of each grade reporting period (**progress reports AND report cards**) to Mrs. Holt.
-  All grade level chairpersons should submit all RtI/TST documentation to Mrs. Holt at the end of each nine week period.

Please refer to the SBLC/RTI manual for further information.

44. Disciplinary Procedures for Staff Members

Any violation of the policies and procedures as outlined in the Madison Parish School District Policies, the Tallulah Elementary School Staff Handbook, or by an administration will result in the following actions.

-  1. Verbal warning - 1st time (verbal warning will be documented). Incident/infraction/conversation may be documented in writing and a signature may be requested.
-  2. For each occurrence thereafter, an employee discrepancy form will be issued and a copy will be placed in your school personnel file.
-  3. Suspension - habitual neglect of responsibilities **may** result in employee suspension for a period of time determined by the Superintendent.

NOTE: ALL disciplinary infractions will be noted and a copy of the notation placed in your school files. Verbal warnings will be followed up with a written notation for documentation purposes.

Tallulah Elementary School

Faculty & Staff Information



TALLULAH ELEMENTARY STAFF ROSTER

2017 - 2018

Kimberly R. Pittman, Principal

Dawn Kline, Office Manager/Secretary

Tracy Moore, Master Teacher

Grade Assignment	Name	Para/SPED Teacher	Room #
Pre - Kindergarten	Warren King	Nikko Jackson	E
Pre - Kindergarten	Angie Rogan	Shamekia Williams	A
Pre - Kindergarten	Mildred Branch	Cecilia Turpin	B
Pre - Kindergarten	Ardenia Dunlap	TaRayla Brooks	C
Pre-Kindergarten	Leslie Neal Boose	Tiffany Reese	F
Pre - Kindergarten Playroom			K
Kindergarten	Mary Kathryn Book		I
Kindergarten	Mary Sevier		J
Kindergarten	Shabara Beatty		G
Kindergarten	Arnice Johnson		H
SPED	Kourtney Dorbeck	Pearline Hicks	D
1 st Grade	Babylyn Abogado		Q
1 st Grade	Dawn Turner-Brown		R
1 st Grade	Evelyn Faustino		O
1 st Grade	Micayla Tatum		P
2 nd Grade	Arnetria Nash		S
2 nd Grade	Diane Strozewski		T
2 nd Grade	Chelsea Benjamin		U
2 nd Grade	Vacant		W
3 rd Grade	Denisha Gray		V
3 rd Grade	Susan S. Fountain		X
3 rd Grade	Kentrell Ramsey		Y
3 rd Grade	Evelyn Barlin		Z
Music	Lavanski Washington		L
Librarian	Dorothy Guice		LIB
Computer Lab (Pre K - 3 rd)	Lacey Johnson		N/TB3
Gifted	Angie Wilson		M
Head Custodian	Johnny Racks		

Custodian	Dorothy Jackson
Custodian	Joseph Moten
Counselor	Alantis Holt Counselor
Master Teacher	Tracy Moore
Cafeteria Manager	Lora Pinkney
Cafeteria	TBD
Cafeteria	Louise Hendon
Cafeteria	TBD

Tallulah Elementary School strives to uphold the following:

Each teacher is required to participate in the following initiatives.

- 🐾 Response to Interventions (RTI)
- 🐾 Positive Behavioral Interventions & Supports (PBIS)
- 🐾 TAP Cluster Meetings
- 🐾 Technology use in the classroom
- 🐾 Peer observations
- 🐾 Accelerated Reader
- 🐾 Eagles or EZ Assessment
- 🐾 New teacher mentoring program
- 🐾 School Faculty Committees
- 🐾 Intensive Remediation for low performing students

Parental Involvement

Each teacher is encouraged to have and maintain:

- 🐾 Parent Advisory Council
- 🐾 Parent - Teacher Organization
- 🐾 Weekly Newsletter
- 🐾 Homeroom Parent(s)
- 🐾 Updated student profile information

TALLULAH ELEMENTARY SCHOOL
School Leadership Teams
2017 - 2018

TAP Administrative Team

Kimberly R. Pittman, Principal
Tracy B. Moore, Master Teacher
Diane Strozewski, Mentor Teacher

