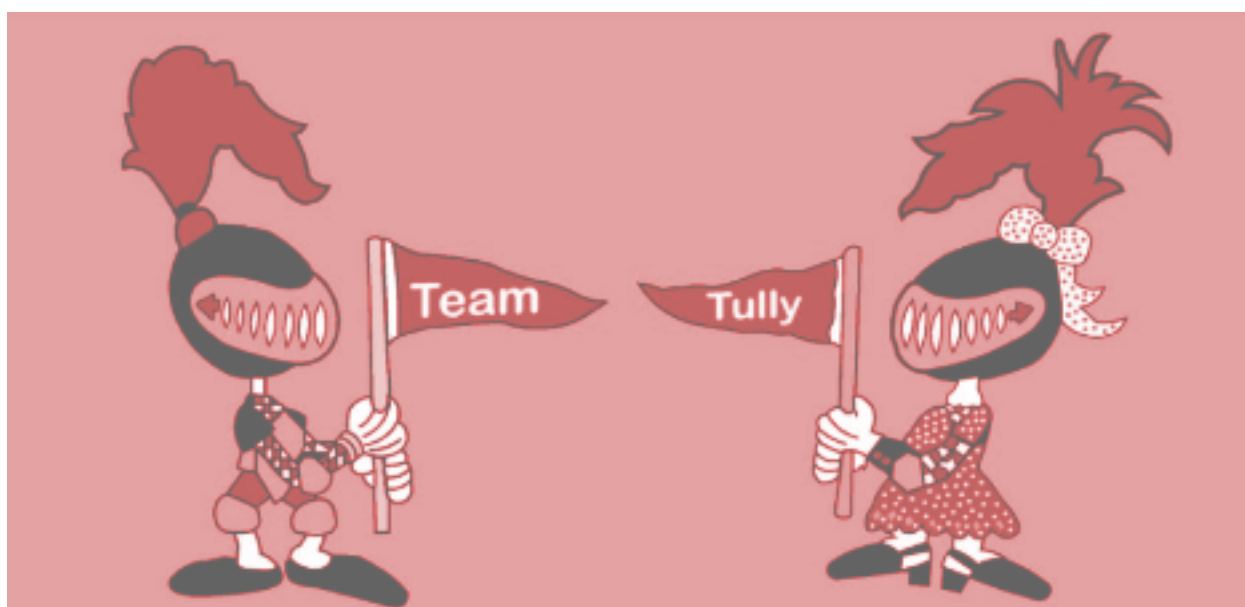


# ***Tully Elementary School***

## ***Student/Parent Handbook***

### ***Pre K - 6th Grade***



***2018 - 2019***

***Education Today for Tomorrow's Challenges***



## Principal's Message

September 2018

Dear Students, Parents, and Guardians:

On behalf of the entire Tully Elementary School staff, I would like to welcome you to the 2018-2019 school year! Whether you are brand new to us, or have been here for many years, we are looking forward to another fantastic and memorable year!

We strive to make Tully Elementary School a rigorous, collaborative, and safe learning environment where students and staff are excited and challenged every day, learning to succeed and grow in a changing world. This handbook is designed to be a concise, valuable resource for you, not just in September, but throughout the year. Please take the time to read it carefully at home. It contains practices, procedures, and information that will help us to work as partners in making this year a great success.

Please feel free to contact us at any time with questions, comments, and/or concerns.

Sincerely,



Ed Kupiec  
Elementary Principal

## Daily Schedule

- 7:40 a.m. All students eating breakfast may enter the building.
- 7:45 a.m. The bell rings for students to go to class. Students dismissed from buses.
- 8:00 a.m. Students must be in their classroom at 8:00 a.m. If they arrive after 8:00 a.m. students must sign in at the main office.

### **Lunch/Recess Periods**

	<b>Lunch</b>	<b>Recess</b>
Pre-K	10:40 - 11:10	1:00 - 1:30
Kindergarten	11:20 - 11:50	10:40 - 11:10
Grade 1	11:30 - 12:00	1:45 - 2:15
Grade 2	12:00 - 12:30	12:40 - 1:10
Grade 3	11:10 - 11:40	11:50 - 12:20
Grade 4	10:45 - 11:15	11:20 - 11:50
Grade 5	11:25 - 11:55	10:45 - 11:15
Grade 6	10:50 - 11:20	11:30 - 12:00

- 2:30 p.m. Bus Dismissal Begins
- 2:40 p.m. Activity Period Begins (Monday, Wednesday - Friday)
- 3:10 p.m. Activity Period Ends (Monday, Wednesday - Friday)
- 3:15 p.m. Late Bus Dismissal (Monday, Wednesday - Friday)

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**Tully Elementary School**

**20 State Street, Tully, NY 13159**

**Office Hours are Monday - Friday, 7:30 AM - 3:45 PM**

<b>Main Office, Cheryl McGraw/Tina Spaulding</b> .....	<b>315-696-6213</b>
<b>Fax Number</b> .....	<b>315-696-6220</b>
<b>Principal, Ed Kupiec</b> .....	<b>315-696-6212</b>
<b>Nurse, Maureen VanSlyke</b> .....	<b>315-696-6209</b>
<b>Social Worker, Melinda Hathaway</b> .....	<b>315-696-6219</b>
<b>Special Education Office, Wendy Compagni</b> .....	<b>315-696-6221</b>
<b>Fax Number</b> .....	<b>315-696-6207</b>
<b>Director of Student Support Services, Cristy Bobbett</b> .....	<b>315-696-6221</b>
<b>Superintendent/District Office, Robert Hughes</b> .....	<b>315-692-6200</b>
<b>Fax Number</b> .....	<b>315-883-1343</b>
<b>Cafeteria/Food Service, Rob Kennedy</b> .....	<b>315-696-6230</b>
<b>Bus Garage/Transportation, Steve Bailey</b> .....	<b>315-696-6250</b>

**Academics/Curriculum**

**Core Subjects**

Within the general classroom, all students receive instruction in English Language Arts (ELA), Math, Science, and Social Studies. Students will also study special topics throughout the year such as engineering and engage in Project-Based Learning.

**Special Areas**

All students receive instruction in art, general music, library and physical education.

The library aims to provide students with materials that support the classroom curriculum, as well as, novels and picture books for pleasure reading. It is the responsibility of each student to care for the book signed out to him or her. Books are signed out for a 1-week cycle. If a book is lost, it must be paid for. Teachers are given an overdue book list on a monthly basis. Books from the Tully Free Library may be returned via the Elementary School Library. The classroom teachers and the Library Media Specialist coordinate lessons to provide all students with Information Problem Solving skills, throughout the elementary years.

