

**Faculty and Staff Handbook**  
2015 – 2016



**TALLASSEE ELEMENTARY SCHOOL**  
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TALLASSEE, AL 36078  
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**GRADES K ~ 4**

*Motto: Enter to learn, leave to succeed!*

**It is the policy of Tallassee Elementary and Tallassee City Board of Education, that no one be subjected to discrimination on the grounds of race, color, handicap, sex, or national origin in the recruitment and admission of students, the recruitment of faculty and staff, and the operation of any of its programs and activities as specified by federal laws and regulations.**



# Mission Statement

The mission of Tallassee Elementary School is to provide an opportunity for all students to become responsible citizens and self-motivated learners who integrate academic, technological, and problem-solving skills in a safe, nurturing, and diverse environment.



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August 3, 2015

To Faculty and Staff:

Welcome! We are providing this handbook to help you as a faculty and staff member better understand the guidelines and policies of the school. These guidelines and policies are necessary to provide a safe and efficient place in which to work and grow professionally. The goal of our school is to provide an atmosphere in which student success is expected, academics are given top priority, and the environment is orderly and pleasant.

As the leaders of Tallassee Elementary, we are dedicated to the professional, and intellectual growth of every faculty and staff member. You are urged to communicate regularly with us as a leadership team. We encourage your involvement in activities of Tallassee Elementary School.

We look forward to serving throughout the coming year. If we may be of assistance, please feel free to contact us at [jose.reyes@tcschools.com](mailto:jose.reyes@tcschools.com) or [shanikka.beacher@tcschools.com](mailto:shanikka.beacher@tcschools.com).

*Jose Reyes, Jr.*  
Principal

*Shanikka Beacher*  
Assistant Principal

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# 2015-2016 SCHOOL CALENDAR

August 11, 2015.....	Classes Begin
September 7, 2015.....	Labor Day Holiday
October 12, 2015.....	Report Card Day
November 11, 2015.....	Veterans' Day Holiday
November 23-27, 2015.....	Thanksgiving Holidays
December 21 thru January 1, 2016.....	Christmas Holidays
January 4, 2016.....	Teacher Workday
January 5, 2016.....	Classes Resume
January 18, 2016.....	King/Lee Holiday
March 4, 2016.....	Weather Day
March 28 - , April 1, 2016.....	Spring Break
April 29, 2016.....	Weather Day
May 19, 2016.....	Last Day of School
May 20, 2016.....	High School Graduation

## NINE WEEK GRADING PERIODS

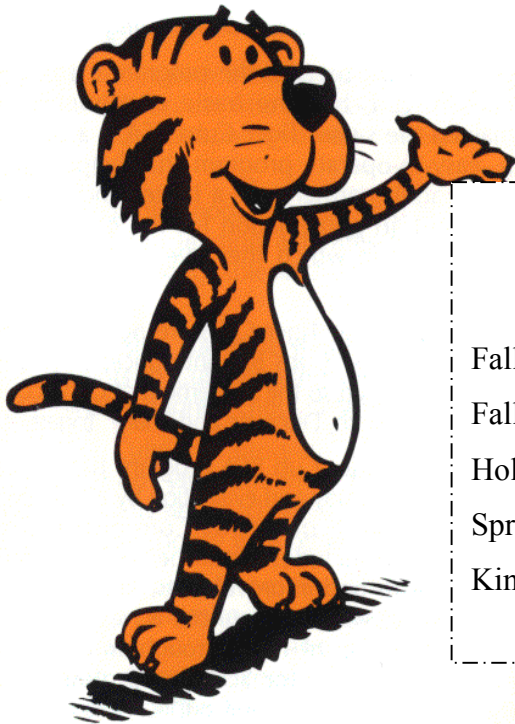
<b>Quarter</b>	<b>BEGIN</b>	<b>END</b>
<b>1<sup>st</sup> Quarter</b>	08/11/2015	10/9/2015
<b>2<sup>nd</sup> Quarter</b>	10/13/2015	12/18/2015
<b>3<sup>rd</sup> Quarter</b>	01/5/2016	03/9/2016
<b>4<sup>th</sup> Quarter</b>	03/10/2016	05/19/2016

### Progress Report

1<sup>st</sup> Nine Weeks 9/16/ 2015  
 2<sup>nd</sup> Nine Weeks 11/18/2015  
 3<sup>rd</sup> Nine Weeks 2/10/2016  
 4<sup>th</sup> Nine Weeks 4/20/2016

### Report Card

1<sup>st</sup> Nine Weeks 10/12/2015  
 2<sup>nd</sup> Nine Weeks 1/6/2016  
 3<sup>rd</sup> Nine Weeks 03/16/2016  
 4<sup>th</sup> Nine Weeks 05/19/2016



<u>Picture Dates</u>	
(dates subject to change)	
Fall	9/16/2015
Fall Absentee	10/5/2015
Holiday	11/6/2015
Spring/Class	2/4/2016
Kindergarten/Cap & Gown	4/8/2016

## Teachers' Duties and Responsibilities

Teachers are directly responsible to the principal. Teachers shall be under the supervision of the principal of their school and shall fulfill the requirements as set forth in the policies, rules, and regulations of the Board of Education.

