

Fairview Alpha Elementary

Faculty Handbook

2026-2027

Vision

Fairview Alpha wildcats aim high, take responsibility, and grow every day.

Mission

Our mission is to create a safe, caring, and inspiring environment where every child feels valued and excited to learn. We strive to nurture curiosity, creativity, and kindness, helping each student grow academically, socially, and emotionally to become confident lifelong learners.

Clock in/ Clock out

Duty teachers must be in their duty positions by 7:15 am. All other staff must be clocked in by 7:30. Afternoon clock-out time is 3:15 if you do not have duty.

Staff **must** use the keypad to clock-in/out AND sign in/out daily on the log sheet located in the office. No exceptions.

Duty

See attached duty schedule. Morning duty is from 7:15 - 7:35. All teachers need to report to the gym to pick up students at 7:35. **We will say the pledge as a whole school at 7:35 (not before).** Carline duty ends when all students have been picked up otherwise released by leadership. Bus duty ends when all buses have left. **If you are absent on your duty day, you are responsible for finding someone to cover your duty.** Please do not assume that your substitute will do your duty unless you have confirmed it with them.

Dismissal

We will begin calling for buses at 3:10 pm. Do **NOT** leave your classroom until 3:10 pm. There are core classes that do not end until 3:10. One teacher from each grade level must escort students to the carline and to the cafeteria for buses. **Students may not walk alone**.

Car riders will sit in rows in the gym. Bus riders will sit by bus at tables and wait to be escorted out.

Absences

If a teacher is going to be absent, the following protocols **must** be followed:

1. Email Triggs, McNeely and Lofton.
2. Enter your leave into Frontline.
3. Secure a substitute.
4. Do not leave busy work on ipads or work packets. Students need to be doing classwork that pertains to the lessons that you are teaching.
5. If it is your duty day, find someone to cover your duty.

*Be aware of district policy concerning your leave.

Timesheets

Timesheets must be submitted through Frontline on Monday by 9 am. **No exceptions**.

Attendance in JCampus

Attendance must be taken in JCampus under the Homeroom tab beginning at 7:45 and no later than 8:05 am. Only count the students sitting in the classroom (warm bodies) for your lunch count. Do not count students that brought lunch. If students are tardy, Mrs. Lofton adds them into the lunch count.

Cafeteria

Lunch for teachers and staff is $5.15. There will be NO CHARGING. If you plan to eat lunch that day you need to add yourself to the lunch count or let the cafeteria staff know that you want to eat that day before 8:30 am. You must have exact change or add money to your account. No visible sodas. All students must go through the lunch line unless they have a full lunch from home. Please have students clean up after themselves and clean your tables before you leave the cafeteria each day. Teachers may use the microwave in the cafeteria but you MUST keep it clean. Microwaves are NOT for student use nor should student meals be heated in the microwave. **No exceptions**.

Money Collection

If money is collected for jean days, field trips, etc. it must be logged on a money log and turned into the office by 10 am. Concession money does not need to be on a money log. See sample money log.

Doctor's Excuses/Parent Notes

All excuses must be turned into the office within 3 days of the student returning to school. Per district policy, excuses will not be accepted on the 4th day.

Lesson Plans

Lesson plans must be customized using the NPSB Purposeful Planning Protocol, copied, then turned into the crate in the cluster room NO LATER than 7:45 am on Monday morning. Teachers must remove the previous week's plans when turning in new ones. Inclusion teachers should be planning with general ed teachers and have their own set of plans for students being serviced. Content specific annotation expectations based on district guidelines must be followed.

Copier Use****

Be respectful of teachers planning time when using the copier. Each teacher will have a code for the color copier. Your copies will not run until you put the code in the copier. You must wait for the copies to finish. Use your planning time to prepare for future lessons. **Students should not be sent to the office for copies nor should Mrs. Lofton be asked to make your copies**. Be mindful of the resources that you are using. Do not send copies to the RICOH in the cluster room.

Grading

K-2 uses a Standard Based Report Card and student portfolios.

3rd-6th Grade Grading Scale

100-90% – A
89-80% – B
79-70% – C
69-60% – D
59-50% – F

Grading Policy

Per NPSB policy, a minimum of 1 grade per week per subject must be entered into JCampus (3rd-5th) or documented for student portfolios (K-2) by Monday at 8 am. **NO EXCEPTIONS.**

Mrs. Triggs will be checking JCampus for grades on Monday mornings. Special education teachers should work in conjunction with classroom teachers for planning and grading.

Graded Papers (K-2 only)

In grades K-2, graded papers are to be sent home weekly in a test folder. Returned papers must be filed and kept in each homeroom teacher's classroom.