3rd & 4th grade chorus is after school once a week and begins in the spring. 5th and 6th grade chorus is during the school day and it begins in September.

Instrumental music lessons begin in grade 4. There is an informational Band Night held each fall in September. There is an Elementary Band for students in grades 4-6. Instrumental lessons take place during the school day. Each child is provided with an individual schedule of lessons. Elementary Jazz Band is an instrumental group made up of primarily 5th & 6th grade students who are members of the Elementary Concert Band. Students are selected for participation by the instructor.

### **Activity Period**

Any student may remain after-school until 3:15 pm for extra help or clubs provided the teacher has notified the student's parents in advance. Buses will be available 4 days weekly at 3:20. Below is a list of clubs and extra-curricular activities that meet during Activity Period, and on some occasions during the school day.

### **Art Club (Grades 5 - 6)**

Students in 5th and 6th grade have the opportunity to continue to develop and refine their artistic talents. Students will be able to work on extended projects.

### **Character Council (Grades 5 - 6)**

Students are recommended by their class to serve on the council. They help make Character Education a part of our school through assemblies, displays and Spirit Days.

### **Choral Groups (Grades 3 - 6)**

Students have the opportunity to participate in select small-group and solo vocal opportunities beyond the grade level choruses. Interested students should talk with our choral music teacher to determine if this club meets their interest.

### **Drama Club (Grades 5 & 6)**

Interested students may audition to be part of the annual musical that is put on for the students, faculty and families. Students who have interest in stage crew, set design, and lights/sound may also express interest and be part of the production. Rehearsals for the evening performances take place after school.

### **Intramural Club (Grades 5 - 6)**

Students in grades 4 – 6 may participate in an intramural club. Intramurals will be offered during Activity Period. This time will be dedicated to meeting student interest in physical activities.

### **Jazz Band/Other Band Groups (Grades 5 - 6)**

Students can participate in a small after school Jazz Band and occasionally other band opportunities. Interested students should talk with our instrumental music teacher to determine if this club meets their interest.

## **Maker Club**

Tully Elementary School now has a Maker Lab for all students in grades K-6 to enjoy. Students will participate in a variety of STEAM activities involving circuitry, engineering, robotics, coding, art, designing and creating.

## **Pens, Pencils, & More Club (Grades 5 - 6)**

Students in this club discuss, order and run a school book store during the arrival time. There is one day a week dedicated to each instructional wing (PK-2, 3-4, 5-6) when the students can bring money to school to purchase school items. Some examples include: pencils, erasers, pens, and pencil toppers.

## **Yearbook Club**

Students in grades 5 & 6 work with club advisors to take photos and create an annual school yearbook. Orders can be placed to purchase yearbooks during the year. All yearbooks are handed out in June of each school year.

## **Attendance**

### **Absences**

When your child is absent, please call the Health Office (696-6209) that morning and inform the nurse of the reason. Children absent from school are required to bring a written excuse with them on the day they return to school. The excuse should contain the student's name, date(s) absent, reason for absence and signature of parent or guardian. Example: *Sam Jones was absent from school on May 29th and 30th due to an upset stomach. Mrs. Emily Jones*

### **Late Arrivals**

Students are expected to be in their classrooms by 8:00 a.m. Students not present by this time are considered to be tardy and will need to bring an excuse. Tardy students must check in at the Elementary Office before going to their classroom.

### **Early Dismissal**

Parents who wish to have their children dismissed prior to the 2:30 p.m. dismissal time must send a note to school. The note should include the student's name, date, the time they are to be dismissed, the reason and the signature of the parent or guardian. All students dismissed early will be picked up in the Elementary School Office and signed out by parents.

### **Family Vacations**

Parents, please notify your child(ren)'s classroom teacher, in advance if they will be absent from school due to a family vacation or trip. Family vacations are considered unexcused in New York State. Many parents ask what their child can do to keep up with school work. Since there is no substitute for classroom instruction, school work will not be sent with your child. Your child can read books, magazines and vacation brochures. Writing in a journal is a great way to remember the vacation as well as practice writing. Practicing math facts is also recommended.

### **School Events and Absence**

Students that are absent or sent home from school for illness reasons on the day of an after-school activity or event will not be permitted to attend that activity or event.

### **Excessive Absences/Tardies**

Regular attendance leads to success in school. The school will take action to notify parents of attendance concerns that reach or are at risk of reaching the threshold for chronic absenteeism or tardiness, defined as 10% or more of enrolled

school days. The school will consider absences/tardies excessive by the time they reach 15% of the school days, which may result in referrals to outside resources for legal or counseling interventions. It is the parent's responsibility to ensure student's regular, on-time attendance. The parent portal in Schooltool provides the ability for parents to track absences and tardies in real-time.

### **Before-School Supervision**

The elementary building opens at 7:40 AM for students eating breakfast and 7:45 AM for students NOT eating breakfast. Please do not send your child before this time, as there is no adult supervision provided.

### **Building Usage**

Individuals and/or non-profit organizations seeking the use of the school building or school-owned property should secure and complete a Building Use Form from the Elementary Office or on the school website, [www.tullyschools.org/elementary](http://www.tullyschools.org/elementary). Liability Insurance must be carried by the organization requesting use. The form must be completed at least two weeks prior to any event.

### **Busing/Transportation**

Most of Tully's students are transported by bus. Any questions regarding transportation should be directed to the Transportation Dispatcher at 696-6250. Bus students arrive at school at approximately 7:40 AM. Students are expected to follow all school rules on the bus.

### **Bus Rules**

The bus driver has complete charge of the students while they are on the bus. The school bus is like a classroom. ALL the rules for behavior are the same on the bus as they are in the classroom! Failure of students to adhere to these rules may result in disciplinary consequences.

1. Be on time – Be at your assigned bus stop at least five minutes before your bus is scheduled to arrive.
2. Stay away from the street – Keep back from the edge of the road while waiting for your bus.
3. Wait for the bus to stop – Don't start walking toward your bus until the bus has come to a full stop.
4. Keep your hands to yourself – Don't bother or tease other children on the bus. Be polite to other children.
5. Do not put arms, head or elbows out of the window – and never throw anything out the window.
6. Eating and drinking is not allowed on the bus.
7. Do not litter on the bus – Help keep the bus clean by not throwing paper or other trash on the floor of the bus.
8. Never throw things while on the bus – Do not throw objects while on the bus and avoid fooling around.
9. Crossing the road to get on or off the bus – When crossing in front of your bus, make sure you can see the face of your bus driver. Wait for your driver to wave you across the road. After being waved across by your driver, you should still check the road to make sure all traffic has stopped before crossing the road.
10. In case of an emergency – Listen to your driver. He/She will tell you what to do. Stay calm and listen for directions.