Qualifications: To be eligible to be employed, teachers must hold a valid Alabama teachers certificate with at least a Bachelors Degree.

Duties and Responsibilities: Teachers are responsible for stimulating maximum learning on the part of the students assigned them by providing a good environment and by guiding sound curriculum experiences and activities in the classroom, the school, and the community.

The primary duties of teachers are considered to be as follows:

1. Teachers shall be responsible for the order and progress of their classes under the authority, direction, and supervision of the principal.
2. Teachers shall **arrive at 7:20am each day and be dismissed at 3:15 each afternoon** or later when needed to provide whatever supervision the principal deems necessary. If you are on duty, your arrival time will vary. During early dismissal, teachers are required to stay until his/her students have left the premises of the school. If you are the coordinator/teacher of any after school program, you are required to stay until all of your students have left.
3. Teachers shall consult their principals when they wish to leave the school premises during the school day. Permission should be granted only for urgent personal or school related matters. No school board employee will be given permission to be away from their responsibilities during the school day for reasons that are not justifiable by the principal and superintendent.
4. Whenever teachers are to be absent from school for any reason, **they shall use Kelly Staffing in order to obtain substitutes. Professional development will be provided concerning the use of such services beginning with the 2015-16 school year.**
5. Teachers are required to attend meetings called by the administration.
6. Teachers may be given reasonable special assignments by the principal.
7. Teachers are responsible for the neatness of their rooms and proper care of all furniture and supplies. All damages or loss shall be reported to the principal promptly.
8. Teachers shall file all reports required by the principal or administrative staff.
9. Supplies/ books are not required to be purchased by students.
10. Teachers shall take no collections in the schools for any purpose except those approved by the superintendent.
11. Tutoring for pay is a private contractual arrangement between parent and teacher; therefore, school facilities may not be used. Because of the appearance of impropriety, the tutoring for pay of a child presently being taught by that teacher is considered inappropriate as well as tutoring students in lower grades.
12. Teachers are not permitted to sell books, pamphlets, encyclopedias, or other related classroom materials within the school district. Neither should they promote or endorse the sale of such items within the school district.
13. The sale of any item/advertising of any kind should not be permitted by teachers except by approval of the superintendent. Teachers and staff are not allowed to sale merchandise at school.
14. A teacher who wishes to terminate their contract before the end of the session should request release in writing stating the reason. Each teacher is under contract with the school board and can be released only by action of the Board.
15. **Teachers are required to ensure exterior doors should remain closed at all times and locked.** (TALLASSEE CITY SCHOOLS ~ADOPTED: February 17, 1992)

## Absences (Faculty/Staff)

Sick leave is defined as the absence from regular duty by a professional employee due to one of the following:

- A. Personal illness;
- B. Bodily injury which incapacitates the employee;
- C. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, daughter-in law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle, aunt);
- D. Where unusually strong personal ties exist because an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for personal leave purposes. In such cases the teacher concerned shall file with the Board a written statement of the circumstances which justify an exception to the general rule;
- E. Attendance to an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee, or a person standing *in loco parentis*.
- F. Employees may accumulate sick leave at the rate of one (1) day per month up to 225 days. In no case shall sick leave be used until it has been earned, except as may otherwise be provide by policies governing sick leave banks.

All early departures or late arrivals for any reason require the permission of the principal. If the principal is not available, please see the assistant principal. Under no circumstances should a faculty or staff member leave school during the workday without prior approval by the principal or the assistant principal.

## Leave of Absence

The Board may grant leaves of absence for periods of one year for justifiable reasons. That leave may, at the Board's discretion, be extended to a second year without loss of continuing service status. Such leave shall be without pay. An employee for whom a leave of absence is approved may return to the School District in a position comparable in prestige and salary to that held at the time leave was granted.

## Accounting

Specific accounting instructions for fundraisers, collecting money, and ordering items using school funds are provided by bookkeeper.

- If you place an order in Tallassee Elementary School's or Tallassee City Schools' name without a signed (by the principal) and numbered (by the bookkeeper) purchase order, **you will be responsible for paying the invoice and having the purchase taken out of the school's name.**
- All monies received by the school must be properly receipted. After collection of any money, it should be turned in to the office by 9:30 for posting to the proper account.
- **No money is to be left in the classroom.** It should either be turned in to the office or placed in the vault for safe keeping.



## Alabama Course of Study

Teachers are mandated by the Alabama State Department of Education to teach the Alabama Courses of Study (ALCOS): College and Career Readiness Standards (CCRS). It is understood that these skills are critical and must be taught, assessed, re-taught and retested. If re-taught and re-assessed, different methods and materials should be used. Teachers will employ instructional *Best Practices* to accommodate various learning styles as well as students' needs and interests.

## Assemblies

Teachers will accompany their classes to assembly programs and monitor their behavior before, during, and after the assembly. Classes should be seated as a group, filling all seats in their assigned area. Teachers are to sit with their students during assemblies.