Student Work

Student work should be posted in hallways and updated to reflect current instruction.

Bulletin Boards

Teachers/Teams will be assigned and/or take turns keeping main hallway bulletin boards updated throughout the year.

Technology

Mrs. Yount is our technology coordinator. You may not interrupt Mrs. Yount during class time for technology needs. Teachers need to keep a copy of student usernames and passwords AND classlink badges in an orange technology folder. These username and passwords are used for ipads, google classroom, and classlink. *Refer to classlink troubleshooting document.

Nurse

Nurse Lindsey will be at Fairview, Lakeview and NJH. Therefore, no students should be sent to the nurse without calling Nurse Lindsay first.

W.I.N.

W.I.N. time is sacred! As soon as you take attendance each morning, students need to transition to W.I.N. and be in their group and ready by 7:50. Materials need to be prepped and ready before W.I.N begins. W.I.N. groups are fluid and will change depending on data quarterly or as needed to best serve our students. All W.I.N. instruction must follow the NPSB Guidance.

Cluster

Be punctual and prepared. MacBooks, Cluster binders and student work should be brought to every cluster meeting. Be respectful of the work being done in Cluster and avoid using your phone or completing other tasks during this time. **NO EXCEPTIONS.**

School Wide Behavior Expectations

Hallway Expectations

Students need to walk quietly in a line in the hallway. Students must be escorted to and from the gym in the mornings, lunch, electives, and afternoon dismissal. **Do not leave students unattended**.

Cafeteria Expectations

Students should eat first, talk later. Do not leave students unattended.

Recess Expectations

Students must be monitored at all times. Do not leave students unattended. **Follow your master schedule for recess times.**

Bathroom Expectations

Students should be utilizing available bathrooms in classrooms or their hallway. Take students to the bathroom as a class and monitor at all times. Do not send students to the bathroom alone unless it is an emergency. Do not refuse a child the ability to use the restroom; if a situation occurs please confer with administration and the nurse.

Classroom Expectations

What is the expectation?	What does that mean?
Be Prompt	•Come into the class as directed. •Get what you need from your backpack, the cubby, or the shelf.
Be Prepared	•Make sure you have your binder and notebook ready. •Borrow a pencil from the cart if needed (it is always needed!).
Be Productive	•Participate in the lesson by asking and answering questions. •Complete assignments as directed.
Be Positive	•Keep a good attitude about your learning. •Remember the POWER OF YET - you don't know all the answers YET.
Be Focused	•Stay on task when working independently, with a partner, or group. •Use iPads only when directed and only on approved sites.
Be Respectful	•Treat everyone in the class, including yourself, with kindness and grace. •Value other's property as well as your own, including the school's.
Be a Learner	•Follow the teacher's plan for the day. •Take an active role in your education!

Hallway Expectations

What is the expectation?	What does that mean?
Be Respectful	•Keep your hands and feet to yourself when you are walking and standing in line. •Keep quiet in the hallways as other classes are learning.
Be Attentive	•Follow teacher directions for walking and stopping points. •Walk behind the person ahead of you without gaps in the line.
Be Safe	•Walk on the right side of the hallways. •Refrain from jumping to hit door jams as you walk through.

Bathroom Expectations

What is the expectation?	What does that mean?
Be Respectful	•Stay in line and follow teacher directions. •Focus on your needs and allow others to focus on theirs.
Be Hygienic	•Wash your hands before leaving the restroom. •Use hand sanitizer as needed.

Cafeteria Expectations

What is the expectation?	What does that mean?
Be Respectful	•Stay in a quiet, orderly line to get your meals. •Keep your area clean as you are eating. •Allow for others to eat without interruptions.
Be Helpful	•Pick up all trash around your plate as you leave the tables. •Make sure that all trash goes into the trashcans as you dump your plates.

Committees/Clubs

PBIS
*Melissa Scott
Molly McNeely
Iris Yount
Trisha Weaver
Jordan Guillory

School Improvement Team
*Brooke Williams
Kathy Canerday
Cody Whitaker
Megan Colston
Andrea Maley

Parental Involvement (breakfasts/lunches)
*Megan Colston
Leigh Lofton
Molly McNeely