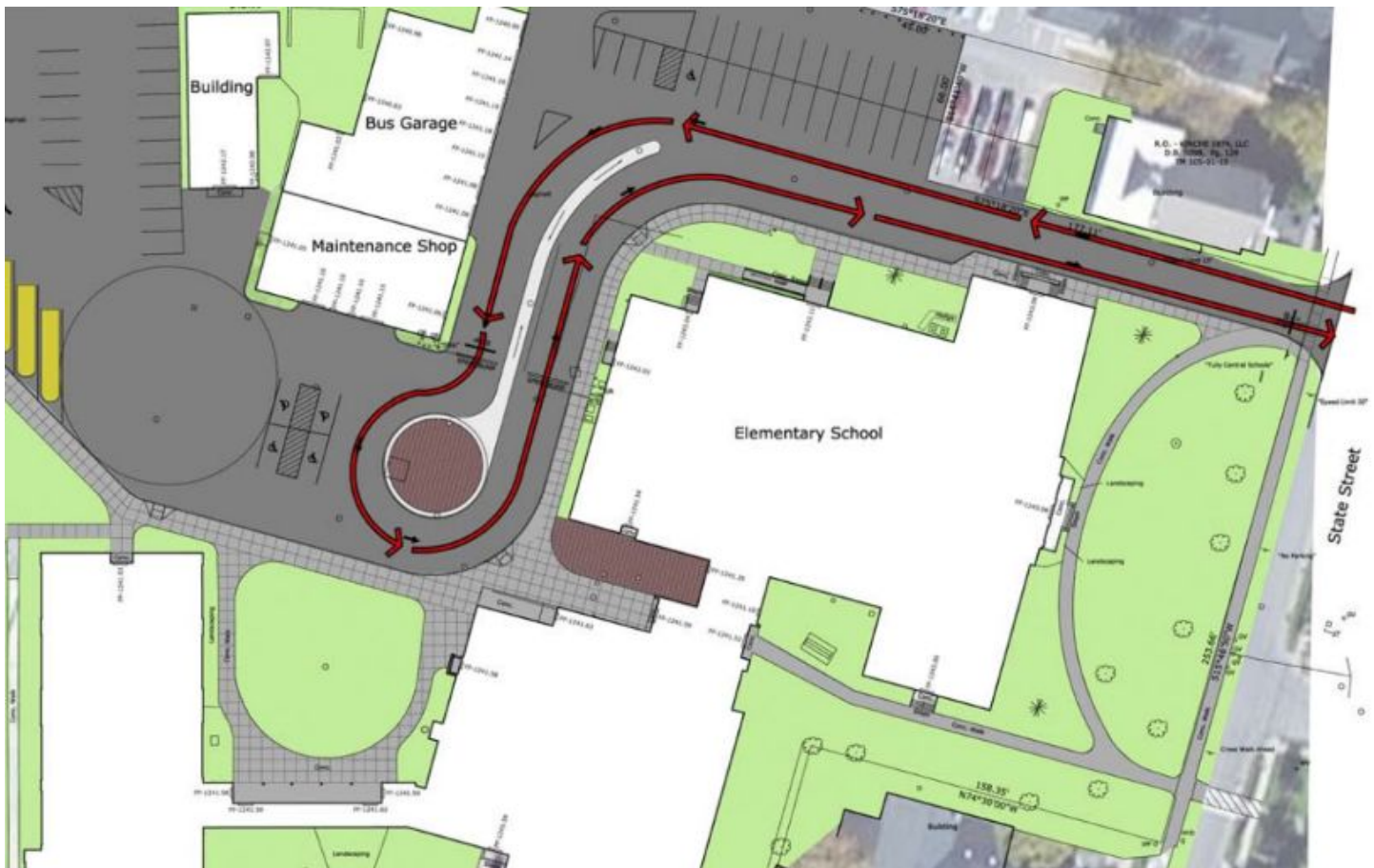


## Drop-Off / Dismissal Procedures

Parents dropping off and picking up their child(ren) by vehicle should use the traffic loop, by entering the elementary school driveway on State Street, and then circling around to the designated drop-off/pick-up areas at the northwest corner of the elementary school. This is the corner nearest the bus garage. Once you have dropped-off/picked-up your child(ren), you may re-enter the traffic flow and exit onto State Street. Students will enter the building at the lobby entrance.

Parents who would like to walk their child(ren) into the school building may park in the parking lot at the north end of the elementary school, near the library. These parents may walk their child(ren) into the school building through either the lobby or State Street entrances.

Children walking to school should enter the lobby using the State Street door. Students may enter the building when the bell rings at 7:45 a.m. Crossing guards are provided by the Village at the traffic light on Elm Street and at the corner of State and Onondaga Streets.



## Transportation Changes

It is important for the safety of our children for the office to know about changes in transportation routine as soon as possible. Parents should give WRITTEN PERMISSION for students to leave school in any way other than their normal route. Children must bring a note granting permission to the Elementary Office in the morning for a pass to be issued. Students must have a bus pass to ride a different bus. The bus driver will not allow a child to board a bus different from

that which they regularly ride without a bus pass. This includes riding the same bus, but getting off the bus at a house other than the student's own home. We understand that there are times when a change in routine comes up during the day that prevents you from sending the change in writing in the morning. In these cases, we ask that you call the office prior to 1:30 p.m. in order to ensure that we have time to make the necessary arrangements to get your child the pass and avoid confusion at the end of the day. We appreciate your cooperation.

### **Bicycle Riders**

When a student rides a bicycle to school, it is the responsibility of the student to lock and secure the bike to the bike rack. Bike racks are located at the east entrance near the Nurse's Office. Please note that it is New York State Law that all children wear a bicycle helmet.

### **Cafeteria/Food Service**

Children may purchase breakfast or lunch, or they may bring a packed lunch from home. Snacks, milk, juice, dessert and ice cream are also available. A menu will be available each month and at [www.tullyschools.org](http://www.tullyschools.org). Menus may change based on availability. Our cafeteria utilizes an automated program to log student transactions. Each student is provided with a PIN. The automated system allows you to send in an amount of money to be put into an account for your child. You may also use the online service to add money and monitor your child's purchases. When your child buys breakfast lunch, the money is subtracted from the account. If you have questions about your account, you may call the cafeteria office at 696-6208.

As a safety precaution, parents are asked not to send glass containers with their children to school.

### **Free and Reduced Price Lunches**

Information and forms concerning free and reduced lunch program may be obtained by contacting the Elementary Office or on the Food Service website at [www.tullyschools.org](http://www.tullyschools.org).