## Attendance/Absentees/Tardies (Students)

Daily Morning routine:

1. Take attendance
2. Post attendance to the computer
3. Send your attendance card (not the whole folder) to the office by **8:15**  
If you are unable to post, contact the secretary (extension 2002) by 8:15.

## Unexcused Absences (Students)

Teachers need to give students adequate reminders to bring an excuse for absences. Two days after the child has returned to school, the teacher should attempt to contact the parent.

## Car Riders Who Are Picked-Up Late

After 3:15, students who have not been picked up will be brought to the office. Students will not be released until an adult whose name is on the student's registration form comes to pick them up.

## Cell Phone Usage Policy

See Tallassee City School Cell Usage Policy

## Character at Heart

Teachers are required to teach character education a minimum of 10 minutes daily. The character at heart word of the week must be included in daily lesson plans.

## Checkout Procedures (Student)

Students will be called over the intercom to checkout. The following are valid reasons for leaving school early, and they will be documented as "excused" checkouts.

1. Student sickness
2. Doctor
3. Dentist (including orthodontist)
4. Court
5. Funeral

## Child Nutrition Program

Every student and faculty member will be given an account number for meals served at the school. Meals must be pre-paid or paid for daily. Checks should be made payable to: Tallassee Schools Cafeteria. Due to government regulations, no charges are allowed.

## Conferences

It is the responsibility of each teacher to develop a positive rapport with parents and to communicate with parents on a regular basis. Furthermore, it is highly encouraged that all teachers contact parents with a positive comment before parent report day. If a student is not making satisfactory progress, it is the responsibility of the teacher to make contact with the parent/guardian of the student in order to develop a plan for academic and/or behavioral improvement. Teachers are to keep documentation of parental notes, electronic messages, telephone calls, conferences, etc. in their parent contact log.

## Daily Schedule

School administration will provide faculty with their daily schedule.

## Daily Dismissal Procedures

Car riders will be dismissed at 2:50. 1<sup>st</sup> wave of buses will be called at 2:45. Later bus waves will be called as buses arrive. Students who participate in the Extended Day Program are to be released with the last bus wave students.

## Discipline

Teachers should consistently implement the school-wide discipline plan. The plan is to be outlined to students at the beginning of the year. Teachers should be thoroughly familiar with the school-wide discipline plan, the TES Faculty & Staff Handbook, and TES Parent/Student Handbook, and all regulations contained in the Tallassee City Schools Code of Conduct. Teachers should notify parents about consistent discipline problems **BEFORE** sending a student to the office.

### **T.I.G.E.R. Discipline Plan**

#### **Totally Incredible Girls and Guys Earning Rewards**

In order to ensure equality in the area of discipline, a school wide discipline plan will be used by each faculty and staff member.

#### Tiger Tips:

**Tip #1:** Listen the first time.

**Tip#2:** Come to class prepared.

**Tip #3:** Respect others and their property.

**Tip #4:** Talk or leave your seat only with permission.

**Tip #5:** Follow all classroom/school/hallway/restroom/electives/cafeteria directions and procedures.



*If a student chooses not to adhere to a Tiger Tip, it will be recorded in the conduct folder.*

**Daily Consequences:**

**The following consequences will occur:**

- 1<sup>st</sup> number:** 5 points deducted from weekly conduct grade.
- 2<sup>nd</sup> number:** 10 points deducted from weekly conduct grade.
- 3<sup>rd</sup> number:** 15 points deducted from weekly conduct grade.
- 4<sup>th</sup> number:** 20 points deducted from weekly conduct grade and an Infractions Parent Notification Letter.
- 5<sup>th</sup> number:** 25 points deducted from weekly conduct grade, office referral, and parent conference (phone or meeting).

**Conduct Grading Scale**

A	100 ~ 90	is equivalent to	S	Satisfactory
B	89 ~ 80	is equivalent to	S	Satisfactory
C	79 ~ 70	is equivalent to	N	Needs Improvement
D	69 ~ 60	is equivalent to	U	Unsatisfactory
F	59 and below	is equivalent to	U	Unsatisfactory

***Note: Students start each week with 100 points. Each time a number is given 5 points will be deducted from the score for the week.***

**Dress Code for Employees of Tallassee City Schools**

It is important for all employees to project a positive and professional image by being well groomed, neat, and dressed appropriately at school. The Tallassee City Schools dress code is outlined below.

**What to wear:** slacks, dress shirts, khakis, golf shirts, blazers, knee length dresses/skirts (regardless of whether leggings are worn underneath), blouses, pant suits, and business shoes, tennis shoes, or sandal like shoes with arch supports.

**What not to wear:** revealing, low cut, or tight fitting attire, ragged attire, denim jeans, cut-offs, shorts (PE teachers may wear appropriate shorts), sweat shirts, backless dresses/shirts, tank tops, flip-flops, “croc” like shoes with holes in the top, or beach shoes. In the event of a disagreement, the administration will have the final say on the appropriateness of any questionable attire.

