**Tiger academy elementary school**

****

**learning**

**the sport of champions**

**Play book**

2014-2015

**Coach Aikens**



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**Tiger Academy**

**2014-2015**

**Our Mission:**

To provide the children of the north side a structured and nurturing learning environment that is focused on rigorous academic standards, character development, self-discipline, personal and social responsibility and family involvement.

**Vision Statement:**

Tigers Today…Leaders Tomorrow

**Tiger Academy**

Staff Directory

2014-2015

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position/Title** | **Location/Office** | **Phone Ext.** | **Intercom** |
| **Charles McWhite** | **Principal** | Main Office/102 | 201 | - |
| **Brooke Cobbin** | **Assistant Principal** | 111 | 205 | - |
| Susan Golden | Executive Director | Main Office/103 | 202 | - |
| Guerline Divra | School Manager | Main Office/104 | 203 | - |
| Chiquita McDuffie | Receptionist | Main Office | 200 | - |
| **Tonia Fuller** | **Math Coach** | 112 | 214 | - |
| **Erika Pitts\*** | **Reading Coach** | 214 | 227 | 0214 |
| **Tammy Anderson\*** | **Science Coach** | 308 | 216 | 0308 |
| Jennifer Mickle\* | Guidance Counselor | 110 | 207 | - |
| **Erin Battle** | **ESE Teacher** | 115 | 209 | 0115 |
| **Cliff Harrell** | **Support Services Director** | 115 | 209 | 0115 |
| Rita Davis | After School Programs | 114 | 208 |   |
| Louise Flowers | Y Reads Program Coordinator | 202 | 218 | 0202 |
| Khalilah Marques | Speech and Language Pathologist  | 202 | 218 | 0202 |
| Davina Martin | Family Support Services | 115 | 209 | 0115 |
| Marguerite Stewart | Pre-K | 205 | 213 | 0205 |
| Allegro DeRouen | Pre-K Teacher Assistant | 205 | 213 | 0205 |
| Jacqueline Bourne\* | Pre-K | 209 | 230 | 0209 |
| Pamella Bell | Pre-K Teacher Assistant | 209 | 230 | 0209 |
| Jennifer Peebles\* | Kindergarten | 215 | 210 | 0215 |
| Susan Harper | Kindergarten | 211 | 228 | 0211 |
| Rodina Hughes | First | 204 | 211 | 0204 |
| Catherine Braude\* | First | 208 | 223 | 0208 |
| Lauryn Stark | Second | 210 | 212 | 0210 |
| Ronnetta Howard | Second | 214 | 227 | 0214 |
| Yolana Sabb | Primary Teacher Assistant | 215 | 210 | 0215 |
| Julie Haynes \* | Third (ELA/S.S.) | 302 | 224 | 0302 |
| Leanne Gorman | Third (Math/Science) | 306 | 226 | 0306 |
| Jasmine Butler | Fourth (ELA/S.S.) | 309 | 217 | 0309 |
| Rachel Hambleton\* | Fourth (Math/Science) | 305 | 215 | 0305 |
| Latonya Tookes | Fifth (Math/Science) | 308 | 216 | 0308 |
| Edward Moore | Fifth (ELA/S.S.) | 311 | 225 | 0311 |
| Darryl McClenton | Intermediate Teacher Assistant | 311 | 225 | 0311 |
| April Cotton | Reading Interventionist | 208 | 223 | 0208 |
| Jessie Didier | Math Interventionist | 309 | 217 | 0309 |
| Jacquelynn Jones | Media Clerk | Media Center | 220 |  |
| Amy Brown | Art  | Resource Room | 200 |  |
| Sandra Williams | Music | Resource Room | 200 |  |
| Frankie Antoine | P.E. Coach |  |  |  |
| Adrian Wilkinson\* | P.E. Coach |  |  |  |
| Mr. Brown | Head Custodian |  |  |  |
| Mr. Cummings | Custodian |  |  |  |
| Ms. Commodore | Cafeteria Manager | Cafeteria Office |  |  |
| Teacher’s Lounge 219 | Conference Room 206 | Board Room 221 |   |  |

\*New Staff

**Florida Department of Education**

**Office of Professional Practices**

**Code of Ethics – Education Profession**

**6B-1.006 Principles of Professional Conduct for the Education Profession in Florida**

**6B-1.001 Code of Ethics of the Education Profession in Florida.**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

**6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.**

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
	1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
	2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
	3. Shall not unreasonably deny a student access to diverse points of view.
	4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
	5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
	6. Shall not intentionally violate or deny a student's legal rights.
	7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
	8. Shall not exploit a relationship with a student for personal gain or advantage.
	9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
	1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
	2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
	3. Shall not use institutional privileges for personal gain or advantage.
	4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
	5. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
	1. Shall maintain honesty in all professional dealings.
	2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
	3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
	4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
	5. Shall not make malicious or intentionally false statements about a colleague.
	6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
	7. Shall not misrepresent one's own professional qualifications.
	8. Shall not submit fraudulent information on any document in connection with professional activities.
	9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
	10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
	11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
	12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
	13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendre for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
	14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
	15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section1012.795(1), Florida Statutes.
	16. Shall comply with the conditions of an order of the Education Practices Commission.
	17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS. History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.