### **Calendars**

A variety of evening activities/events take place at Tully Elementary School. All elementary students must be accompanied by an adult for any school-sponsored event (movies, plays, concerts, etc.).

### **Elementary Events Calendar**

You can view the list of special events taking place at the elementary school by visiting the district homepage, <http://www.tullyschools.org> and clicking on Calendars at the bottom of the page.

### **Back to School Night / Beginning Band Night**

This year's Back to School Night (parents only) is scheduled for Thursday, September 20, 2018. Beginning Band Night will also be held this evening for parents of students interested in playing an instrument. This is an opportunity for parents to meet their child(ren)'s teachers and learn more about the curriculum. Parents are encouraged to ask general questions of the teacher; child-specific questions should be directed to the teacher at a later time or at the individual parent-teacher conferences in November.

### **Open House**

Our annual spring Open House is scheduled for Thursday, May 16, 2019 beginning at 6:00 PM. Students look forward to showing their family members around the school and showcasing their work and learning over the year.

District Calendar

Faculty=19 SEPTEMBER Student=17				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Faculty=22 OCTOBER Student=22				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Faculty=18 NOVEMBER Student=16				
M	T	W	T	F
			1	2
	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Faculty=15 DECEMBER Student=15				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Faculty=21 JANUARY Student=21				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

# TULLY SCHOOL DISTRICT 2018-2019 CALENDAR

<b>JULY</b>		
2	BOE Meeting	
<b>AUGUST</b>		
20	BOE Meeting	
<b>SEPTEMBER</b>		
3	Labor Day	
4-5	Superintendent Conference Days	
6	First Day of School for Students	
<b>OCTOBER</b>		
8	Columbus Day	
<b>NOVEMBER</b>		
6	Superintendent Conference Day	
12	Veteran's Day	
16	Parent/Teacher Conferences	
21-23	Thanksgiving Recess	
<b>DECEMBER</b>		
24-31	Holiday Recess	
<b>JANUARY</b>		
1	Holiday Recess	
21	Martin Luther King Day	
<b>FEBRUARY</b>		
18-22	Mid-Winter Recess	
<b>MARCH</b>		
18	Superintendent Conference Day	
<b>APRIL</b>		
15-19	Spring Recess	
<b>MAY</b>		
24-27	Memorial Day Recess	
<b>JUNE</b>		
25-26	Half Day at ES	
26	Rating Day	
28	Graduation	

DAY TOTALS	
Student Days <b>182</b>	Faculty Days <b>187</b>

SYMBOL KEY				
Half Day Students	Holiday	Regents Exams	Supt Conf Day	BOE Mtg.

**IMPORTANT NOTES**  
Should additional days be required due to emergency closings, they will be taken in this order: **May 24, April 15, 16, 17, 18 and 19.**  
Please plan accordingly.

Date adopted by BOE: 4/3/18

Faculty=15 FEBRUARY Student=15				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Faculty=21 MARCH Student=20				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Faculty=17 APRIL Student=17				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Faculty=21 MAY Student=21				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Faculty=18 JUNE Student=18				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## Code of Conduct/Behavior/Discipline

We expect students to be respectful and responsible, both in school and on the bus. If a student is having difficulty managing his or her behavior, consequences can range from a warning to temporary removal from the classroom and/or bus. Parent involvement is important to reinforce behaviors that will maintain a positive learning environment. The complete Tully Central School *Code of Conduct* is available on the [District Website](#) and contains a more detailed explanation of expectations for student conduct as well as consequences for unacceptable behavior.

Behavior can be generalized into thoughts, feelings, and actions. There are four basic behaviors that we expect students to demonstrate at all times during school, at school activities, and on school grounds: 1. Show Integrity; 2. Show Kindness; 3. Show Self-Control; 4. Show Perseverance. In grade appropriate ways, all students will be taught what it means to show integrity, kindness, self-control, and perseverance in all settings, including the auditorium, bathroom, bus, cafeteria, classrooms, hallways, lunch and dismissal lines, and playground. There will be daily opportunities to practice and reinforce the expectations during the school year.

	Location									
	All Locations	Auditorium	Bathroom	Bus	Cafeteria	Classrooms	Hallways	Lines	Playground	
Behavior	Integrity	Be on time. Clean up after yourself/others. Follow all directions.	Pay attention to the speaker.	Throw away paper towels in the trash. Flush the toilet.	Be on time at your stop. Watch for your stop in the afternoon.	Leave all food in the cafeteria. Clean-up your mess.	Do assigned work. Do only your own work. Listen to announcements. Check your backpack for notes from home.	Pick up your own mess. Keep boots/lockers neat.	Stay in order.	Play fairly. Line up at the signal.
	Kindness	Use kind words/actions. Follow the Golden Rule. Follow all directions. Stand up for others. Say hello to others.	Use appropriate applause. Congratulate people.	Turn off the water after washing hands.	Invite others to sit with you. Thank the driver for keeping you safe. Greet the bus driver.	Clean others' mess. Invite others to sit with you.	Greet the teacher and classmates.	Pick up trash that you find on the floor.	Keep an appropriate distance from the person in front of/behind you.	Taking turns. Inviting others to play a game. Playing the games others want to play.
	Self-Control	Use an appropriate voice level. Keep hands and feet to yourself. Follow all directions. Refrain from using put-downs. Dress appropriately for school/learning. Personal Electronics stored away unless given permission.	Stay in your seat. Remain quiet. Sit on your bottom.	Wash your hands. Ask permission to use the bathroom.	Stay in your seat. Refrain from eating or drinking on the bus. Keep hands and feet out of the aisle.	Wash hands before eating. Stay in your seat. Touch only your food. Use a quiet voice to speak rather than yelling across the table. Ask permission to dump your tray.	Follow morning routines. Use bathroom at assigned times and minimize other visits.	Walk quietly without leaning on the wall. Walk straight to your destination. Look at bulletin boards without touching.	Walk quietly.	Use equipment correctly. Dress for the weather.
	Perseverance	Trying your best. Never give up. Problem solve.				Try new foods.	Keep practicing. Ask for extra help. Learn something new			Keep practicing/learning the rules and skills of a game. Problem solve disagreements.

## Cell Phones/Personal Electronic Devices

The use of cell phones, paging devices, radios, compact disc players, tape players, and any other such electronic devices is not permitted during the school day. If students bring a personal electronic device to school, it must be turned off and kept in a backpack/locker until dismissal. Students may resume the use of these devices upon exiting the school building.