TAP Leadership will meet every Tuesday 3:00 - 4:00 pm

TES Leadership Team

Grade Level Chairpersons

Pre K

Mildred Branch

Kindergarten

Mary Sevier

1st Grade

Dawn Turner-Brown

2nd Grade

Diane Strozewski

3rd Grade

Denisha Gray

SPED

Custodian

Johnny Racks

Para

Tarayla Brooks

The responsibilities of the grade level chairperson include, but are not limited to:

1. Facilitate and document grade level meetings
2. Serve as a curriculum leader by assisting in the review of lesson plans, and in the development of curriculum, goals and philosophies.
3. Assist teachers with the development of strategies to improve instruction, including classroom management techniques, and serve as a resource person in remediating unacceptable areas as cited by the administration on observation forms.
4. Coordinate grade level duties including preparation of reports, agendas, minutes and surveys.
5. Monitor master schedule to maximize instructional time.
6. Review status of grade level regarding objectives and staff development activities.
7. Provide guidance and assistance in the maintenance of required diagnostic/prescriptive profiles, records and classroom folders.
8. Assist substitute teachers in the absence of a team member.
9. Serve as a communications liaison between the teachers of the grade level, the principal, and other school groups.
10. Assist in the evaluation, selection, distribution and inventory of textbooks, materials, supplies and equipment. They should be available to assist teachers in the interpretation of administrative directives.
11. Help to administer tests, analyze test results, and develop strategies for improving instruction.
12. Meet with building administrators and other grade level chairperson(s) to facilitate articulation and eliminate duplication of services.
13. Cooperate with appropriate personnel in the recommendation, placement, and assignment of students to levels and special programs.
14. Assist in implementation of new programs.
15. Make classroom visitations during the school year as deemed necessary by the principal. When a deficiency is noted, the grade level head/elementary grade-level chairperson notifies the principal. The principal and/or assistant principal validates the existence of a deficiency. The grade level head/elementary grade-level chairperson provides timely support and assistance.
16. Coordinate activities with team leaders to facilitate the implementation of content area performance standards, instructional objectives and interdisciplinary planning units.

***Meeting days – every other Thursday @ 3:00 pm**

Tallulah Elementary Common Planning Time Schedule

Grade Level	Time	Location
Pre - K	See Schedule	Room B
Kindergarten	11:30 - 12:30	Room J
1 st Grade	8:00 - 9:00	Room R
2 nd Grade	1:15 - 2:15	Room T
3 rd Grade	10:00 - 11:00	Room V

***TAP Cluster Meetings will be held in the TAP conference room on Thursdays of each week.**

SCHOOL LEADERSHIP TEAM

School Improvement Team

2017 - 2018

The School Leadership Team's (SLT) purpose is to ensure the goals and guidelines established in the School Improvement Plan (SIP) and the School-Wide Positive Behavior Intervention Plan (SWPBIP) are executed. The team will monitor analyze data (academic and behavioral), track and support instructional progress and prepare School Improvement documents.

Team Members:

Kimberly R. Pittman, Principal
Tracy B. Moore, Master Teacher
Tarayla Brooks, Paraprofessional
Alantis Holt, Counselor
Diane Strozewski, Teacher
Denisha Gray, Teacher
Mildred Branch, Teacher
Jennifer Davis, PTO President
Amber Williams, Parent

Meeting Dates

(1st Thursdays 3:00 p.m.)

June 28

September 5

October 3

November 6

December 5

January 9

February 6

March 6

April 3

May - TBD

****These dates are tentative and may be subject to change.**

SCHOOL BUILDING LEVEL COMMITTEE (SBLC)

504 Committee ~ 2017 - 2018

The primary function of the SBLC is to provide assistance to teachers with special needs students. Special needs refer to academic, behavioral and/or health concerns. SBLC shall make recommendations for interventions, modifications and instructional adjustments to better meet the needs of students with concerns.

