

# East Tallahatchie School District



## Faculty/Staff Handbook 2023-2024

411 East Chestnut Street  
Charleston, MS 38921  
662-647-5524

“Excellence is our only option!”

## District Personnel Information

<b>POSITION</b>	<b>NAME</b>	<b>EMAIL ADDRESS</b>
Interim Superintendent	Dr. George Gilreath	ggilreath@etsdk12.org
Superintendent Secretary/ Board Clerk	Moncia Hall	mhall@etsdk12.org
Business Manager	Tinisha Williams	tinisha.williams@etsdk12.org
Payroll/ Human Resources/ Transportation Director	Dorian Sanford	dsanford@etsdk12.org
Director of Federal Programs	Jasmine Roberson	jroberson@etsdk12.org
Food Services Director	Shannon Paige	spaige@etsddk12.org
Food Service Warehouse	Benny Hayes	bhayes@etsdk12.org
Director of Professional and Support Services	Kawanda Beamon	kbeamon@etsdk12.org
District Office Secretary/Ac- counts Payable	Nanette Coffey	ncoffey@etsdk12.org
Technology Director/Fixed Assets	TBA	
MSIS/Curriculum Coordinator	Yarkiema Doss	ydoss@etsdk12.org
District Test Coordinator	Sherry Johnson	sjohnson@etsdk12.org
Principal (CHS)	Eric Rice	erice@etsdk12.org
Assistant Principal (CHS)/ Athletic Director	LaDon Taylor	ltaylor@etsdk12.org
Principal (CMS)	Jamal Brock	jbrock@etsdk12.org
Assistant Principal (CMS)	Ashanti Kuykendall	atruly@etsdk12.org
Principal (CES)	Bridney Jones	bjones@etsdk12.org
Assistant Principal (CES)	Francesca Suggs-Scott	fsuggs@etsdk12.org
Alternative School Director	Cora Cunningham	ccunnningham@etsdk12.org
Secretary (CHS)	Jerrericco Chambers	jchambers@etsdk12.org
Secretary (CMS)	LaToya Kimble	lkimble@etsdk12.org
Secretary (CES)	Brittney Pope	bpope@etsdk12.org

# Policies and Procedures

## **Reporting to Work**

- Being on time is the expectation
- Report Time: 7:30 a.m./Duty Post: 7:00 a.m.
- In the event that you know there is a possibility that you may be running late, please contact the administrators.
- If for any reason you are not able to cover your duty post, it is your responsibility to find someone to cover your post for that day.
- Late to work is defined as 5 minutes after your report time. While it is understandable there are events that may occur that will cause tardiness, it should not be frequent.
- Written reprimands will be given after the 2nd occurrence.

## **Payroll/Business Office**

- The teacher must make an appointment with the business office/business manager prior to reporting to the district office for any business-related issues.
- Pay day is the last working day of every month.

## **Sick Days, Personal Days, and Family Emergency Situations**

- Follow District Policy
- Contact the administrators by phone or notify prior to your leave when possible. In the event that you are sick overnight, please contact me as soon as possible to secure a substitute.
- It is the responsibility of the teacher to contact the administrators please refrain from asking a co-worker to inform the administrators of your leave.
- If you are out multiple days, please keep the administrators updated on your status and return with a physician's notification.
- Please plan in advance for emergency situations and days may require extended leave. Provide an adequate amount of work for the substitute.
- If the teacher leaves before 3:30, he/she must submit a leave form for a half day absence. If the teacher is not present the entire instructional day, then he/she must submit a leave form for a full day absence.
- Leave form must be submitted to the school secretary for administration approval prior to the absence unless it is an emergency situation.

## **Accidents/ Medical Emergency**

- Students- If students under your supervision have an accident or medical emergency, which may require medical care, it must be reported immediately to the office.
- A student accident report must be completed and given to the school secretary.
- Faculty/ Staff-On the job injuries must be reported to the office immediately, regardless of severity. Staff accident report forms should be completed and turned into the school secretary.
- If a teacher is exposed or tests positive for COVID-19, then he/she must provide a document from a physician with a positive test result. After quarantine days are completed, then the teacher can return to normal duties.