Students are not allowed to use cameras (digital, video, and cell phone) to take pictures or video on school property during the school day or at a school sponsored event. The exception of this rule is for the following: 1. A student may possess and use the camera at the direction of and with direct supervision by a classroom teacher as part of classroom activities. 2. A student may use a camera if that student received prior permission from the school administration for a

specific purpose. At no time will permission be granted for non-essential purposes, or if the use will violate another individual's privacy. 3. A student may use a camera while attending an event held on school grounds, after school hours, and open to the general public, as long as the possession and use are neither disruptive or in any way unlawful.

Unauthorized use of electronic devices during the day will result in disciplinary consequences in accordance with the [Code of Conduct](#): 1st offense: The device will be taken away, secured in the office, and returned to the student at the end of the school day. If cell phone is taken after 12:00 p.m. the device will be returned at the end of the following school day. Student will sign for device upon its return. 2nd offense: The device will be taken away, secured in the office, and returned to the parent/guardian. Parent will sign for device upon its return. 3rd and subsequent offenses: The device will be taken away, secured in the office, returned to the parent, and detention will be assigned. Parent will sign for device upon its return. Additional consequences may be necessary.

### **Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Students who violate the student dress code will be required to modify their appearance. A person's dress, grooming, and appearance will:

1. Be safe and appropriate, including for the weather conditions, and it will not disrupt or interfere with the educational process.
2. Ensure that outer clothing completely covers all undergarments.
3. Include safe and functional footwear at all times.
4. Exclude hats or other head coverings during the school day except for a medical or religious purpose.
5. Exclude items that are vulgar, obscene, libelous, or that denigrates others.
6. Not promote or endorse the use of alcohol, tobacco, or illegal drugs, or encourage other illegal or violent activities.

### **Disciplinary Consequences**

#### Detention

Detention can be during lunch or recess. After school detention may be assigned in specific situations.

#### In-School Suspension

In-school suspension is for part or all of the school day. The student will report to the main office, prepared to work on school subjects for the remainder of the day.

#### Out-of-School Suspension

This consequence is for serious infractions of the *Code of Conduct*. A student may not be on school grounds at any time during the day or night of the suspension.

### **Dignity for All Students**

The Dignity Act protects all students from being harassed, bullied, or made to feel unsafe at school or on the bus. Everyone has the right to feel safe and comfortable with who they are, what they look like, and what they like.

Bullying is a kind of harassment. Harassment happens when a person is doing or saying something on purpose to someone else to make them feel uncomfortable or unsafe either in-person or using an electronic device (cyberbullying).

Examples of harassment include:

- Hitting, pushing, or kicking
- Name calling or teasing
- Giving mean looks

- Bothering someone when they want to be left alone
- Spreading rumors, writing mean things about someone, or embarrassing them
- Threatening someone
- Ignoring or leaving someone out

The District *Code of Conduct* defines inappropriate behaviors and what punishments might be for breaking the Dignity Act, just like for other school rules. The major goal is teach students about their mistake and to learn so it does not happen again. Sometimes, students might have to create a plan for better choices, have a meeting with a parent, see Mrs. Hathaway, or see Mr. Kupiec. Other times students might receive a punishment. Consequences could be time in the office, loss of a privilege, spending lunch or recess in the office, staying after-school in the office, or in-school or out-of-school suspension.

Treat others the way you would like to be treated (Golden Rule). Keep your hands and feet to yourself. Be a good friend and stand up if you see someone being mean to someone else. Tell them to stop or tell an adult about it. Be kind and courageous!

## Emergencies

### **School Closings and Delays**

Emergency closings are announced at the earliest possible moment. You will automatically be notified by our School Messenger service. They will also be posted on the main page of the Tully School website and announced on local television, radio, and online media outlets for all district residents. Families are encouraged to develop a plan for supervision of students in the event of an unplanned early dismissal from school.

### **Emergency Drills**

New York State requires that schools practice emergency drills. These include fire drills, lockdown drills, evacuation drills, and shelter-in-place drills. These drills will be scheduled throughout the school year.

### **School Messenger**

School Messenger is utilized by the Tully School District to notify parents and staff of upcoming school events, emergency situations, closings and delays, and other information such as report card dates. School Messenger allows the district and each of its schools to send messages via telephone, email and text.

## Field Trips

Field trips provide unique opportunities for learning and experiences that cannot be duplicated in the traditional classroom. Typically these trips occur during the school day. Depending on the nature of the trip, families may be asked to share in covering some expenses. Written parental permission is required for all field trips. A single form can provide blanket permission for all walking trips. Parents retain the right to exclude their student from specific trips by writing a note to the classroom teacher. Unless the trip is a walking field trip, transportation for all field trips shall be provided by teachers or bus drivers driving school-owned vehicles or by chartered transportation. **Transportation of a student to a site other Tully school property will be provided by the District except when provided by the student's parent with prior approval from the principal or classroom teacher. A parent may transport his/her child only.**

## Home-School Communication

### **Phone Calls During the Day**

Call 696-6213 to reach the Elementary Office. You can be directly connected to the Principal. You will be able to leave a voicemail when contacting a teacher. The teacher will return your call as soon as possible. Students are discouraged

from using the school phone except in an emergency situation. If a parent or guardian needs to reach a child, please call the Elementary Office at 696-6213. Give the secretary your name, the message, and your child's teacher's name. A message will then be relayed to your child.

### **Emailing Teachers**

Parents are encouraged to communicate regularly with teachers by email. Email addresses can be found on the district website. Given that teachers' schedules may prevent responses until the next school day, time-sensitive questions or communication should be directed through a phone call to the main office.

### **Homework**

Assigned homework will vary by grade level and classroom teacher. If a student is absent or misses class for any reason, it is the student's responsibility to see the teacher to determine what work needs to be completed. For extended absences due to illness, parents may request to have work sent to the main office to be picked up.

### **Interpreter Services**

Interpreter Services may be available at no charge, provided that a written request is made to the School District within fourteen (14) days of the scheduled school-initiated meeting or activity pertaining to the academic and/or disciplinary aspects of their student's education.

### **Lost and Found**

When personal property is found it is turned into the main office. Clothing is placed on a lost and found table in the hallway. Valuable items, such as watches, electronic devices, glasses etc..., will be kept in the office.

### **Lost, Stolen, or Damaged School Property**

Instructional materials (including textbooks) are the property of the school. Students are responsible for these items and must make restitution if they are lost, damaged or stolen.

### **Lockers**

Some students are assigned gym and/or hallway lockers to keep their belongings. Lockers are the property of the Tully Central Schools and as such are loaned to students for their use. Students should not expect privacy with respect to lockers or other storage areas. The Tully Central School District reserves the right to inspect the inside and outside of all school lockers at any time for any reason. All lockers should be cleaned regularly.