Committee Members:

Alantis Holt, Chairperson

Diane Strozewski, Co-chair

Tracy Moore

Denisha Gray

Leslie Boose

Meeting Dates

2nd and 4th Thursday of each month

3:00 PM

TAP Conference Room

September 14, 28

October 12, 26

November 9, 30

December 14

January 11, 25

February 8, 22

March 8, 22

April 12, 26

May 22, 2018 (End of Year Report)

****These dates are tentative and may be subject to changes.**

Tallulah Elementary School

TAP Cluster Collaboration Meetings
2017 - 2018

Meeting Dates:
(Every Thursday of each Month)

August 31
September 7, 14, 21, 28
October 5, 12, 19, 26
November 2, 9, 16, 30
December 7, 14, 21
January 11, 18, 25
February 1, 8, 15, 22
March 1, 8, 22, 29
April 5, 12, 19, 26



Crisis Management Plan

The purpose of the Crisis Management Plan is to maintain a safe and orderly environment at Tallulah Elementary in the event a crisis arises. Procedures and guidelines have been established to allow teachers and students to respond in an efficient and effective manner. The Crisis Response Team is responsible for communicating to central office staff, parents and medical personnel during the crisis and/or transitioning process.

Crisis Response Team

Kimberly Pittman, Principal
Alantis Holt, Counselor
Dawn Kline, Secretary
Tracy B. Moore, Master Teacher
Johnny Racks, Head Custodian
Dorothy Jackson, Custodian
Shameka Williams
Warren King
Diane Strozewski
Lacey Johnson
Mary Kathryn Book
All Grade Level Chairpersons

Scheduled Meeting Dates

September 11, 2017

January 10, 2018

April 24, 2018

Schedules



Tallulah Elementary School

**Master
Schedule
2017 - 2018**

Time	Pre-K	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade
7:45 - 8:00	Morning Routines	Morning Routines	Morning Routines	Morning Routines	Morning Routines
8:00 – 8:30	Table Activity Circle Time Splash/ Centers Story Time (8:00 – 9:50)	Reading 8:00-9:00	Electives 8:00 – 9:00	Reading 8:00 – 9:00	Reading 8:00-9:30
8:30-9:00		Centers 9:00 – 10:00	Reading 9:00 – 10:00	Centers 9:00 – 10:00	Interactive Reading/Writers Workshop 9:30-10:00
9:00-9:30					
9:30-9:45					
9:45-10:00					
10:00 – 10:15	Small Group/Splash Science/Litera cy	Reading Interventions 10:00 – 10:30	Centers 10:00 – 11:00	Interactive Reading/Writers Workshop 10:00 – 10:30	Elective 10:00 -11:00
10:15-10:30	Lunch 10:15-10:45	Lunch 10:30 – 11:00		Reading Interventions 10:30-11:15	
10:30 – 10:45					
10:45 - 11:00	Planned Gross Motor 10:45 – 11:15	Recess/ Restroom 11:00-11:30	Lunch 11:00-11:30	Reading Interventions 10:30-11:15	Reading Interventions 11:00-11:30
11:00 – 11:15					
11:15 - 11:30	Outside Gross Motor Bathroom	Elective 11:30 – 12:30	Recess/ Restroom 11:30 – 12:00	Lunch 11:15-11:45	Lunch 11:30-12:00
11:30 – 11:45					
11:45 - 12:00	Story Time		Reading Interventions 12:00 -12:30	Recess/ Restroom 11:45-12:15	Math 12:15 – 1:15
12:00 – 12:15					
12:15 – 12:30	Nap Time (12:00 – 1:10)	Interactive Reading/Writer Workshop 12:30 – 1:00	Interactive Reading/ Writers Workshop 12:30 – 1:00	Math 12:15 – 1:15	Math 12:00 – 1:00
12:30 – 12:45					
12:45 – 1:00					
1:00 – 1:15					
1:15 – 1:30	Snacks/ Bathroom (1:10 - 1:30)	Math 1:00 – 2:00	Math 1:00 – 2:00	Elective 1:15 -2:15	Recess/ Restroom 1:00 – 1:30
1:30 – 1:45	Centers 1:30 – 2:45				Social Studies/Science 2:00 – 2:45
1:45 – 2:00					
2:00 – 2:15					
2:15 – 2:30					
2:30 – 2:45					