Fundraising
Brooke Triggs
Leigh Lofton
Megan Colston

Social Studies Fair
*Trisha Weaver
Cody Whitaker

Book Fair
*Susan Yocum
Kathy Canerday

Fall Carnival
Lindsay Brumley
Hayley Norwood
Andrea Maley

Math/Literacy Night
Trisha Weaver
Melissa Scott
Keilie Cotton
Rena Parker

Christmas Program
Jessica Stiles
Jordan Guillory

Spring Fling
Jordan Guillory
Erin Smith
Shannon Aton

Winter Formal (Mardi Gras)
Molly McNeely
Melissa Scott
Megan Colston

Black History Program
*Claudine Madison
Consuella Sibley

Field Day
Josh Dockens
Karen Longino
Patrice Harper

5th Grade Celebration
Cody Whitaker
Erin Smith

D.A.R.E. Celebration
*Erin Smith
Cody Whitaker

Girls Running Club
*Leigh Lofton
Megan Colston
Rena Parker
Jessica Stiles

Boys Running Club
*Josh Dockens
Jordan Guillory

4-H/Cloverbuds
Molly McNeely
Leigh Lofton
Susan Yocum

Yearbook
*Molly McNeely
Iris Yount

504
Trisha Weaver

School Advisory
Andrea Maley
Susan Yocum

** We will update this when school begins.
NPSB Online Policy: https://policy.npsb.la/#gsc.tab=0

Teacher & Paraprofessional Job Description (July 25, 2024)

Teachers shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

1. Instructional Components
   - Fulfill duties traditionally expected of those in teaching profession
   - Lesson Plans
   - Instruction
   - Collaborate with colleagues and departments
   - Grade Papers
   - Take and record attendance
   - Enter/Average Grades
   - Maintain positive and timely interaction with parents relative to the performance or conduct of students assigned to the teacher
   - School committees or task forces to contribute to school improvement initiatives
   - Educational or coaching best practices and techniques

2. Supervision
   - Supervision of Students when students are on or off campus at a school related/sponsored event
   - Supervision of Students prior to school and/or drop-off, when assigned
   - Supervision of Students in the classroom
   - Supervision of students between classes, during recess/intermission, during lunch, assemblies
   - Supervision of Students after school and/or pick-up, when assigned

3. Non-instructional Components
   - Attend meetings generally associated with the instruction of students
   - Attend faculty, staff, and department meetings
   - Attend training sessions
   - Attend IEP meetings
   - Attend parent-teacher conferences
   - Attend back-to-school and open-house events
   - Attend graduation
   - Attend PGP, PIP, Evaluation, Observation, IAP, and student discipline meetings/hearings
   - Attend school board/committee meetings, upon request

4. Extracurricular Activities

- Attend/work concessions/gates of no more than 15 athletic events per school year as requested by the principal or designee.
- Attend all meetings and functions of those activities, clubs, or groups of which the employee is a sponsor

5. Events attended by such employees:

- 4-H events
- Fall Festival
- Any sporting events gate / concessions
- Chess Club
- Key Club
- Gaming Club (e-sports)
- Dual Enrollment / FAFSA night
- Parent Orientation
- Awards Banquets
- After school tutoring
- Literacy Nights
- Test Prep Night
- Report Card pick up
- After school detention
- Attendance recovery
- Good News Club
- Band, Choir, or Orchestra concert / rehearsal
- Book Clubs
- BETA Club
- Student Council
- Honor Societies meetings
- Fundraising events
- Quiz Bowl practice and competitions
- Cleaning and organizing classroom or sports facilities
- Local festivals/parades

Dress Code (updated July 2026)

NPSB Policy GAMB: Dress Code for Professional/Support Personnel

Professional Appearance and Workplace Expectations

At the Natchitoches Parish School Board, we recognize that professional appearance contributes to a positive learning environment and reflects our commitment to excellence. While styles and workplace norms evolve over time, our expectation remains the same: employees should present themselves in a manner that promotes professionalism, supports student learning, and reflects positively on our schools and community. Employees are trusted to exercise good judgment while maintaining these standards.

General Expectations

Professional/support personnel shall:

- Report to work in clean, neat, and appropriately fitted clothing.
- Maintain good personal hygiene and grooming.
- Wear clothing and footwear appropriate for their assigned duties.
- Dress in a manner that promotes professionalism, safety, and respect for the educational setting.