### **Maker Lab**

Tully Elementary School is very fortunate to have a Maker Lab. In addition to the after-school club, students will participate in a variety of STEAM activities involving circuitry, engineering, robotics, coding, art, designing and creating that are connected to state learning standards and curriculum.

### **New York State Testing**

New York State Assessments are given in the following grades:

Grade 3	English Language Arts and Math
Grade 4	English Language Arts, Math and Science
Grade 5	English Language Arts and Math
Grade 6	English Language Arts and Math

### **Non-Discrimination/Sexual Harassment Policy**

In compliance with United States Law under Title IX "Non-Discrimination on Basis of age, sex, race, color, creed, national origin, or handicap," the Tully Central School District herewith notifies all parties that it does not discriminate in the educational programs or activities which it operates and that is required by the Title IX and the rules and regulations of the United States Department of Health, Education and Welfare (HEW) not to discriminate in such a manner. This requirement not to discriminate in education programs and activities extends to employment therein, and to admission thereto. Inquiries concerning the application of Title IX and the rules and regulation of HEW may be referred to the Tully Superintendent of Schools.

The Tully Central School District will provide a learning and working environment that is free from sexual harassment. It is a violation of policy for any member of the District staff to harass another staff member or student, or for students to harass other students or staff, through conduct or communications of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature when made by any member of the school staff to a student or to another staff member, or when made by any student to another student or staff member, whether on school premises or off school premises, when:

- Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's employment or education, or when
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or when
- Such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance of creating an intimidating, hostile, or offensive employment education environment.

Any person who alleges sexual harassment by a member of the School District may complain directly to the designated building administrator. The right to confidentiality, both of the complainant and other accused, will be respected consistent with the School District's legal obligations and with the necessity to investigate allegations of misconduct in accordance with State and Federal Law and to take corrective action when this conduct has occurred. A substantiated charge will subject that individual to disciplinary action, consistent with student disciplinary policies and State and Federal Law.

### **Nurse's Office**

#### **Immunizations**

New York State Law requires all students entering public schools to be immunized against: polio, diphtheria, measles, mumps, rubella and Hep B (polio, DPT and MMR). Please contact the school nurse with specific questions about your child(ren) and specific grade-level requirements.

#### **Insurance**

The Tully Central School District carries a New York State Student Accident Insurance Plan for injuries occurring during school-supervised activities. Medical claims should first be submitted to the parent's insurance company before school insurance is used. The school's insurance is secondary coverage. Questions should be referred to the school nurse.

#### **Illness or Injury at School**

If a child becomes ill or injured at school, he/she is to report to the teacher as soon as possible. If it becomes necessary for a student to be sent home, the parent will be notified by the School Nurse. Parents are asked to please keep the emergency phone numbers updated during the school year. Be sure that the person listed on your child's card can pick your child up at school.



## **Medications**

If a student's medication is ordered by a physician, to be given to your child during school hours, the School Nurse will need the following:

- Written permission from the physician.
- Written permission from the parents.
- Medication in original container delivered by a parent.

The physician's written permission should state what medication is ordered, the dosage and time to be administered. It is also required that the parent bring the medication to school, rather than the student. Please do not send over-the-counter medications to school with your child (i.e. Tylenol, cough syrup) as per law they cannot be administered by the School Nurse without a doctor's written permission.

## **Physicals**

Physicals are required for all students entering Pre-Kindergarten and/or Kindergarten, Grade 1, Grade 3 and Grade 5.

Dental screenings are requested but not required for Pre-K and/or Kindergarten, Grade 1, Grade 3 and Grade 5.

## **Screenings**

Students receive health screening in the following areas:

- Scoliosis in Grades 5
- Vision in Grades PreK and/or K, 1, 3 and 5
- Hearing in Grades PreK and/or K, 1, 3 and 5

## **Physical Education**

Students are required to wear sneakers and socks. Physical Education is required for all students in grades Pre-K-6 unless excused for medical reasons. All excuses should be addressed to the School Nurse and should include the date(s) and reason for non-participation. If a student is to be excused for more than one week, a physician's excuse should indicate the limits of participation and when full participation may resume. Students will need a physician's release to return to Physical Education class if dates are not included on the original excuse.

## **Positivity Project**

Tully Elementary School is proud to be a partner school for the Positivity Project (P2)! Many schools in the area have embraced this movement and observed an immediate positive impact on school culture and student affect. All students (PK-6) will spend 15-20 minutes each day focusing on 24 character strengths, a common vocabulary, and the philosophy that other people matter. We will also have school-wide assemblies and programs throughout the year in support of this program. Information will be sent home every 1-2 weeks about each character strength via School Messenger so that you can be a part of P2 as a family.

## **PTO/Parent Opportunities**

### **PTO**

The Tully PTO is an organization of administrators, parents and teachers working together to promote the welfare of children in the school, home and community. All parents are encouraged to take an active role in the PTO and its activities. The PTO meets the second Wednesday of each month to discuss business and new events. The PTO

maintains an email listserv that you can subscribe to that provides all members with up to date information on school, PTO and many community events.

### **Volunteering**

All volunteers to the building must first be approved by the Board of Education. Please complete and submit volunteer application and return it to Elementary office. Once Board approved, parents are then able to volunteer in classrooms and/or chaperone field trips. This includes volunteering for clubs, PTO events, and school-wide events throughout the year. Please plan to complete the volunteer application each year.

### **Recess**

All students have recess scheduled daily. Weather permitting, recess will take place outdoors. Students will have indoor recess when it is raining or when the actual temperature or wind chill is at or below 10 degrees Fahrenheit. Parents should ensure that students are prepared for outdoor recess with appropriate attire. For safety reasons, classroom teachers may exclude a child from recess who is not appropriately dressed. Students who have a medical excuse from physical education will also be excused from participation in recess.

### **Report Cards/Schooltool**

Pre-K will have have 2 written report cards (January & June).

Grades K- 6 will have 3 written report cards (November, February & June).

Grades 5 -6 will have 4 written report cards (November, January, April & June).

Special area teachers (Art, Music and Physical Education) also provide report card grades.

Parents/Guardians of students in grades 5 & 6 are able to use the Parent Portal in Schooltool to track assignments and have real-time access to students' current grades.

### **Parent Conferences**

In November, Parent/Teacher Conferences are held. This conference provides the teacher and the parents)/guardian(s) with an opportunity to sit and discuss each child, the school program, the report card, and any concerns. Parents are also encouraged to arrange a conference with their child's teacher whenever a need is apparent or a meeting is desired.