**Field Trips:** all adults may wear matching t-shirts if it is a class t-shirt to help students identify the adults in their group. Depending on the nature of the field trip, the school administration has the authority to authorize other appropriate attire.

**Special Circumstances:** the administration recognizes that there may be special circumstances requiring slight adjustments to the dress code. Such circumstances require prior approval by the building level administration. For example: alternate footwear may be approved for medical circumstances. Exceptions may be made for certain teaching positions such as physical education. However, any exception should adhere to the guidelines of professional dress. Appropriate dress for holidays during the school year may include seasonal themes, but must be approved by school administration.

**School Colors:** it is appropriate to wear school colors on any day. However, the attire must be in

line with the dress code.

**Friday Dress:** Fridays are **not** designated as casual dress days. **However, school administrators may make exceptions to the dress code for special occasions as may be designated during the school year.**

The administration is confident that each employee will use good judgment in following this policy. This is not an all-inclusive list; thus, administrators have the final say in determining the appropriateness of specific articles of clothing. A rule of thumb: if one is unsure an article of clothing is acceptable, most likely it is not. In other words, if in doubt, do not wear it. Administrators are expected to conference with persons violating this policy on appropriate dress, document conference, and place pertinent information in personnel file.

This Dress Code may be amended at any time by the superintendent or his/her designee.

## **Fire and Severe Weather Drills**

**Fire Drills** - Fire Drills will be held monthly.

Instructions to Students:

- a) Exit the building properly by the designated routes or alternate routes, if necessary.
- b) All books and materials are to be left in the building.
- c) The last student in line will close the classroom door.
- d) Assemble outside.
- e) Students in halls or restrooms will join the line and exit through the nearest exterior door in an orderly manner and join their class outside.
- f) Students in the lunchroom will cease all talking and listen for instructions from their teacher.
- g) Remain outside until the signal is given to return to class.

**Teachers should remember to:**

- a) Make sure all students are out of the classroom.
- b) Take your grade book with you.
- c) Call roll to ensure that all students are accounted for.
- d) Send a student to the front of the building (where buses load) to let the principal or designee know if a student is missing.
- e) When the signal is given, return to class in an orderly manner, using one of the main entrances to the building. (Do not return through the classroom exit door.)
- f) **All staff and teachers without classes must also exit the building.**

**Severe Weather** - Severe Weather Drills will be held quarterly.

Teachers should instruct students on the following procedures:

- a) How to exit the classroom properly and move to the designated area.
- b) How to kneel forward on the floor facing the wall, if possible.
- c) How to remain in the designated area until the signal is given to return to class.

Teachers should:

- a) Become thoroughly familiar with the severe weather plan.
- b) Account for all students and have them remain in the designated area until the signal is given to return to class.
- c) Have your grade book with you.
- d) Remain alert for weather changes/developments.
- e) Refer to the Severe Weather Bulletin for more specific details.

## Due Process

The intention of the Tallassee City Board of Education is to afford due process when the procedures contained within the Code of Student Conduct handbook are implemented. The principals are to familiarize their staffs with the applicable procedures and provide each staff member with a copy of the Code of Student Conduct handbook.

School official will abide by the following procedures:

1. The student will know what has occurred.
2. The student will know the evidence to support the violation.
3. The student will be allowed to give an explanation.

The Code of Student Conduct handbook has been published with the following concepts in mind:

- School rules should be clearly stated and related to the educational purposes of the school.
- Students, parents, and guardians should be informed of the rules affecting behavior and discipline.
- When disciplinary action is involved, school personnel and students should comply with required procedure.
- Any student who has been identified as ability impaired under the provisions of the Individual with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the Rehabilitation Act of 1973 is subject to the provisions of the Code of Student Conduct and may be suspended or expelled. However, all procedural safeguards set forth in the above mentioned applicable laws will be followed.

## Duty Assignments

Before and after school duty assignments will be distributed to faculty and staff at the opening of the school year. Morning duty will begin promptly at **7:00a.m.** and afternoon duty will begin at **2:45p.m.** Teachers should become thoroughly aware of their responsibilities.

## Faculty Meetings

Faculty meetings will be held on Monday afternoons unless otherwise notified. **Administration will provide the faculty a yearly schedule for faculty meetings (once a month beginning in September).**

## Forms

All necessary forms for teacher use, such as personal or professional leave, jury duty, insurance claims, etc., should be requested through the school office.

## Grade Books

**Grades should be recorded promptly in your computer using iNOW Gradebook with a notation as to whether it is a daily grade, unit/chapter test grade, homework grade, etc.**

Within each grade period, there should be at 5 major exams (4 major exams and post test). A student's 9 week grade will consist of 60% major exams and 40% other. Also, print grade book and put in a notebook. Grade books must have the following:

1. Grades
2. Accurate Date of assignment
3. Headings for Grades

## Grievance Procedures

The Board is committed to the task of maintaining the highest possible level of professional relations among members of the staff, the school district, and maintaining good morale among employees. Grievances and problems which may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

## Grievance Definitions

- A. Grievance** - a "grievance" is a complaint by an employee based upon an alleged violation, misinterpretation, or inequitable application of any published policy, rule, or regulation of the school system. The term "grievance" should not apply to any matter in which the method of review is prescribed by law. "Grievances" are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations, and evaluations, are not subject to the grievance procedures herein described.
- B. Employee** - The term "employee" is considered to apply to anyone employed on a full-time or part-time basis by the Board, with the exception of the Superintendent.
- C. Supervisor** - This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has both the authority over and responsibility for management in respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.
- D. Organizational Element** - The term "organizational element" is any identifiable segment of the system that is clearly under the supervision of a single individual. (This would include a school, a center, and any support function.)