## **Attire**

### **Ladies**

- Dresses and skirts which are no shorter than three inches above the knee. Dress and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than three inches above the knee.
- Slacks and Capri pants may be worn in an appropriate manner. Capri pants must be to or below the knee.
- No jeans of any color are acceptable (only on designated days will they be permitted)
- Low cut blouses, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not allowed. Sleeveless clothing must cover undergarments.
- Hats are not to be worn inside.
- No holes of any kind in clothing are permitted.
- No Leggings are permitted.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

### **Gentlemen**

- Men must wear a collared shirt/sport/golf shirt
- Slacks and casual dress pants are acceptable.
- No jeans of any color are acceptable (only on designated days will they be permitted)
- T-shirts or tank tops are not allowed.
- Facial hair must be kept neat and clean. Hair length should not impair vision.
- Hats are not to be worn inside.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-

related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

- No holes of any kind in clothing are permitted

## **Board Policy Manuals**

- Manuals stating the official policy of the East Tallahatchie School District are available online and will be distributed. All staff members are required and responsible for consulting district policy and procedures.

## **Code of Ethics**

- Brochure is given and signed off by each staff member. Each staff member is expected to carry themselves in the utmost respect and conduct themselves by the Code of Ethics. [https://www.mdek12.org/sites/default/files/documents/code-of-ethics\\_final.pdf](https://www.mdek12.org/sites/default/files/documents/code-of-ethics_final.pdf)

## **Meetings/ PLC Meetings**

- Faculty meetings will be held weekly unless notified otherwise. Please do not schedule any appointments or other engagements that will conflict with scheduled meetings.
- PLC meetings are weekly. Sign- in sheets, agenda, and minutes should be submitted weekly. The department chair/appointment staff is responsible for making sure this occurs.

## **Bulletin Boards/ Classroom Doors**

- Bulletin boards and doors are to be changed regularly to enhance and support the curriculum and to reflect current instruction. If student work is being displayed, you must indicate the standard for their work.
- No grades should be displayed on student work.

## **Room Cleanliness and End of the Day Procedures**

- It is important that we maintain an environment conducive to learning. Part of this process is taking the responsibility for the light maintenance of your classroom.
- Floors should be free of trash, frayed paper, dirt, gum, etc. Our cleaning technicians will mop and sweep your floors before the start of class the next day.
- In the event that you have issues in your room or maintenance has not been properly done, contact the administrators by email.
- Make sure all technological devices have been powered down, lights are turned off.
- Coaches and custodians are asked to maintain the facilities that they will be utilizing. This includes restrooms, field, gym floor, locker rooms, and stands.

## **Cafeteria Guidelines / Food Services**

- Students are not permitted to have sodas or other beverages in the classroom or cafeteria. They are only permitted to have bottled water.
- Teachers are to monitor students during lunch.
- Please make sure students dispose of all food items properly and clean their eating space after each meal and clean for the next class.
- No outside food is allowed in the cafeteria unless in a brown paper bag or unlabeled container.

## **Cell Phones**

- Cell phones should not be used by teachers during instructional time.
- At no point is it acceptable to allow students to use their cellular devices in class.
- It is understandable that you may have an emergency situation or a situation where you need your phone to be close to you. Please notify the administrators via email that you will need your phone available.
- Coaches, it is understandable that you may receive calls from time to time about athletic business, we ask that you take these calls during non-instructional time.

## **Relationship Building & Parent Contact**

- It is vital that each teacher takes the initiative to make positive contacts with parents and express student achievement, positive behavior, and selfless acts of kindness or service.
- This creates an advocate for the teacher and provides a support system in cases of misbehavior, failing grades, and other situations that may arise over the course of the year.
- Each teacher will turn in a Parent Contact Log. It is required that each teacher make at least 3 parent contacts per week.
- It is mandatory that every failing student's parent must be contacted weekly.
- Please follow the guideline below when communicating with parents:
  - All telephone calls or written notes from parents should be returned or answered within 24 hours.
    - If you are unable to reach parents by phone within 24 hours, document the call and send home a note.
    - Get an email address from parents and utilize it as frequently as possible.
    - Parent contact logs are due each Friday.

## **Supervision of Students/ Hall Passes/ Restroom**

- It is critical that teachers maintain eye sight of students at all times. In the event that a teacher needs to step out, please step across the hall and ask a colleague for assistance.