**Teacher Expectations**

2014-2015

**As a Teacher/Instructional Staff Member of Tiger Academy, I am expected to:**

1. Treat all parents, faculty, staff, and students with courtesy and respect.
2. Plan and deliver meaningful instruction according to the State Standards and curriculum ensuring that learning is engaging for all students.
3. Assess students in an appropriate and timely fashion and monitor the data constantly.
4. Keep accurate records, including test scores, daily attendance, and lesson plans.
5. Maintain order in my classroom using a fair, reasonable approach to discipline and to follow the school-wide discipline plan.
6. Meet with and cooperate with my grade level team mate and all other colleagues.
7. Demonstrate professional dress, good attendance, and to be punctual.
8. Participate in a PLC and book study which will enhance the instructional and organizational practices of Tiger Academy.
9. Communicate with parents (weekly newsletter), staff, and administration.
10. Conduct and initiate a minimum of two face-to-face parent conferences per year.
11. Be available to parents via cell phone Monday-Thursday until 8pm and Friday until 6pm.
12. Maintain the confidentiality of students and faculty.
13. Speak well of my school and my colleagues to the public.
14. Meet deadlines and turn requested information in on time.
15. Submit weekly lesson plans and class newsletters by Friday for the upcoming week.
16. Follow guidelines as stated in the handbook.
17. Participate in professional development opportunities.
18. Refrain from grading papers, checking emails, and other similar behaviors during faculty meetings and training sessions.
19. Silence all cellphones and other electronic devices during instructional time, staff meetings, etc.
20. Support the school’s mission and vision

**I can expect to:**

1. Have a principal with high expectations of success.
2. Be treated with dignity, courtesy and respect by all members of the faculty, staff, and administrations.
3. Be supported in the implementation of the curriculum.
4. Be observed in my classroom on a formal and informal basis, and to receive constructive feedback regarding these observations.
5. Be supported in receiving professional development.
6. Be supported in maintaining order and discipline with my students.
7. Be supported in parent conferences.
8. Be given deadline information in a timely manner.
9. Be counseled in private regarding any concerns.
10. Be given assistance in meeting my goals.
11. Be held accountable for my actions and inactions.
12. Be listened to and receive honest feedback from my principal.
13. Work in a clean, safe and orderly environment.

**The Code of Appearance**

It is our belief at Tiger Academy that the faculty and staff dress code should reflect that of the professional business community. Attire should be appropriate as well as practical for performing work duties and responsibilities.

1. All staff members will adhere to the Tiger Academy Code of Appearance Monday-Friday.
2. Special dress down days will be announced.

**The official staff dress code includes:**

Mon/Tues/Thur: White or Navy Blue Shirt/Blouse

 Khaki Slacks/Skirt

 OR

 Professional Dres

Wednesday: Orange Tiger Academy Shirt

Black Slacks/Skirt

Friday: Tiger Academy Long or Short-sleeved Shirt

 Khaki Slacks/Skirt

*Males are required to wear ties on Mondays.*

|  |
| --- |
|  |
|  |

**SAMPLE**

**Tiger Academy**

**3rd Grade Instructional Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Morning MeetingAnnouncementsAttendance8:00-8:30 | Morning MeetingAnnouncementsAttendance8:00-8:30 | Morning MeetingAnnouncementsAttendance8:00-8:30 | Morning MeetingAnnouncementsAttendance8:00-8:30 | Morning MeetingAnnouncementsAttendance8:00-8:30 |
| Reading/Writing8:30-10:30 | Reading/Writing8:30-10:30 | Reading/Writing8:30-10:30 | Social Studies/Science8:30-9:00 | Reading/Writing8:30-10:30 |
| Social Studies10:30-11:15 | Social Studies10:30-11:15 | Social Studies10:30-11:15 | ResourcesMusic, Art, Media9:00-11:45 | Social Studies10:30-11:15 |
| Recess11:15-11:45 | Recess11:15-11:45 | Guidance11:15-11:45 | Recess11:15-11:45 |
| Lunch11:45-12:15 | Lunch11:45-12:15 | Lunch11:45-12:15 | Lunch11:45-12:15 | Lunch11:45-12:15 |
| Math12:15-2:15 | Math12:15-2:15 | Math12:15-1:20 | Reading/Writing12:15-2:15 | Math12:15-2:15 |
| Science2:15-3:30 | Science2:15-3:30 | P.E.1:20-2:15 | Math2:15-3:30 | Science2:15-3:30 |
| Math2:15-3:00 |
| Science3:00-3:30 |
| Dismissal3:30 | Dismissal3:30 | Dismissal3:30 | Dismissal3:30 | Dismissal3:30 |