### A. Informal Steps

Grievances shall be processed as rapidly as possible. The number of days stated at each level shall be considered as a maximum, and every effort should be made to expedite the process. However, when mutually agreed upon, the time limit may be extended.

1. The most desirable method of improving differences is for the aggrieved employee is to discuss the

matter with his or her immediate supervisor and reach an amiable solution without resorting to the written grievance procedure. As a first step, the aggrieved employee shall discuss or put in writing the matter with his or her immediate supervisor.

2. The employee may then present the problem to a “representative” and ask the “representative” to discuss the problem with the supervisor of the employee having the grievance: or

### **Informal Steps Continued**

3. The employee may ask the “representative” to accompany him or her in a discussion with the supervisor.

### **B. Written Initiation to File a Grievance Complaint**

If it becomes necessary to file a written grievance, the nature of the grievance situation determines the limitations of filing as described below:

1. One who has a grievance must file it in writing, using the standard grievance report form, within fifteen (15) school days of the most recent incident or episode if the grievance arises from cumulative or continuing conditions.

2. When the grievance arises from a specific event or incident, however, it must be presented within ten (10) school days from the date of the event or incident giving rise to the grievance. The written report will state the exact nature of the grievance, the corrective or remedial action sought, and specific identification of any individuals who have information pertinent to the issues, and is to be submitted to the supervisor for resolution. The aggrieved employee may elect to use a “representative” in presenting the official grievance to the employee’s supervisor.

3. Within ten (10) school days of the receipt of the written grievance report, the supervisor shall meet with the aggrieved employee who may be accompanied by a representative and then file a written answer.

4. If the supervisor’s written answer is unsatisfactory to the aggrieved employee, the grievance may then be referred to the Superintendent or designee. This must be done in five (5) school days from the receipt of the answer from the supervisor. The Superintendent or designee shall then schedule a hearing with the aggrieved, the representative, and other appropriate employees of the school system. The Superintendent or designee shall provide a written answer to the aggrieved employee. The total elapsed time between receipt of the grievance by the Superintendent or designee and the providing of a written answer is not to exceed ten (10) school days.

5. If the decision made by the Superintendent or designee is unsatisfactory to the aggrieved employee, the grievance may then be referred to the Board of Education. This must be done within five (5) school days after receipt of the Superintendent’s decision. The Board will consider the grievance at a meeting as soon as practicable and the Board shall render a final written decision as expeditiously as possible. (Adopted: February 15, 1999)

### **Homework**

Homework assignments will be planned according to students' individual instructional needs. They will be evaluated and returned to students as soon as possible. Homework will reinforce classroom instruction through meaningful practice designed to strengthen skills and enhance understanding. **Homework will NOT be used for punishment under any circumstances but it**

can and should be used as a grade at times. Teachers should contact parents when homework is not being completed.

## Honor Rolls

To be eligible for the "A" Honor Roll a student must earn 90% or higher in each subject. Students may also be eligible for the "A--B" Honor Roll by achieving 80% or higher in each subject. Teachers are to submit to the office a list of students who made the Honor Roll prior to issuing report cards. **Conduct Grade:** Students will receive a conduct grade each nine-week period.

## Inventory

Each teacher is responsible for maintaining an inventory of all materials in his/her classroom and any other materials for which he/she is responsible.

## Jury Duty

A school board employee who is required to serve on a jury shall receive the regular pay to which he is entitled, in addition to any monies he receives for jury duty.

## Lesson Plans

The Tallassee City Board of Education requires a general plan of work, including daily schedules, to be prepared by each teacher and available to the principal. Lesson plans will be done on the computer using iNOW. **Each teacher should create his or her own lesson plans for the 2015-16 school year no later than the 1<sup>st</sup> week. Prior to that, lesson plans can be a grade level effort if needed.** Print a copy of your plans each week in case you have a substitute. Specific lesson plans shall be prepared by the teacher and shall be posted in iNOW on the **first school day of each week by 7:30a.m.** Your plans should include as many specifics (such as page numbers, worksheet numbers, reading, and math levels) as possible for each instructional group. Include daily character education in your lesson plans. Alabama COS and ACT Aspire objectives must be documented by date taught. Detailed lesson plans allow substitutes to conduct classes more efficiently in the teacher's absence.

## Lost and Found Area

Please check with the office concerning articles in the lost and found area.