### **Safety/Visitors**

The safety of our students is very important to us. The following guidelines are followed to make sure that all children are safe at school:

- During the school day there are two points of entry into the building at our main entrance lobby. One is at the State Street side of the building, the other on the parking lot side. Please push the intercom button and you will be buzzed into the building. All visitors must stop in at the office to sign in. It is important that we know who is in the building in the case of an emergency. All visitors are required to wear a visitor sticker; you will receive this in the office.
- The school presumes that both parents have custody of their children and therefore a right to sign children out of the building and access all records. If this is not true for your child, you must provide the school with a copy of a legal document that outlines the limitations.

- Room visitations are arranged through the child's teacher. Parents must sign in and out through the elementary office.

### **Snacks and Parties**

Some teachers have a morning or afternoon snack in their classrooms. Parents wishing to bring class treats are asked to make arrangements with the classroom teacher. Parents should check with the classroom teacher regarding any known food allergies.

### **Social Media/Publicity**

The Tully School District will use the district website or social media outlets such as Twitter to communicate information to the community. Occasionally the nature of these communications will include references to students, including photographs, names and examples of student work.

### **Use of Student Photographs**

If you do not wish your child's name or photograph to be used in district publications, you may do so by checking the appropriate box on the student information sheet that is sent home at the beginning of the school year or by sending a note to the main office. Students who are opted-out of having their photograph or name used in district publications will need a signed note by a parent to give permission for inclusion in the school yearbook or social media.

You may follow Mr. Kupiec on Twitter [@ekupiecTullyES](https://twitter.com/ekupiecTullyES).

### **Special Education**

According to Part 200 Regulations of the Commission of Education the school district must have a Committee on Special Education as well as a Preschool Committee on Special Education. The purpose is to evaluate, discuss, and determine if challenges a student may be having in reaching the learning standards is related to an educational disability. It is then the job of the Committee to make recommendations and determinations if special education programming and/or related services are necessary to provide access to the general education curriculum/environment. It is also the responsibility of the district to always consider the least restrictive environment to meet each student's needs. This may range from general education supports and services to specially designed instruction as needed on the continuum of programs and services for NYS. Tully Central School District Special Education Department works throughout the year to meet the needs of students identified with an educational disability and supported by an Individualized Educational Program (IEP).

### **Supply Lists**

Supplies vary from classroom to classroom. School supply lists for this school year were included with the final report card in June and can be found on the school website <http://www.tullyschools.org>. The elementary office also has a copy of each list.

### **Support Services**

#### **Academic Supports**

##### **Academic Intervention Services (AIS)**

Tully Elementary provides Academic Intervention Services (AIS) in math, reading, and writing. Speech improvement services may also be provided. Academic Intervention is defined as instruction which supplements classroom instruction for students who are considered to be at risk for achieving New York State's Learning Standards. AIS is provided by teachers and teaching assistants.

### Response to Intervention (RTI)

All students in grades 1 – 6 are scheduled daily for an instructional time to meet their individual literacy needs. Classroom teachers, AIS teachers and Teaching Assistance and other available teachers provide the small group instruction to meet specific reading and writing needs.

### What I Need Now Time (WINN)

In addition to after-school support during Activity Period and classroom teacher interventions during the day, a WINN block of time will occur each day at grades K-4 for ELA to provide additional academic support to all students, including Tier 2 and 3 interventions. During this time, students will be divided into small groups for targeted literacy instruction based on need. These needs will be identified through multiple data points (AIMSweb, Running Records, in-class assessments, F & P levels, NYS Assessments, etc...). Each group will be led by either a classroom teacher, AIS teacher, or TA. For students performing at/above grade level expectations, there will be an enrichment/extension group led by a classroom teacher. During this block, no new ELA instruction will take place. Groups will be adjusted every 8 weeks.

## **Support Personnel**

### Student Support Team (SST)

The Student Support Team (SST) meets with teachers to discuss strategies and accommodations for any student who is experiencing behavioral and/or academic problems in school. Parents will be notified by the homeroom teacher when they are requesting a meeting.

### School Social Worker

The school social worker works within the school setting to strengthen the social/emotional well being of all students. Support for students and their families are offered through short term counseling, crisis management, support and skill based groups (ex: Banana Splits, Social Skills) and community referrals. Families are encouraged to contact the social worker with any questions or concerns.

### School Psychologist

The School Psychologist functions as a counselor and assessor of educational needs. The School Psychologist works with teachers to address behavioral concerns in the classroom. Individualized behavior plans may be developed to support children while in class. The School Psychologist may also be asked to complete an education evaluation by Committee on Special Education (CSE). The results of individual student testing are shared with the parents and the child's teacher. If testing results indicate a need for a special education program, such recommendations are made formally at a CSE meeting.

### Speech and Language Pathologist

The Speech Pathologist works with children who are in need of improved communication skills, primarily speech and language development. Children with severe and marginal speech and language impairments are also served.

### Occupational and Physical Therapy

Occupational and physical therapy are provided to students with fine and gross motor challenges that impact their access to the curriculum and environment. Students with severe sensory dysregulation may also be provided services.

## **Technology**

### **Computer Use**

Use of computer technology is an integral part of the school program. Each student is given privileges to the academic computer network and is expected to follow guidelines set in the District's Internet Access and Acceptable Use Policy. This includes use of designated software, storage, printing, and controlled access to the internet. Students in grades 3-6 are assigned personal Chromebooks for the school year. Harassment or disruptive use of electronic communications is

not permitted. Abuse of hardware and inappropriate use of software is regarded as vandalism and/or stealing. Such access will result in administrative action and restriction of privileges.

### **Internet Use Policy**

When used appropriately, the internet is an important resource for students and staff. It provides a connection to a variety of information sources, to educational instructions and to users throughout the world. It fosters the development of researchers and investigators and encourages resource sharing, innovation and communication.

Despite our best efforts, a determined user may be able to gain access to inappropriate or unauthorized services on the internet. Therefore, it is recognized that students may gain access to information and communications that they, the District, or their parents find inappropriate, offensive or controversial.

Appropriate uses of the Internet include any use of approved by instructional personnel, such as completing an assignment and conducting research. Students are not permitted to send or receive personal email during the school day. Any uses of the Internet not expressly approved by an instructor are prohibited. The District does not sanction any unauthorized use of the Internet. Users granted accesses through the District's resources assume personal responsibility, both civil and criminal, for unauthorized uses of the Internet. All school and civil rules apply to Internet access, computer use or to the use of email over the Internet.

### **Wireless Network/Guest Usage**

The Tully School District maintains a guest wireless network for short-term access that is accessible to visitors. Access points may not always be in-service or available in all locations. The guest wireless network may be subject to periodic maintenance, unforeseen downtime, and limited availability. Guest wireless access is provided as a free service on an "as is" basis with no guarantee of service.