**Tiger Academy**

Lunch Schedule

2014-2015

Monday-Friday

|  |  |
| --- | --- |
| **TIME** | **GRADE LEVEL** |
| 10:45-11:15 | Bourne/Stewart (Pre-K) |
| 11:00-11:30 | Harper/Peebles (Kdg) |
| 11:15-11:45 | Braude/Hughes (1st Grade) |
| 11:30-12:00 | Roth/Stark (2nd Grade) |
| 11:45-12:15 | Gorman/Haynes (3rd Grade) |
| 12:00-12:30 | Hambleton/McNeil (4th Grade) |
| 12:15-12:45 | Moore/Tookes (5th Grade) |

**Tiger Academy**

Resource Schedule

2014-2015

TUESDAY (K-2nd) 

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **8:10-8:55** | **9:00-9:50** | **9:55-10:45** | **11:35-12:25** | **12:30-1:20** | **1:25-2:15** | **2:20-3:10** |
| **ART** | Stewart | Braude | Hughes | Peebles | Harper | Stark | Roth |
| **MUSIC** | Bourne | Hughes | Braude | Harper | Peebles | Roth | Stark |

WEDNESDAY P.E. DAY PK-5th

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **8:10-8:45** | **8:50-9:40** | **9:50-10:40** | **11:20-12:15** | **12:20-1:15** | **1:20-2:15** | **2:20-3:15** |
| **P.E.** | Bourne/Stewart | Peebles/Harper | Braude/Hughes | Tookes/Moore | Stark/Roth | Haynes/Gorman | Hambleton/McNeil |

THURSDAY (3RD-5TH)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **9:00-9:55** | **9:55-10:50** | **10:50-11:45** | **12:45-1:40** | **1:40-2:35** | **2:35-3:30** |
| **ART** | Haynes | McNeil | Moore | Gorman | Hambleton | Tookes |
| **MUSIC** | Moore | Haynes | McNeil | Tookes | Gorman  | Hambleton |
| **MEDIA** | McNeil | Moore | Haynes | Hambleton | Tookes | Gorman  |

**Note: Primary Media will be scheduled individually. Primary school counselor sessions will be scheduled for every other week.**

**Tiger Academy**

Bulletin Board Schedule

2014-2015

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sep 12th**  | **Oct 10th**  | **Nov 7th**  | **Dec 5th**  | **Jan 9th**  | **Feb 6th**  | **Mar 6th**  | **Apr 1st**  | **May 1st**  | **Jun 6th**  |
|  **PreK-2nd**  | BoM | Math | Science | S.S. | Writing | Reading | Math | Science | Writing | Author Study |
|  **3rd-5th ELA** | BoM | Writing | Reading | S.S. | Writing | Reading | Writing | S.S. | Reading | Author Study |
| **3rd-5th M/S** | Math | Science | Math | Science | Math | Science | Math  | Science | Math | Author Study |

**Aug 8th: Welcome Board (ALL)**

Remember Bulletin Boards are…

* **Standards-based** and include the **Title, Task, Florida Standard, Student Work** andteacher/student **Commentary** each month.
* Used to showcase **student work** as evidence of teaching and learning
* A display of your **creativity**
* **Attractive**
* **Aligned** with current instructional focus
* 4-5 student work samples

**SAMPLE Bulletin Board Layout**

**Tiger Academy Playground Rules**

**General Rules:**

1. Safety first.

2. No running in playground area or walkway to the playground.

3. Keep hands, feet and all objects to yourself.

4. Keep the playground area clean and free of trash.

5. No food, drinks, candy or gum allowed in the play area.

6. No throwing of the mulch.

7. Students should be monitored at all times.

8. Utilize playground emergency card.

**Play Structure:**

1. No tag or chasing on or around the play structure equipment.

2. No jumping from play structure platforms.

**Slides:**

1. One student at a time.

2. All slides should be “feet first”.

3. Students must be seated on the slides. No walking or climbing up the slides.

**Swings:**

1. Only one person at a time is allowed on one swing.

2. Sit on the swing.

3. No jumping out while swinging.

4. No twisting or spinning on the swings.

5. No pushing of one student by another student.

**See-Saw:**

1. Only one person allowed on each side.

2. Students must remain seated at all times.

3. No bouncing or jumping allowed.

**Playground Rule Violations & Consequences**

**Consequences for Playground Rule Violations that Involve Minor Issues**

Minor violations and day-to-day issues that deal with following the basic rules will involve remediation with the student and supervising teacher involved and responsible at the time.