## DO NOT LEAVE STUDENTS UNSUPERVISED.

- No student should be sent to run an errand for a teacher (copies, snacks, drinks, etc.). The teacher's planning period is designated to prepare for class.
- Students have been given 4 minutes between classes to use the restroom. In cases where students have a legitimate need to use the restroom because of medical conditions or other personal needs, provide a hall pass with time and date. We ask that students submit supporting documentation from a doctor or parent to the school secretary once verified, you will be notified.

## Discipline

- Our discipline philosophy allows students to take responsibility for their behavior. They are encouraged to make good choices and learn from the logical consequences of their choices while maintaining their dignity. Classroom procedures must be in place within each classroom to teach students problem solving strategies. Consistency across the school setting is a key ingredient in helping students to become responsible citizens.
- Teachers are expected to handle discipline problems arising in their classroom. If it is necessary to refer a student to the office please send the written referral and we will get the student from the classroom.
- If a student is fighting or about to cause harm to others, please notify the office immediately, and escort the student to the office.
- Corporal punishment is permitted by administration only.
- *Students are not to be sent to the office for minor infractions unless there is documentation noting prior student conferences, notes home, calls to parents and parent conferences.*
- Examples of minor infractions:
  - Talking
  - Not having supplies
  - Age-appropriate horseplay

## Computers/ Chromebooks

- Computers and Chromebooks should be disinfected between usage of students.
- Chromebooks are to be returned to the library at the end of the day for inventory checks, and should be placed on the charger .
- Email, Facebook, Twitter, Snapchat
- Email, and social media are quick and easy tools; however, with so many people having access and the capability to forward information, PLEASE be careful about posts/tweets and how it is written.
- It is not appropriate for pictures of students to be posted on your personal pages.
- Social media should not be utilized during school hours.
  - If caught posting during school hours a written reprimand will be given.



- When using desktops or laptops that are the property of the East Tallahatchie School District, it should be used for school business only.

## **Emergency Drills, Evacuations, and School Closing**

- All faculty and staff members should have a copy of the Crisis Management Plan. Each faculty and staff member are responsible for reading and becoming familiar with the procedures. Should any alert occur, everyone should take the appropriate actions and follow documented procedures.
- During drills, students should line up quickly and quietly when the alarm sounds. There should be no talking in line inside or outside of the building for the duration of the drill. Attendance should be taken while the class waits to return.
- In the event of an emergency (gas leak, bomb, explosion, etc.) which necessitates immediate emergency evacuation of the building, students will walk with their teachers to a designated area away from the building. The administration will designate the specific area during the evacuation. Students will stand in line with the teacher who should take attendance. Any missing student should be reported immediately to administration.
- If the decision is made to close school due to inclement weather, local television stations will broadcast this information. You will also be notified by the administration.
- Please make sure all emergency information is readily available in your substitute folders.

## **Medication**

- If a child must take medication during the school day, the medication is to be left in the office or with the nurse.
- Students are permitted to have inhalers and epinephrine if a physician's statement is on file.
- Teachers may not distribute any medication to students.

## **Film and Videos**

- Please show films that support the core curriculum and objectives. These should be shown as an extension of the instructional program. The school day does not permit viewing of films for entertainment.
- If a film is being used as a reward this must be cleared with administration.
- Teachers are urged to show only G or PG films. Films with higher ratings must be approved by the administration.

## **Grade Books**



- Teachers are expected to maintain their electronic grade book and a hardcopy throughout the year. Hardcopies will be collected at the end of the year and kept for permanent office files.
- Grades should be entered weekly to ensure that parents have access to up-to-date information.
- 2 minor grades weekly (minimum) and 6 major/test grades each nine weeks.
- Teachers should not practice the habit of penalizing students academically because of behavioral issues in the classroom.
- Therefore, it is not in the best interest of the student or school (it is illegal) when deductions from students' grades are made because of conduct. It could be considered double punishment to deny the student the right to responsibly and promptly make up their work after they have returned from suspensions.
- Grades are to be posted no later than 72 hours after completion of assignment, homework, quiz, or exam. Feedback should be given following every quiz or exam.

### **Instructional Time/ Lesson Plans**

- Instructional time is to be protected at all times. Teachers are expected to teach/facilitate from bell to bell. Please do not run errands during your instructional blocks.
- Lesson plans must be completed and submitted weekly using ELS each Wednesday or as directed by administration. Please check for comments to make sure no changes have been suggested.
- It is important to have lesson plans submitted on time. 2nd offense of not submitting a lesson plan will result in a written reprimand.
- Please make sure that all aspects are addressed, and pacing guides are being followed.