Acceptable Attire

Examples of appropriate attire include:

- Professional dresses, skirts, jumpers, slacks, khakis, dress pants, and business casual attire.
- Polo shirts, blouses, dress shirts, sweaters, and other professional tops.
- Jackets and blazers are optional.
- Sleeveless tops are acceptable provided they fully cover undergarments and maintain a professional appearance.
- Appropriate professional footwear, including dress shoes, loafers, flats, clean professional sandals with heel straps, or other work-appropriate shoes.
- Appropriate undergarments must be worn and should not be visible.
- **On Fridays, employees may wear clean, appropriately fitted denim jeans with an approved Natchitoches Parish School Board or school spirit shirt unless otherwise directed by administration. Jeans may not contain holes, frayed edges, excessive fading, patches, or distressing.**

Unacceptable Work Attire

The following are never acceptable in the workplace:

- Clothing that is excessively tight, revealing, sheer, or otherwise inappropriate for a professional educational environment.
- Clothing that displays profanity, obscene language or images, alcohol, tobacco, vaping products, illegal drugs, violence, gang-related content, political messages, discriminatory messages, or other offensive material.
- Rubber flip-flops, Crocs, shower shoes, bedroom slippers, or any footwear that creates a safety concern.

Generally Not Acceptable Unless Specifically Authorized The following are not permitted except when required for the employee's job assignment, approved by administration, or allowed during designated dress-down events:

- Athletic wear, including sweat suits, jogging suits, leggings worn as pants, and similar apparel.
- Denim jeans, except as permitted on designated Fridays or approved dress-down days.
- Shorts, athletic shorts, bicycle shorts, and skirts or dresses that are excessively short.
- Tank tops, halter tops, backless tops or dresses, crop tops, and tops with spaghetti straps unless covered by an appropriate outer garment.

Tattoos and Body Piercings

Visible tattoos and body piercings are permitted provided they:

- Maintain a professional appearance.
- Are not offensive, obscene, sexually explicit, discriminatory, violent, or profane.
- Do not promote illegal activity, alcohol, tobacco, vaping products, or controlled substances.

- Do not interfere with the employee's ability to safely perform assigned duties.
- Are not determined to be disruptive or distracting within the educational environment.
- The administration reserves the right to require tattoos to be covered or body piercings to be removed while on duty if they are determined to be inconsistent with the professional standards of the district or present a safety concern.

Hair, Grooming, and Personal Appearance

Employees are expected to maintain a neat, clean, and well-groomed appearance.

Hair color and hairstyles are permitted provided they are clean, well-maintained, and do not create a safety concern or substantially disrupt the educational environment.

Facial hair should be clean and neatly groomed.

Position-Specific Exceptions

The following employees may wear attire appropriate for their assigned duties:

- Physical education teachers and athletic staff.
- Career and Technical Education instructors, including shop teachers.
- School bus drivers.
- Custodial, maintenance, transportation, warehouse, and grounds personnel.
- Employees working with infants, toddlers, or specialized student populations when approved by their supervisor.
- Other employees as approved by the Superintendent or designee. Appropriate safety equipment and protective clothing shall be worn whenever required.

Special Dress Days

School principals and district administrators may authorize special dress days, spirit days, college days, community events, or other designated occasions.

Administrative Discretion

Because every circumstance cannot be anticipated, supervisors and administrators may determine whether an employee's attire, grooming, tattoos, or accessories are consistent with the professional standards of the Natchitoches Parish School Board.

- Employees who are asked to correct an appearance concern are expected to do so promptly. Continued failure to comply with this policy may result in corrective action in accordance with district policy and applicable due process requirements.

Professional Etiquette

Professional conduct extends beyond appearance. Employees are expected to conduct themselves in a manner that supports a positive, respectful, and productive work environment. Employees are expected to:

- Limit personal cell phone use during the workday to breaks, lunch periods, or emergencies.
- Ensure earbuds, headphones, and other personal electronic devices do not interfere with assigned duties or the instructional environment.
- Maintain professional interactions with students, parents, colleagues, and visitors.
- Demonstrate courtesy, respect, and professionalism in both verbal and written communication.
- Be attentive and engaged while performing assigned responsibilities.

Social Media

NPSB Policy EEAB: Employee Use of Social Media

The Natchitoches Parish School Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating and sharing in digital environments as part of 21st Century learning. The Natchitoches Parish School Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the Natchitoches Parish School Board shall provide access to secure social media tools and Natchitoches Parish School Board approved technologies for use during instructional time and for school-sponsored activities in accordance with policies EFA, Computer Use and Internet Safety for Employees and *IFBGA, Computer Use and Internet Safety for Student*.

Employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All employees, including student teachers and independent contractors shall comply with the requirements of this policy when using electronic social media for personal purposes.

For the purposes of this policy, *social media* includes, but is not limited to, personal websites, web logs (blogs), wikis, social network sites, online forums, virtual worlds, video-sharing websites, on-line gaming, and any other social media generally available to the public or consumers that does not fall within the Natchitoches Parish School Board's technologies network (e.g., Instagram, Snapchat, Facebook, Twitter, LinkedIn, Flickr, YouTube,).