* Verbal reprimand.
* Redirection (redirect the student to act appropriately).
* Student stands in place for 3-5 minutes and is reminded to “Stop and think.”
* Student shadows the playground supervisor for a designated period of time.
* Discussion of appropriate behavior to replace inappropriate behavior (problem solving).
* Apology to another student when necessary.
* Logical and real-life consequence given for inappropriate choice of behavior. Consequence is enforced.
* Time out on the bench or wall away from others for appropriate amount of time (due to severity and frequency of violation/s).
* Student owes appropriate after-school time to adult who is on duty.
* Parent contact may be made by teacher or principal.

**Consequences for Playground Rule Violations of Greater and More severe Nature OR Repeated Breaking of Minor Rules**

A referral to the principal will be made for physically dangerous acts: fighting, illegal acts, overt defiance, continued willful disobedience or any behavior that causes a safety concern.

* Call parents to report their violation(s).
* Lose recess privileges and spend recess time inside for a designated time.
* Received in-school suspension, out of school suspension.

**General Procedures**

1. ACCIDENTS

A. All accidents must be reported to the office immediately. The teacher’s first concern is the care of the child.

B. Complete an accident report and submit it to the office manager. This report must be submitted to the office within 24 hours of the accident. Refer to Sample Forms in your emergency kits.

C. In the case of an accident, no matter how minor, the school should notify parents or guardians. Telephone numbers and addresses will be in Student Information Card Box in the classroom or it may be obtained from the student information cards in the front office.

D. An accident involving a teacher must be reported to the office immediately. An employee accident report must be submitted to the principal’s secretary the same day. Refer to Sample Forms in the faculty handbook.

2. ATTENDANCE RECORD in reference to the Attendance Roster for your homeroom, the information below is to be followed throughout the school year.

A. All students have to be entered on your roster the first day they attend school in the new school year. Place an “E01” on the date the student first attends school. A student should not have anything marked on the roster until they actually enter school. If the student is not present on day one please leave blank.

B. New students or students not listed on the roster should be listed on the space provided at the bottom of the Weekly Attendance Sheet.

C. Attendance lists MUST BE KEPT IN BLACK INK. Red will be used for correcting errors.

D. Pupils returning to school from any kind of absence are required to present a written explanation from parents or guardians according to state law. Such excuses should be dated and maintained by the teacher until the end of the current school year.

 E. Listed below are the district-wide codes that are used for the attendance roster:

 A = Excused absence

 U = Unexcused absence

 I = In school suspension

 T – Tardy

 S = School related activity

 O = Out of school suspension

 P = Present for changing an absence or a tardy to present

 F. All absences are marked as “A” excused to begin with and changed to “U” if no documentation is received by the teacher within two school days.

G. Late students must have a tardy slip from the main office to be admitted to the classroom after 8:10 a.m. All tardies will be marked on the roster by the teacher.

H. All attendance rosters must be signed by the homeroom teacher in black ink and dated to the last school day on the current roster.

I. The attendance roster (paper and/or electronic) is left blank for students who are present.

J. Students who transfer in/out during the school year will be coded by the Office Manager.

K. NEVER use whiteout on the rosters. These are audited for FTE and errors must be corrected by using a red line through the error.

L. Registers (paper and/or electronic) are legal documents and must be kept accurately by the teacher.

M. Attendance **must** be updated in OnCourse every morning by 9:00 a.m.

3. BULLETIN BOARDS

A. Bulletin boards are an extremely important way to communicate with students, parents, and visitors. Boards should be standards based, interesting, creative, and reflect current student work.

B. For a sample of a standards based bulletin board refer to the Bulletin Board section of the handbook.

C. Bulletin boards should be updated according to the schedule (see Faculty Handbook Contents)

4. CAFETERIA/BREAKFAST & LUNCH PROCEDURES

Breakfast Procedures

1. Breakfast is served from 7:30 a.m. - 8:00 a.m. Monday through Friday.
2. Students will remain in the cafeteria until they are dismissed to go to the classroom at 7:50 a.m.
3. Students will line up and will walk quietly to class with Safety Patrols.
4. Teach and remind students of the following cafeteria rules:

a. The conversation level in the cafeteria is a soft – restaurant style. (Level 1)

b. Remember to obtain all needed items when going through the line. No going back.

 c. Use good restaurant manners.

 d. Stay in your seat. Raise your hand for assistance.

 f. Line up quietly at the end of breakfast when class/table is called.