## Lunch Procedures

Each teacher is asked to support the School Food Service Program and encourage students to eat in the cafeteria. Please encourage parents to check the income scale on the Free/Reduced Scale and apply if their income is within the guidelines. Each teacher will accompany his/her class to the cafeteria. Please refrain from talking while in the serving area or at the register. Teachers are to monitor their students during the entire lunch period. Each teacher will sit with his/her class for the school year. Classes should be seated as a group, filling all seats at their assigned tables. Teachers must see to it that students do not leave food, napkins, or milk cartons on the table or floor. Assign students to wipe the tables and pick up any trash before leaving the cafeteria.



## Mailboxes/Voicemail

Each faculty and staff member has been assigned a mailbox/voicemail. ***In an effort to cut down on classroom interruptions, the office staff will direct calls to your voicemail. However, the school administration will encourage parents to make an initial contact via email.*** Your mailbox/voicemail need to be checked periodically. Please do not send students to check your mailbox. If you receive an emergency call, you will be contacted immediately. If you are expecting an important phone call during the day and would like to be contacted by the office when a person calls, please inform the office in writing. Unless it is an emergency, phone messages will be directed to your voicemail.

## Maintenance

Classrooms are cleaned daily by the custodians. Unsatisfactory service should be reported to the principal. Some teacher supervised care is essential to maintain an attractive room. It is expected that the teacher will attempt to create the best possible learning environment. **The teacher is responsible for the room being clean, orderly, and as comfortable as possible.** Report any items needing repair to the office in writing. All emergencies will be handled as soon as possible. Other repairs will be reported to the maintenance department by the principal. **Be reminded that it is easier for the Maintenance Department to complete tasks during the year rather than waiting until the end of the year and then submitting all maintenance issues.**

## Materials and Supplies

All materials to be purchased by the school must follow proper purchasing procedures and be approved by the principal **prior** to ordering the items. The school will assume no responsibility for debts made other than those pre-approved.

## Maternity Leave

Maternity leave will be granted without pay in accordance with the laws of the State of Alabama. Maternity leave may begin on the date the teacher and her doctor agree it should, providing the superintendent is given written notice of her intent thirty days prior to the date the leave will begin. If a vacancy exists, the teacher may return at her request upon ten days written notice of the intent. If no vacancy exists, she may return at the beginning of the next school year without loss of any rights or privileges. If sick leave is taken by the teacher for the purpose of childbirth, the superintendent must be notified in writing by the doctor that the teacher is unable to teach until after the birth of her child. Advance notification is not asked for, since a teacher maybe able to work very late in her pregnancy. Since the sick leave laws are intended for specific purposes, the teacher will be expected to return to work by the date that she is considered well and able. If she is not able to return to work within a reasonable time, a doctor must explain in writing to the superintendent the nature of the condition that prevents her from returning to work within thirty days after the birth of the child.

## Media Center

The media specialist or administration will coordinate scheduling of classes and utilization of the library media services. Equipment and materials should be checked-out using appropriate procedures and returned promptly after use.

### **Internal Materials**

The local school principal or designee (librarians/media specialists) shall be responsible for library/media center acquisitions at each school. The principal or designee shall work closely with members of the certified teaching staff in selecting appropriate instructional materials for the various grade levels and content areas. All books, magazines, tapes, audio-visual materials and other teaching aids located in individual school libraries/media centers that are to be used by students shall be examined and approved by the principal before making such materials available to students and teachers.

### **External Materials**

Audio visual material obtained from sources external to the school library must meet the following standards prior to use in a classroom or school setting:

1. Relate directly to the School System curriculum and serve as a means of teaching a specific objective.
2. Relate directly to the lesson or unit plan being taught.
3. Commercial audiovisual materials will have no rating beyond “G.”

### **Medication**

Dispensing of medication will be directed through the school nurse. Medication can not be dispensed to students unless parents have delivered the medication to the school office and completed the appropriate form with instructions on how and when it is to be administered. If the classroom teacher is absent, he or she will appoint another teacher (not a substitute) to be responsible for administering the medication. The teacher should leave a note informing the appointed teacher of any medication to be dispensed.

### **Moment of Silence**

Tallassee Elementary School observes a daily moment of silence during morning announcements.

### **Newsletter**

A weekly typed newsletter will be prepared by each homeroom teacher. The newsletter is to include but not limited to the following: teacher’s name, grade, announcement/reminder section, and weekly in class assignment as well as homework assignments for each subject. By the beginning of each instructional week, the teacher’s newsletter will be distributed to students and uploaded to the teacher’s webpage. All newsletters should be uploaded to the website by 7:30a.m. of each week.

### **Opportunity to Improve**

This program is designed to provide the school with an alternative placement for those students who would normally be dismissed from their regular class for a period of time. Only the principal/assistant principal/designee will refer students to this program.