MANAGING DISTRICT SOCIAL MEDIA ACCOUNTS

The Natchitoches Parish School Board shall maintain central public social media accounts, designed to share general news and information with the local community, employees, students, and their families. Schools, under the guidance of the Superintendent and administrative staff, may choose to maintain their own school-specific social media accounts. Each school or district authorized social media account will have two persons designated to oversee the content of the account. Each school or School District authorized social media account will have one person who directly manages each account. Under no circumstances will a privately-owned email address be associated with an authorized school or School District social media account.

Employees or contractors who manage or contribute to official Natchitoches Parish School Board social media accounts shall be expected to represent the School Board professionally, as ambassadors to the general community. Employees should post information that is useful and appropriate for public consumption. Additionally, employees should refrain from posting any personal or political viewpoints or derogatory language on School Board social media accounts.

Employees shall be encouraged to maintain a positive and friendly tone on School Board social media accounts.

Employees shall respect copyright and fair use guidelines when posting content on School Board social media accounts. Photos of students may only be posted if they are appropriate under current parent media consent forms.

The Natchitoches Parish School Board reserves the right to delete any comments with foul language, abusive information, or inappropriate information from School District or School social media accounts, and to block subscribers who are abusive to employees or other social media users.

SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees shall maintain professional relationships with students at all times in accordance with policies *GAMIA, Electronic Communications Between Employees and Students*, and *GBRA, Employee Conduct*. School personnel using School Board-controlled technological resources and social media tools to communicate directly with students or to comment on student matters through use of the Internet shall abide by all policies governing such activities.

The use of electronic media for communicating with students, if permitted by Natchitoches Parish School Board policy, and parents is considered an extension of the employee's workplace responsibilities. Accordingly, the Natchitoches Parish School Board shall expect employees to use professional judgment when using social media or other electronic communications.

Employees are prohibited from knowingly communicating with current students through a personal social network page. Employees who wish to utilize social media for professional purposes are strongly encouraged to maintain separate personal and professional accounts. Employees who identify themselves as School Board employees on their personal accounts are also advised to include a statement on their personal accounts that their opinions are personal and not intended to be reflective of the School District. Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year. Employees shall be reminded of this policy on an annual basis with emphasis on the extension of their status as mandatory reporters in the social media setting.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The Natchitoches Parish School Board respects the right of employees to use social media as a medium of self-expression outside of the school day. As role models for the school system's students, however, employees shall be responsible for their public conduct even when they are not performing their job duties as employees of the School Board. Employees shall be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Furthermore, employees remain subject to applicable state and federal laws, Natchitoches Parish School Board policies, and administrative regulations and procedures, even if communicating with others concerning personal and private matters. If an employee's use of social

media has the potential to or does substantially or materially interfere with the educational mission of the school or school system, the employee shall be subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content posted from their social media sites, including content added by the employee, the employee's friends or members of the public who are using the employee's credentials to login, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.

Employees shall be prohibited from accessing social networking websites for personal use during the school day or with School Board technological resources. The Superintendent may grant access to social networking websites to those employees whose position requires access for the completion of work related tasks.

POSTING TO SOCIAL MEDIA SITES

Employees who use social media for personal purposes shall be aware that the content they post, despite their best efforts, may be viewed by anyone, including students, parents and community members. Employees shall observe the following principles when communicating through social media:

1. Employees shall not post confidential information about students (policy *JR, Student Privacy and Education Records*, employees or school system business.
2. Employees shall not accept current students as friends or followers or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees may not grant students access to any portions of their personal social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
4. Employees shall be professional in all Internet postings related to or referencing the school system, students and other employees. Accordingly, employees are reminded that they should not assume that they enjoy a reasonable expectation of privacy relative to internet postings.
5. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
6. Employees shall not use the school system's logo or other copyrighted material of the system without express, written consent from the Natchitoches Parish School Board.
7. Employees shall not post identifiable images of a student or student's family.
8. Employees shall not use Internet postings to libel or defame the Natchitoches Parish School Board, students or other school employees.

9. Employees shall not use Internet postings to harass, bully or intimidate other employees or students in violation of Natchitoches Parish School Board policy *JCDAF, Bullying and Hazing*, or state and federal laws.
10. Employees shall not post inappropriate content that negatively impacts their ability, or that of other employees, to perform their jobs.
11. Employees shall not use Internet postings to engage in any other conduct that violates the Natchitoches Parish School Board policy and administrative procedures or state and federal laws.

School Board personnel may monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found to have violated this policy may be subject to disciplinary action, up to and including dismissal.

The Superintendent or designee shall establish and communicate to employees guidelines and best practices that are consistent with this policy.