Lunch Procedures

1. Lead your class to the cafeteria at your scheduled time. Please arrive on time for drop off and pick up.

B. In class, work on proper table manners with your students. Support the staff person providing supervision during lunch if you decide to remain.

C. After lunch, lead your class quietly back to your room.

D. Make sure to bring your behavior log (with a pen/pencil attached) to the cafeteria.

 E. Teach and remind students of the following cafeteria rules:

a. The conversation level in the cafeteria is a soft – restaurant style. (Level 1)

 b. Enter quietly in a single file line.

c. Remember to obtain all needed items when going through the line. No going back.

 d. Use good restaurant manners.

 e. Stay in your seat. Raise your hand for assistance.

 g. Line up quietly at the end of lunch.

5. CLINIC REFERRALS

A. The student must bring a pass when being sent to the main office for clinic services.

1. Students on medication must have a Medication Release form on file in the office.

C. Students may not have any form of medication (including aspirin, cough drops, etc.) in their possession while at school. All medication must be kept and dispensed by the main office.

D. Simple first aid may be administered when needed. In case of sickness, fever, etc., parents will be notified immediately by phone.

E. A completed copy of the Authorization for Emergency Care form will be filed in the office for quick reference during emergencies. These forms will be provided by the office at the beginning of the school year and on enrollment of new students.

6. COMMUNICATION TO PARENTS

A. The principal must approve any important notices.

B. Teachers are required to send home a weekly newsletter on the first day of the school week. Each grade level may send a joint newsletter. Letters may be sent electronically and/or posted to webpage.

C. Any correspondence to or from parents which deals with a potential problem should be brought to the principal’s attention.

D. Retain all written communication from parents and keep on file until the end of the year.

E. Parent conferences may be scheduled with the principal, assistant principal and/or school counselor if deemed necessary.

F. The teacher should read important school bulletins or notices to the students. The teacher should stress to the students the importance of conveying this information to their parents/guardians. Information for parents should be placed in the students’ agendas or homework folder.

 G. Use agendas or homework folders as a means for daily communication.

 H. Please make sure to check your voicemail and e-mail twice daily.

7. COMUPTER CARE

1. At the end of each day, please log off all desktop computers and turn off the monitors.

C. Please submit ticket via email, phone or website to IT Support. Please report any computer problems or needs **immediately**.

D. Teachers are responsible for maintaining the cleanliness of the computer area. While the custodial staff will clean the tables, teachers should clean the tables on a weekly basis to prevent dust build up.

8. CONFERENCE GUIDELINES

A. Conferences may be held before or after school, or on planning days. All before school parent conferences must end by 7:45 a.m.

B. Teachers are **required** to have a minimum of two face-to-face conferences with each student’s parents/guardians during the school year.

1. Be professional, friendly, and tactful. Conferences should be standard based. Allow the parents to express concerns and be a good listener. Develop a plan to improve academic and/or behavior difficulties. Have evidences of student’s work and utilize documentation and data that you have acquired.

D. A conference regarding a student’s academic difficulty should include student data and individual academic prescription. Refer to sample forms in the faculty handbook.

E. If you anticipate the parent/guardian may become belligerent, schedule the conference with the principal or guidance counselor.

F. Maintain confidentiality during conferences. **Other students should not be discussed.**

G. Document all parent conferences. Conference logs should contain: parent name, student name, date, concern and final outcome. See forms.

9. EVACUATION DRILL

A. Each teacher is required to have an Emergency Evacuation Bag containing the following items:

 a. Student Roster

 b. Parent/Guardian contact information

 c. Pen

 d. Pencils

 e. Clipboard

 f. Legal pad

 g. Sticky note pad

 h. Red and green sign

 i. Story books – grade level appropriate

 j. Mini-First aid kit

 k. Transportation list

B. There are three different kinds of emergency codes: Code Yellow, Code Red, and Code Green Evacuate/No return.

C. In the event of a Code Yellow the principal or other person in charge will announce over the intercom “Code Yellow.” The front office will call 911. The office will lock all outside doors and notify the Metro Office. Main office staff will call “Lock Down” on all walkie-talkies. Classroom teachers will:

 a. Lock classroom doors, but ADMIT STUDENTS

 b. If outside, remain outside and gather students until directed otherwise.

 c. Do no leave the classroom or allow students to leave.

 d. Continue instruction.

 e. Create a list of students not in class. Note late arrivals.

f. Call office by classroom telephone intercom system, only in an emergency. No personal phone calls.

 g. Emergency team members report to designated area.

 h. Use radio for emergency communication only.