### **Title I Parent/Family Engagement Policy**

Tully Elementary School receives Title I funding through the federal government. The District will collaborate with parents and other family members to help students participating in Title I programs reach their full academic potential and to improve the District's overall academic quality. As part of its collaboration, the District will conduct outreach; plan and implement programs, activities, and procedures for parent and family member engagement; and consult meaningfully with parents and family members.

To that end we shall:

- a) Convene an annual meeting at Back to School Night to inform parents and other family members of their school's participation in Title I programs, to explain Title I requirements, and to identify the right of the parents/guardians to be involved. All parents/guardians of these children will be encouraged to attend the meeting;
- b) Provide parents and other family members with timely information about programs, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the achievement levels of the challenging state academic standards, and opportunities for regular meetings to formulate suggestions and to participate in decisions relating to their child's education. The District will respond to any suggestions as soon as practicably possible;
- c) Help parents and other family members develop an understanding of topics such as state and local academic standards, state and local academic assessments, and monitoring a child's academic growth;
- d) Educate teachers and other professional support staff in the value of engaging parents and other family members in their children's education, and in how to reach out to, communicate with, and work with parents and other family members as equal partners in this process;

- e) Ensure that information related to school programs, meetings, and other activities is sent to the parents and other family members of participating children in a format and, to the extent practicable, in a language the parents/guardians can understand;
- f) Provide other reasonable support for engagement activities as parents or family members may request.

In carrying out these requirements, the District and its schools, to the extent practicable, will provide opportunities for the informed participation of all parents and other family members, including providing information and school reports in a format and, to the extent practicable, in a language they understand.

**Tobacco/Substance Abuse Policy**

Tobacco use shall not be permitted and no person shall use tobacco products or e-cigarettes on school grounds at any time. School grounds mean any building, structure, surrounding outdoor grounds and district vehicles.

**Tully Elementary School Staff**

**Main Office/Nurse’s Office/Special Education Office**

Mr. Ed Kupiec, Principal  
 Mrs. Cristy Bobbett, Director, Student Support Services  
 Mrs. Maureen VanSlyke, Nurse  
 Ms. Melinda Hathaway, Social Worker  
 Mrs. Tina Spaulding, Executive Secretary  
 Mrs. Cheryl McGraw, Secretary  
 Mrs. Wendy Compagni, Special Education Secretary

**Pre-Kindergarten**

Mrs. Cristine Hendricks  
 Miss Katherine Ward

**Kindergarten**

Mrs. Michele McNerney  
 Miss Kristin Costello  
 Mrs. Michelle Rauber

**1st Grade**

Mrs. Terri Hoke  
 Miss Rachel Kolod  
 Ms. Jennifer Ryan

**2nd Grade**

Mrs. Tammie Fallon  
 Ms. Lisa Saile  
 Mrs. Christine Scully-Smith

**3rd Grade**

Mrs. Christine Dietz  
 Mrs. Karen Eno  
 Miss Beth Lancer

**4th Grade**

Mrs. Erika Baritell  
 Mrs. Wendy Fowler-Conner  
 Miss Danielle Sicignano

**5th Grade**

Mrs. Melissa Pickard (ELA)  
 Mrs. Beth Schaber (Science and Social Studies)  
 Mrs. Courtnie Schult (Math)

**6th Grade**

Mr. Thomas Meixell (ELA)  
 Mrs. Heather Edinger (Math)  
 Mr. Don Wilson (Science and Social Studies)

**Special Education**

Mrs. Abigail Lerch (Kindergarten Co-Teach, Consultant)  
 Miss Maggie Tone (1st/2nd Co-Teach)  
 Mrs. Sarah Storrier (3rd/4th Co-Teach)  
 Mrs. Laura Konefal (5th Co-Teach, Special Class, Resource Room)  
 Mrs. Leandra Reinhard (6th Co-Teach, Resource Room)  
 Mrs. Allie Drexler (Special Class)

**Special Areas**

Mr. David Charles (Physical Education)  
 Mrs. Deanne Drumm (Physical Education)  
 Mrs. Kathy Martin (Art)  
 Mrs. Autumn Meldrim (Library Media Specialist)  
 Mrs. Tammi Rahrle (Music)  
 Mrs. Stephanie Dardaris (Instrumental Music)

**ELA AIS**

Mrs. Bettemae Russell  
Mrs. Jackie Vassallo

**Math AIS**

Mrs. Sue Hardy  
Mrs. Yvonne Leuze

**Speech**

Mrs. Jennifer Adams  
Ms. Sue Myers

**ENL**

Mrs. Kate Mahns

**School Psychologist**

Mr. Tim Villhauer

**Occupational Therapist**

Mrs. Amanda Hazen

**Physical Therapist**

Mrs. Pam Downey

**Library/Cafeteria Aide**

Mrs. Melanie Campbell

**Director of Safety and Security**

Mr. Ray Herrick

**Technology Integration Specialist**

Mr. Jason Clark

**Tully Elementary Songs: Pledge and Alma Mater****Tully Elementary Pledge**

Today, I will act in such a way that I will be proud of myself, and others will be proud of me, too.  
I will do my best to learn, and I will treat others the way I want to be treated.  
I will make it a great day.

**Teaching Assistants**

Mrs. Brenda Berry  
Mrs. Susan Biggar  
Mrs. Sarah Breitzka  
Mrs. Cathy Burgett  
Mrs. Patricia Hamilton  
Mrs. Barbara Jordan  
Mrs. Deborah Kelly (AIS)  
Mrs. Amber Litz  
Mrs. Leigh Ann Moss  
Mrs. Cindy Shaw  
Ms. Jessica Walker

**Cafeteria**

Mr. Rob Kennedy  
Ms. Gail Fitts  
Mrs. Tina O'Connell  
Ms. Jessica Randall  
Mrs. Beth Ryan  
Mrs. Eileen Salisbury  
Mrs. Gail Wilson  
Ms. Joni White

**Custodians**

Mr. Jerry Bishop, Director of Facilities  
Mr. Miguel Campos, Head Custodian  
Ms. Cindy Weisbrodt  
Mr. Dustin Dexter, Maintenance  
Mrs. Jill Hares, Cleaner  
Miss Courtney Kran

**Tully Elementary Alma Mater**

This is Tully Elementary.  
This is where we come to learn.  
All we know and all we cherish  
Wait at every hallway's turn.  
Teachers, students work together.  
Here we seek to find the truth.  
May we learn and grow together,  
In our childhood and our youth.  
Here we care about one another,  
Sister, brother, teacher, friend.  
May our knowledge and our caring  
Guide us when our school year's end!