Tallulah Elementary Cafeteria Schedule

TES Cafeteria Schedule 2017 - 2018

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:15 - 10:45	Pre-K Lunch	Pre-K Lunch	Pre-K Lunch	Pre-K Lunch	Pre-K Lunch
10:30 - 11:00	Kindergarten Lunch	Kindergarten Lunch	Kindergarten Lunch	Kindergarten Lunch	Kindergarten Lunch
11:00- 11:30	1 st Grade Lunch	1 st Grade Lunch	1 st Grade Lunch	1 st Grade Lunch	1 st Grade Lunch
11:15- 11:45	2nd Grade Lunch	2nd Grade Lunch	2nd Grade Lunch	2nd Grade Lunch	2nd Grade Lunch
11:30 - 12:00	3 rd Grade Lunch	3 rd Grade Lunch	3 rd Grade Lunch	3 rd Grade Lunch	3 rd Grade Lunch

Tallulah Elementary Staff Duty Schedule

Tallulah Elementary Duty Schedule 2017 - 2018

Morning Duty (7:15 – 7:45 am)

Date	Lower Hall (2)	Upper Hall (2)	Cafeteria (3)	Front Entrance (3)
	1st person – main hallway	1st person – main hallway	1st person – left side	1st person outside
	2nd person – near bathroom	2nd person – near the bathroom	2nd person – line	2nd person – front entrance
			3rd person - right side	
August 14th – 18th	Boose, Book	Faustino, Barlin	Branch, S. Williams, Hicks	Rogan, Moore
August 21st – 25th	King, Sevier	Benjamin, S. Fountain	Turpin, Brown, Guice	Ski, Moore
August 28th – September 1st	Dunlap, Beatty	Tatum, Ramsey	Abogado, Y. Williams, L. Washington	Jackson, Moore
September 4th – 8th	Reece, A. Johnson	TB1, Gray	Nash, Dorbeck, Brooks	L. Johnson, Moore
September 11th – 15th	Boose, Book	Faustino, Barlin	Branch, S. Williams, Hicks	Rogan, Moore
September 18th – 22nd	King, Sevier	Benjamin, S. Fountain	Turpin, Brown, Guice	Ski, Moore
September 25th – 29th	Dunlap, Beatty	Tatum, Ramsey	Abogado, Y. Williams, L. Washington	Jackson, Moore
October 2nd 6th	Reece, A. Johnson	TB1, Gray	Nash, Dorbeck, Brooks	L. Johnson, Moore
October 9th – 13th	Boose, Book	Faustino, Barlin	Branch, S. Williams, Hicks	Rogan, Moore
October 16th – 20th	King, Sevier	Benjamin, S. Fountain	Turpin, Brown, Guice	Ski, Moore
October 23rd – 27th	Dunlap, Beatty	Tatum, Ramsey	Abogado, Y. Williams, L. Washington	Jackson, Moore
October 30th – November 3rd	Reece, A. Johnson	TB1, Gray	Nash, Dorbeck, Brooks	L. Johnson, Moore
November 13th – 17th	Boose, Book	Faustino, Barlin	Branch, S. Williams, Hicks	Rogan, Moore
November 27th – December 1st	King, Sevier	Benjamin, S. Fountain	Turpin, Brown, Guice	Ski, Moore
December 4th – 8th	Dunlap, Beatty	Tatum, Ramsey	Abogado, Y. Williams, L. Washington	Jackson, Moore
December 11th – 15th	Reece, A. Johnson	TB1, Gray	Nash, Dorbeck, Brooks	L. Johnson, Moore
December 18th – 22nd	Boose, Book	Faustino, Barlin	Branch, S. Williams, Hicks	Rogan, Moore
January 8th – 12th	King, Sevier	Benjamin, S. Fountain	Turpin, Brown, Guice	Ski, Moore
January 15th – 19th	Dunlap, Beatty	Tatum, Ramsey	Abogado, Y. Williams, L. Washington	Jackson, Moore