D. If it becomes necessary to secure the campus or school building in the event of unlawful trespass by an individual or group (armed or unarmed) the following lock down procedures will be conducted for a Code Red. Principal or person in charge will announce over the intercom “Code Red.” The front office will call 911. The office will lock all outside doors and notify the Metro Office. Main office staff will call “Lock Down” on all walkie-talkies. Classroom teachers will:

a. Lock classroom doors. DO NOT ADMIT STUDENTS. No one leaves the classroom. Cover door glass.

b. If outside, remain outside. Gather students. Seek shelter at designated location. Maintain a calm environment.

 c. Document students present or absent.

 d. Students are to sit away from doors and windows.

 e. No phone calls. Use radios for emergency only.

 f. Emergency team members report to designated area.

g. All adults who do not have immediate supervisory responsibility for students, proceed with caution to designated area.

h. If evacuation is called, exit and follow evacuation procedures. Bring Emergency Bag and leave the door unlocked and open.

i. If imminent danger dictates escape, exit the area via the quickest means available.

E. In the event it becomes necessary to evacuate the Campus the following procedures will be conducted. Principal or other person in charge will announce over the intercom “Code Green” or an alarm will sound. Classroom teachers will:

a. Collect Emergency Bag. Take attendance noting situation of all students i.e. absent, clinic, restroom, etc…

b. Line up. Admit all students returning to class. Exit the building according to the route on your map and go to the designated spot.

c. When you arrive, hold up either the red or green sign to show if all your students are accounted for. Green means all students are present. Red indicates missing student(s).

 d. Silence is to be maintained and listen for further directions.

10. FIELD TRIPS

A. Filed trips are extensions of the curriculum and should be based on specific learning objectives. To ensure optimum benefit, students should be prepared in advance for this learning experience. After the field trip, teachers should evaluate and build on this experience.

B. All field trips must be approved, in writing, by the principal at the beginning of each quarter. Please make sure all appropriate forms are completed.

 a. Filed trip request

 b. Parent release

 c. Chaperone responsibilities

d. Field trip lunch form

C. All students participating in the field trip will ride the approved mode of transportation.

D. Any money collected from students to cover field trip expenses must be receipted. It is prohibited for teachers to have more than $40.00 in their possession. All money collected for the day must be turned in by 4:00 p.m.

E. A permission slip must be signed by the parent/guardian and on file for each child leaving school property. “Phone call permission” is not acceptable. All permission slips are to be sent to the main office prior to leaving the school grounds.

F. If a student is unable to attend a field trip, the teacher is responsible for making arrangements to place the child in another teacher’s class. The teacher is also responsible for providing student work for the day. Please notify the office of the child’s location.

G. Only those students enrolled in your class are allowed to attend the field trip. Chaperones are not permitted to bring other children on the trip. All chaperones must complete the volunteer training, before attending a school field trip.

H. Before leaving school property, all chaperones are required to sign the Chaperone Responsibility form.

I. Teachers assume direct responsibility for the supervision of field trips. At least one adult for every ten (10) students is recommended for grades two through three. One adult to every seven (7) children is recommended for Pre-Kindergarten through first grade.

J. The school has a responsibility to provide lunches for students on free and reduced lunch status.

a. Make sure to include on the field trip request form if bag lunches will be needed.

c. Please notify the front office of any changes in the required number of bag lunches.

d. On the morning of the trip, students receiving a bag lunch will go to the cafeteria to pick up a bag lunch.

11. FIRE DRILLS

A. Fire drills are conducted monthly. At the sound of the alarm teachers are to evacuate all children from the building following the evacuation plan posted in the classroom.

 B. Fire Drill procedure:

a. Line students up and exit immediately following the appropriate evacuation route. Please walk. No running.

b. Lead your students quietly in single file to the designated area facing away from the school. No talking.

c. Bring the Emergency Bag and verify attendance and location of all students. Complete the Fire Drill Check sheet and immediately notify the supervisor of the fire drill of any missing students. Refer to sample form in faculty handbook. Once you complete attendance and your students are safe, raise your green sign. If there’s any emergency raise your red sign.

 d. Maintain absolute silence.

 e. After all-clear bell rings, students quietly return to the classroom.

f. Students that are not in the classroom (such as a resource) will exit the building under the direction of the supervising teacher or adult.

 C. Primary and Secondary Evacuation Plans should be posted in the classroom.

12. FIRE EXIT FROM CAFETERIA

A. Students are to immediately exit the cafeteria following the cafeteria fire exit plan. Teachers and assistants are responsible for reviewing the procedures with their class.

 B. Students must not take their lunch.

13. FIRE SAFETY

A. Fire alarm boxes are located throughout the building. If a fire is detected in your area, pull the lever to activate the general alarm.