## Parent/Teacher Conferences

You are encouraged to make use of parent/teacher conferences to maintain open lines of communication between school and home. Conferences should include both positive and negative comments about a child. Teachers are encouraged to contact all parents on a regular basis to keep them updated on their child's progress. If something cannot wait, don't hesitate to use the telephone to conference with a parent. Parents may request conferences by note or by phone. A note regarding a parent request for a conference will be placed in your mailbox. Conferences will be scheduled at a time that is agreeable to both the parent and teacher during your preparation period, **after school Tuesday through Thursday**, or before school if it is absolutely necessary. **If needed, an administrator will be present at the teacher conference.**

## Parent Teacher Organization (P. T. O.)

Teachers are encouraged to attend all P.T.O. meetings and to become involved in their programs and projects.

## Parking

Parking on grass is allowed to unload vehicles; however, the **vehicle should be removed shortly thereafter**. Parents/visitors are to use the front parking lot.

## Parties/Movies

To protect valued instructional time, **classroom parties/movies should be limited to those approved by the principal**. Please inform the office as to the time and location of your party/movie. Parties will be limited to three a year. Parties will be held for Christmas, Valentine's Day, and End of Year. Room parents should be selected at the beginning of school year to be called upon to assist in planning parties. Please remain sensitive to students' religious convictions which may prohibit their attendance at parties.

## Permanent Records/ Registration Information

NO ONE WILL BE ENROLLED UNLESS HE/SHE HAS ALL REQUIRED DOCUMENTS.

- **Two** Proof of Residence - 911 address (copy kept on file)
- Birth Certificate (copy kept on file)
- Social Security Card (copy kept on file)
- Alabama Immunization certificate (original kept on file)

**Kindergarten Only:** Check DOB on birth certificates. Students must be 5 years old by Sept. 2<sup>nd</sup>

## Permanent Records/ Registration Information Continued

### **All Grades K - 4**

When informing the office of problems with permanent records, it should be done in writing and on a full sheet of paper (no Post It notes, please).

1. Please check your rosters. Inform the office of any necessary changes.
2. Check your address rosters. If changes need to be made, note the change on your roster and return it to the office. We will run you a new roster when changes have been made.

3. Check your student folders. You should have a folder for every student listed on your class roster
4. Remove all PE Forms and turn-in to the PE Staff.
5. Turn-in the Bus Number Forms to the office.
6. Please inform the office of any “**red flag**” students. (Students with special check in, check out and/or visitor information.)
7. Check your registration forms for any additional notes regarding enrollment, records, etc.
8. Registration sheets may be kept in the classroom as long as needed.

## **Personal Leave**

The Tallassee City Board of Education will grant all employees three days personal leave per year on a non-cumulating basis. Personnel will receive their regular pay for two days of personal leave, but the cost for a substitute employee (whether required of the position or not required) will be deducted from their pay if a third day is taken. Personal Leave must be approved prior to taking the days off. Appropriate forms are located in the office.

## **Physical Education**

- 1.) Each teacher is responsible for taking his/her students to the restroom before going to P. E.
- 2.) A student should go to P. E. for the full time allowed or go to the library for that period of time.
- 3.) The P.E .Staff will pick-up the students at their designated area. Students must remain in the classroom until a P.E. staff member picks them up. Students will be taken back to their classroom (not to the restroom or water fountain) after P.E. by a P.E. staff member.
- 4.) State law requires each student to participate in P.E. daily (unless they have an excuse). P.E. grades will be included as part of the requirements for A and A-B Honor Roll.
- 5.) If it is necessary to have a student miss P.E. class, prior arrangement should be made with P.E. teachers. Also, if a student will not be coming with the rest of the class to P.E., please make prior arrangements with the P.E. teachers. Students must be on time.

## **Pledge of Allegiance**

At the beginning of each school day students will be afforded the opportunity to voluntarily recite the pledge of allegiance to the United States flag. This should be a respectful expression of pride and citizenship.

## **Professional Evaluation**

Educate Alabama, Alabama Professional Learning Collaborative is used to evaluate certified personnel.

## **Promotion and Retention**

Promotion and retention are determined by whether or not a student has successfully mastered the minimum knowledge and skills required in each grade/course before progressing to another grade level. The final decision to promote a student from one grade to the next at the elementary level shall be made by the teacher with the approval of the principal after discussion with the

teacher, parents/guardians, and in consultation with the promotion-retention committee composed of three local professional educators appointed by the Superintendent. The decision will be based primarily on that individual student's achievement of the minimum skills necessary to qualify for promotion.

(ADOPTED: February 15, 1999) To ensure students' academic progress and success, specific skills at various grade levels should be mastered.

## Report Cards

Each homeroom teacher will issue report cards at the end of the grading period on the date specified in the Tallassee City School Calendar. Report cards must be returned by the students by the first Monday after distribution.

## Resource Rooms (faculty workrooms)

This area is for your comfort and convenience. It is to be used for preparation of materials, phone calls, school-related work, or just relaxing for a quiet moment. **Everyone must do his/her part in keeping the Resource Room clean by placing trash in the waste can and cleaning the coffee maker.** Under no circumstances should children (including the children of employees) be allowed into the workrooms.

## Review of Audio Visual Material

In an effort to ensure that audio visual materials used in our schools are best suited to the educational needs, age, and maturity of students, the administration directs that the teachers review all audio visual materials to be shown in any classroom or school setting prior to its inception.