January 22nd – 26th	Reece, A. Johnson	TB1, Gray	Nash, Dorbeck, Brooks	L. Johnson, Moore
January 29th – February 2nd	Boose, Book	Faustino, Barlin	Branch, S. Williams, Hicks	Rogan, Moore
February 5th – 9th	King, Sevier	Benjamin, S. Fountain	Turpin, Brown, Guice	Ski, Moore
February 12th – 16th	Dunlap, Beatty	Tatum, Ramsey	Abogado, Y. Williams, L. Washington	Jackson, Moore
February 19th – 23rd	Reece, A. Johnson	TB1, Gray	Nash, Dorbeck, Brooks	L. Johnson, Moore
February 26th – March 2nd	Boose, Book	Faustino, Barlin	Branch, S. Williams, Hicks	Rogan, Moore
March 5th – 9th	King, Sevier	Benjamin, S. Fountain	Turpin, Brown, Guice	Ski, Moore
March 19th – 23rd	Dunlap, Beatty	Tatum, Ramsey	Abogado, Y. Williams, L. Washington	Jackson, Moore
March 26th – 30th	Reece, A. Johnson	TB1, Gray	Nash, Dorbeck, Brooks	L. Johnson, Moore
April 2nd – 6th	Boose, Book	Faustino, Barlin	Branch, S. Williams, Hicks	Rogan, Moore
April 9th – 13th	King, Sevier	Benjamin, S. Fountain	Turpin, Brown, Guice	Ski, Moore
April 16th – 20th	Dunlap, Beatty	Tatum, Ramsey	Abogado, Y. Williams, L. Washington	Jackson, Moore
April 23rd – 27th	Reece, A. Johnson	TB1, Gray	Nash, Dorbeck, Brooks	L. Johnson, Moore
April 30th – May 4th	Boose, Book	Faustino, Barlin	Branch, S. Williams, Hicks	Rogan, Moore
May 7th – 11th	King, Sevier	Benjamin, S. Fountain	Turpin, Brown, Guice	Ski, Moore
May 14th – 18th	Dunlap, Beatty	Tatum, Ramsey	Abogado, Y. Williams, L. Washington	Jackson, Moore
May 21st – 25th	ALL STAFF PreK/K	ALL STAFF 1 st /2 nd	ALL STAFF 3 rd	ALL STAFF Paras

Tallulah
Elementary
Faculty
&
Staff
Committees

Faculty Committees

2017 - 2018

TAP Leadership Team

Kimberly R. Pittman, Principal
Tracy Moore, Master Teacher
Diane Strozewski, Mentor Teacher

Homecoming Committee

Dawn Kline, Chair
Angie Rogan, Co-Chair
Mary Kathryn Book, Co-Chair
Kentrell Ramsey
Diane Strozewski
Nikko Jackson
Anetria Nash

TES Honor Society

Denisha Gray, Chair
Evelyn Faustino, Co-Chair
Anetria Nash
Warren King
Susan S. Fountain
Dawn Turner-Brown
Tarayla Brooks
Lacey Johnson

SBLC/RtI

Alantis Holt, Chair
Diane Strozewski
Tracey Moore
Denisha Grtay
Leslie Boose

PBIS

Diane Strozewski, Chair

Alantis Holt, Co-chair

Tracy Moore

Nikko Jackson

Dorothy Guice

Mildred Branch

Warren King

Evelyn Barlin

Awards Day Committee

Alantis Holt, Chair

Lacey Johnson, Chair

Dorothy Guice, Co-chair

Kourtney Dorbeck

Micayla Tatum

Susan S. Fountain

Science Fair

Diane Strozewski, Chair

Susan S. Fountain, Co-chair

Mary Sevier

Angie Rogan

Babylyn Abogado

Reading Fair

Denisha Gray, Chair

Dawn Turner-Brown, Co-Chair

Tarayla Brooks

Chelsea Benjamin

Tracy Moore

Leslie Boose

Evelyn Barlin

Fundraising Committee

Dawn Kline, Chair

Angie Rogan

Mary Kathryn Book

Cecelia Turpin

Chelsea Benjamin

Micayla Tatum

Black History Program (1st and 2nd Grade; SPED)

Kentrell Ramsey, Chair

Dawn Turner-Brown, Co - Chair

Dorothy Guice, Co- Chair

Lacey Johnson

LaVinski Washington

Nikko Jackson

Shabarra Beatty

Warren King

Christmas Program (PreK - K Grade; SPED)

Mary K Book, Chair

Angie Rogan, Co-chair

Mary Sevier

Anetria Nash

Shamekia Williams

Yvonne Williams

LaVinski Washington

Academic Nights

Evelyn Faustino, Chair

Babylyn Abogado, Co-chair

Chelsea Benjamin

Mildred Branch

Angie Wilson

TaRayla Brooks

Yvonne Williams

Tiffany Reese



“Every Student Matters, Every Moment Counts”