1. Fire extinguishers are located throughout the building as indicated on the Evacuation Plan (located on the wall), however the teacher’s first responsibility after the alarm sounds, is to evacuate the students.

14. TORNADO DRILL

A. Tornado drills will be conducted at least once a year.

B. At the sound of the alarm:

a. Students will immediately line up in single file and proceed to an inside hall.

 b. Students will face the inside support wall which is free of windows.

c. Students will assume the Duck and Tuck position.

d. Maintain absolute silence.

e. When “all clear” is indicated, students quietly return to the room.

C. Students who are outside the building during a drill will enter the building under direction of a supervising adult and quietly assume tornado position along hallway support walls.

15. GRADE LEVEL MEETINGS/PLCs

 A. Grade level meetings are to be conducted weekly according to master schedule.

B. Grade level meetings should include collaboration of lesson plans, sharing instructional strategies, reviewing data, sharing and evaluating student work and coordination of any upcoming projects, field trips or events.

C. Agenda for each grade level meeting shall be submitted to the, Assistant Principal and

Instruction Coach. (see forms)

16. HALL AND RESTROOMS

A. Students should have a destination pass while in the halls unescorted. Students must always travel in pairs. Pre-kindergarten students must always be accompanied by an adult.

 B. Students may not pass notes or collect money from teacher to teacher.

C. Students should be encouraged to keep hands and feet off walls and to wipe feet before entering the building.

D. Encourage children to adhere to the “Tiger Way” while in the halls. Rituals and routines for common areas should be practiced and enforced. Loud talking, yelling, running or other unruly conduct should be discouraged by any teacher in the area of the disturbance. Refer to school wide discipline plan.

 E. Teachers should supervise students while changing classes.

F. Students should be taught that they have a responsibility to keep the restrooms neat, clean and to use bathroom supplies wisely. Teachers must supervise uncooperative students.

G. As safety precaution, students should never be alone in hallways. Students must always travel in pairs or in three’s if leaving a student at the office. Pre-kindergarten students must always be accompanied by an adult.

17. HEALTH AND SAFETY

A. Classroom doors are to be locked and the lights turned off when the class leaves the room.

B. When leaving for the day, all blinds are to be drawn and closed. Please make sure all doors are locked.

C. Report to the office any fire or safety hazards or dangerous defects in the room or on the school grounds.

18. HOME LEARNING

A. Homework should be meaningful and on the students’ level. Homework assignments should meet the individual students’ need. New material that has not been introduced should not be assigned.

B. Careful consideration should be given to the amount of homework. In accordance with the National PTA Guidelines, the following recommended:

a. Kindergarten, First and Second grade should not exceed fifteen to twenty minutes each night.

 b. Third grade should not exceed thirty minutes.

 c. Fourth grade should not exceed forty-five minutes.

 d. Fifth grade should not exceed sixty minutes.

19. INTERCOM

 A. Classroom instruction will not be interrupted unnecessarily.

B. School personnel should not disrupt the classroom involving issues that can wait until the end of the day.

 C. All calls are made by the principal and principal designee only.

20. KEYS

A. Teachers are responsible for keeping their keys. If lost, report to the office immediately.

B. Keys should not be given to students for locking or unlocking doors or cabinets.

21. MAILBOXES

1. Teachers/Staff have a mailbox located in the main teacher planning room. Each member is responsible for checking at least twice daily for mail and announcements. The office will notify you of additional important messages. Students not permitted in this area.

 B. Students are not permitted to transport mail for teachers.

 C. Mailboxes should be kept clear and not used for storage.

22. MAIN OFFICE

 A. The purpose of the main office is to conduct official school business.

 B. Refrain from discussing student problems while in the main office.

C. Students should wait at the counter and not enter the main work area. Students should have a pass indicating why they have been sent to the office.

23. MEDICATION

A. The parent/guardian must request that their child be given medication while at school and sign the liability release allowing the school to administer the medication.

B. The parent/guardian must present a prescription container, which has the name of the medicine, correct dosage and time to be given.

C. All medicine must be kept and administered in the main office. Students are not to transport medicine. Parents must bring the medicine to the office.

D. Students are to be sent to the office with a clinic pass when it is time for their medicine.

24. PHYSICAL EDUCATION

 A. All students are to participate in resource and enrichment classes.

B. Students are exempt from participation if they have an illness or injury with a note from the parent or doctor. Inform the P.E. teacher of any notes excusing the student.

C. A student will not be forced to participate, but can still accompany the class to P.E.

D. Students are to be instructed and reminded of safety rituals and routines before going outside.

25. PLAYS AND PROGRAMS

A. All teachers will accompany their students to assembly programs and remain with them. All teachers, resource and classroom, should position themselves in such a manner as to insure maximum supervision.