## RTI Referral

Classroom teachers are to email RTI chairperson when making an initial referral for academic or behavioral concerns. This email to be completed one week prior to scheduled RTI meeting date. However, all parent referrals should be directed to RTI chairperson as well as your grade level special education teacher. Questions may be referred to the Special Education Department at Central Office.

## Safety

Teachers and staff should stress safety in all phases of the school day, and they should be thoroughly familiar with the school's Safety and Crisis Management Plan.

## Sexual Harassment Policy

It is the policy of the Board that sexual harassment of employees or students by employees or other students is unlawful behavior and will not be permitted. The board is committed to providing a working environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct.

## Sexual Harassment Policy Continued

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of the individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with the individual's performance or creating a hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations; advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe objects or pictures.

The Board hereby directs the Superintendent to annually appoint, prior to the beginning of the school year, an administrative employee to serve as the reporting officer for all complaints of sexual harassment involving employees of the Board and students. Written notice by the Superintendent of the name and manner in which any complaint may be reported to such officer will be publicized.

Harassment of any employee or student by another student is expressly prohibited and will be handled in accordance with the provisions of the **Student Code of Conduct**. Sexual harassment by an employee toward a student shall be treated in the same manner as employee to employee harassment.

## Smoking or Use of Tobacco Products

Smoking or use of tobacco products is prohibited in all buildings and on all properties owned and/or operated by the Tallahassee City School District.

## Sending Students to the Office - Discipline

Prior to completing an office referral, the teacher should attempt to discipline students and/or discuss the consequences of the action with student. If the undesired behavior is still occurring, the teacher should have a face to face conference with the parent and/or the student should be referred to counseling. When sending students to the office for disciplinary purposes, complete an office referral. If the principal/assistant principal are not available, the student will return to the classroom. The completed discipline referral is to remain in the office. The student will be called when an administrator is available.

## Sending Students to the Office - Nurse

If you send a student to the office, please send a note explaining why the student is being sent {sick/injured}. Also, please include if you have determined that the child needs to go home so appropriate steps will be taken by nurse or office staff.

## Student Withdrawal

A student will not be withdrawn unless a request is made by the parent, guardian, someone designated by the parent, or a request is received from another school system.

When a request is made, the following procedure should be followed:

1. A Notice of Transfer will be given to the teacher to be completed as soon as possible and returned to the office.
2. Send any personal items that belong to the student and the report card to the office when returning the Notice of Transfer.

## Substitute Teacher's Folder

Emergency lesson plans, student schedules, emergency evacuation information, daily school and classroom procedures, and class rolls/seating arrangements must be kept in a **Substitute Teacher's Folder on your desk**. "Substitute Folder" should be written in **BOLD** on the front cover of the folder. It is essential that this information be kept current and accurate. The substitute folder is to be placed on your desk prior to leaving school each day.

## Supervision of Students

Students must be under the direct supervision of a teacher at all times during the school day. Teachers are responsible for their students in the classroom, hallways, restrooms, library, cafeteria, and playground, other than regularly scheduled PE times. Teachers need to consider safety before sending students on errands.

## Tardy Students

Office Personnel will check-in tardy students, send them to class with a tardy slip, and post all tardies to the computer. Teachers are responsible for keeping each tardy slip on file in the classroom and documenting "TE" *tardy excused* or "UT" *unexcused tardy* in the attendance register (provided by Jennifer every 20 days). Students who enter the classroom after the 7:50 bell rings are considered late. Those students on a late bus will not be considered tardy. Teachers will be notified of a late bus by an "all call" announcement. Tardy students must be sent to the office for a tardy slip. Once you have put a student's name on the attendance card, do not mark through the name. Mark "TE" or "UT" beside the name. All notes regarding doctor's excuse, dental excuse, court, or death in immediate family should be sent to the office.

## Telephone Usage

Please limit your phone use to school business. Students are to use the phone under extreme circumstances. If they are sick, someone in the office will call for them. The phone in the lounge is for your convenience and provides some degree of privacy. For extreme circumstances, cellphone usage is acceptable. Please do not abuse its use.

## Textbooks

Teachers are responsible for all issued textbooks. Textbook lists will be kept on file in the office. Please keep your list up-to-date. If you need textbooks from another grade, you will need to fill-out a separate textbook form for that grade.

## Valuables

Caution the students about proper care of money or other valuables in their possession. The school does not assume responsibility for lost articles except to hold them for reclamation. Teachers should lock their rooms and/or lock valuables in their closet.



# Tallassee City Schools

## VISION

Maximizing student potential to develop productive, ethical, and successful citizens.

## MISSION

The mission of the Tallassee City School District is to provide a quality education, providing the basis for students to become life-long learners as well as moral, ethical, and compassionate people. A partnership of staff, students, parents, and the community will prepare students to become responsible citizens and productive members of the communities in which they live.

## MOTTO

BUILDING THE FUTURE, ONE STUDENT AT A TIME!