### Non-Negotiables 2023-2024

- Classroom library (CES)
- Post daily instructional agenda
- Engage all students
- Teach from bell to bell, exhibiting enthusiasm and a positive attitude
- Challenge all students through rigor and higher order thinking skills
- Incorporate available technology into lesson to enhance student learning
- Data Wall posted and updated as needed
- Interactive Word Wall (CES)
- Lesson plans visible and accessible
- Standards posted
- Anchor charts for aiding instruction
- Homework should be assigned
- Parent contact logs submitted weekly

- Actively engage in weekly PLC meetings
- Grades posted weekly in SAMs
- Classroom rules/expectations

## **Positive Behavior Interventions and Support (PBIS)**

- PBIS will implement the following essential agreements.
  - Be Respectful
  - Be Responsible
  - Be Safe
- Students who exhibit positive behavior will be rewarded.
- PBIS committee will develop a plan to motivate students to be active and perform in a positive way.
- Each teacher will select a student of the week to be recognized.
- Substitute Teacher Folder Requirements
- The substitute folder must contain the information listed below:
  - Class roster
  - Daily attendance form
  - Directions for emergencies
  - The names of persons to contact concerning discipline and/ or instructional problems
- o     Schedule
- o     Lesson plan
- o     Assignments for students for virtual and/or in-person learning

## **Extracurricular Activities Duty/Responsibilities**

- All teachers are required to facilitate at least one sporting event per season.
- All teachers are required to be a member of a committee or sponsor a club (coaching a sport is not sufficient)
- A stipend/extra pay will not be granted for extracurricular activities or sponsoring a club.

## **MISSISSIPPI ADULT TOBACCO USE ON EDUCATIONAL PROPERTY HOUSE BILL NO. 641**

No person shall use any tobacco product on any education property. “Tobacco product” means any substance that contains tobacco including, but not limited to cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco. “Educational Property” means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board.

Any adult who violates this section shall be subject to a fine and shall be liable as follows:

- (a) For a first conviction, a warning
- (b) For a second conviction, a fine of seventy five dollars (\$75.00)
- (c) For all subsequent convictions, a fine not to exceed one hundred fifty dollars (\$150.00) shall be imposed.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

#### PARENTS/VISITORS TO SCHOOL

\* All visitors/parents should report directly to the office and sign in.

\*The principal has the right to deny visitation rights to any individual if, in the judgment of the principal, the visit might negatively affect the classroom procedures. The principal also has the right to contact the proper authorities if a problem with a visitor should arise.

\*Unauthorized personnel shall not be permitted in school buildings or on school grounds.

\*School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on school grounds. Such persons will be prosecuted to the full extent of the law.

\*No solicitation of teachers or pupils regarding personal matters by salesmen or agents is allowed on school premises.

\*Students are not allowed to have visitors accompany them as visiting guests in the classrooms.

\*Parents must call the school office and speak with a counselor to schedule a parent meeting with a teacher or administrator.

#### (FERPA) FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In accordance with the policy of the East Tallahatchie Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

#### DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

**Student:** Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

**Eligible Student:** A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

**Parent:** Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of

the student's parent or guardian.

**Education Records:** Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

A personal record, including informal notes, kept by a school staff member, which meets the following tests:

1. It was made as a personal memory aid;
2. It is in the sole possession of the individual who made it; or
3. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**Personal Identifier:** Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

## ANNUAL NOTIFICATION

Within the first month of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided to parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that

the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and

5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

## STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

2. The right to exercise a limited control over other people's access to the student's education record;

3. The right to seek to correct the student's education record, in a hearing, if necessary;

4. The right to report violations of the FERPA to the Department of Education; and

5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

## EDUCATION RECORDS: TYPES

Cumulative School Records

Cumulative School Records (Former Students)

Health Records

School Transportation Records

Speech Therapy Records

Psychological Records

## WASTE, FRAUD AND ABUSE OF DISTRICT

To protect against waste, fraud, and abuse of district and federal funds, please report suspected fraud, waste or abuse to the Superintendent, Business Manager, or Federal Programs Director at 662-647-5524.

PLEASE SIGN, DATE AND RETURN TO PRINCIPAL

I have read and understand the East Tallahatchie Schools Classified Employees Handbook.

Signature:

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Date:

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