B. The “Tiger Way” for student behavior should be discussed prior to attending assemblies. Please include the following:

 a. Talking and mumbling

 b. Whistling

 c. Booing or other negative gestures or comments.

 d. Inappropriate laughter

 e. Entering and leaving in a quiet and orderly manner.

 C. Remember to praise your students when they have used good audience manners.

26. ROOM ORDER

A. Each teacher is responsible for the neatness and appearance of their room and storage areas.

1. Student desks/tables are to be left neat and clean. The floor should be clear of notebooks, lunch boxes, etc. so the custodial staff may clean.
2. Classrooms should be neat and free of clutter with a pleasant odor.
3. Safe movement should be promoted and available at all times.

27. RESPONSE TO INTERVENTION – Listed below is the process for referring a student for Exceptional Student Services.

A. Tier 1 – The foundation of scientific, research-based core instructional and behavioral methodologies, practices, and supports designed for all students.

B. Tier 2 – Supplemental instruction and behavioral interventions targeted groups in addition to and in alignment with effective core instruction and behavioral support.

 At the RTI meetings the teacher will:

 1. Describe the problem

 2. Share any ideas regarding the problem.

 3. Description of desired outcome

 4. A summary of data

 5. A list of intervention/strategies and their outcome

 6. A list of student’s capabilities/strengths

C. Tier 3 – Intensive instruction and behavioral interventions for individual students in addition to an in alignment with effective core instruction and behavioral support.

During Tier 3, they will be placed on the next agenda for the Multidisciplinary Referral Team (MRT) and Eligibility Determination Team (EDT), which is the new name for the Child Study Team.

28. TEACHER/STAFF AREAS

A. Students are not permitted in any of the teacher/staff planning areas or teacher/staff dining room at any time. **Students are prohibited from entering the teacher’s lounge to retrieve mail or food from the refrigerator.**

B. Please help keep the refrigerator and microwave clean. Remove all personal items by the end of each week. The refrigerator will be cleaned each Friday.

29. TELEPHONE

A. Phone calls to parents from the classroom should only be made when students are not present in the room, unless it is necessary that a student speak with the parent and the call is of a disciplinary nature.

B. Teachers should check their voice mail daily. All phone messages from parents must be returned within twenty-four hours. No exception.

C. Teachers/Staff must check their email at least twice daily. Teachers must respond to parent emails within twenty-four hours

30. TEXTBOOK POLICIES

A. Textbooks must be accounted for at the end of each fiscal year. Therefore, it is very important to maintain accurate textbook records.

B. Each teacher is responsible for keeping accurate records for the textbooks issued to them.

C. Students are to be assigned numbered/barcoded textbooks for which they are responsible. Books should be checked frequently for loss and damage. Students will be charged for lost and damaged books.

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**Online Teacher Resources**

**Main Source:** [**http://www.goedonline.com/101-websites-for-elementary-teachers**](http://www.goedonline.com/101-websites-for-elementary-teachers)

[**www.pcboe.net/les/elderweb/hartcourtresources.htm**](http://www.pcboe.net/les/elderweb/hartcourtresources.htm)

[**www.teachers.net**](http://www.teachers.net)

[**www.abcteach.com**](http://www.abcteach.com)

[**www.apples4theteacher.com**](http://www.apples4theteacher.com)

[**www.education.com**](http://www.education.com)

[**http://worksheetlibrary.com**](http://worksheetlibrary.com)

[**www.superteacherworksheets.com**](http://www.superteacherworksheets.com)

[**www.starfall.com**](http://www.starfall.com)

[**www.raz-kids.com**](http://www.raz-kids.com)

[**www.brainpop.com**](http://www.brainpop.com)

[**http://freerice.com**](http://freerice.com)

[**www.teachertube.com**](http://www.teachertube.com)

[**http://learni.st/category/featured#/category/featured**](http://learni.st/category/featured#/category/featured)

[**www.pinterest.com**](http://www.pinterest.com)

[**www.readwritethink.org**](http://www.readwritethink.org)

[**www.math-play.com**](http://www.math-play.com)

[**www.aaamath.com**](http://www.aaamath.com)

[**www.extremescience.com**](http://www.extremescience.com)

[**www.animal.discovery.com**](http://www.animal.discovery.com)

[**www.innerbody.com**](http://www.innerbody.com)

[**www.scholastic.com**](http://www.scholastic.com)

[**www.padlet.com**](http://www.padlet.com)

[**www.reading.org**](http://www.reading.org)

[**www.nctm.org**](http://www.nctm.org)