

# *Ebinport Elementary School Faculty/Staff Handbook*

*2020-2021*



**For Every Child, A Chance!**

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After reading this handbook, please print and  
sign on page 30.

Return the signature page to Mrs. Lowdermilk.

Thank you,

Rhonda

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## Daily Operating Procedures

### Attendance Procedures

Attendance is to be taken in PowerSchool, **by the teacher**, no later than **8:15**. Teachers should postpone posting attendance only if there is an announcement regarding the arrival of a late bus.

Upon returning to school, students are required to bring a note to the classroom teacher stating the reason for the absence. The notes are to be forwarded to the office each morning. Emails can be accepted. Please make sure to forward these to the attendance clerk. Students with excessive absences should be contacted by the teacher. The date of this contact and a brief summary of this call should be sent to Kim Brown as documentation for attendance plans.

Tardiness – Students arriving after 7:45 am must report to the office, sign in, and get a late pass before being admitted to class. **Please send students who attempt to enter your classroom after 7:45 am to the office for a late pass unless an announcement is made.**

### Bell Schedule

- 7:30 am Students enter classrooms to begin their day
- 7:40 am Announcements
- 7:45 am Final Tardy Bell
- 2:20 pm Preparation for Dismissal - **Students should be packed up and remain in classroom until they are called.**
- 2:25 pm Dismissal
- 2:45 pm Late car riders should be brought to main office to be signed out by an adult.

\*Bell to Bell teaching is an expectation. Students should not be dismissed or prepare for dismissal prior to 2:20 pm.

### Board Policies

All staff should familiarize themselves with board policies. Board policies are located on the school district website.

### Bus Procedures

On the first day of school, students are to be given a wristband, identifying the “number” of their bus. Upon arrival in the morning, bus students should report to the Cafeteria for breakfast or to their grade level meeting area. Students are to maintain a Zone 0 in the hallways.

### Cafeteria Guidelines

Students: \$2.20 lunch and \$1.10 breakfast  
Adults: \$4.00 lunch

Breakfast will be served daily for students in the classroom. We encourage students to start their day with a good breakfast. Teachers will work with the cafeteria staff and families to ensure that every child has the chance to eat breakfast each day.

Since school cafeterias maintain only sufficient cash to support transactions for the purchase of school meals, the following procedures will be followed at all Rock Hill School District cafeterias:

- Cafeterias will not be a source of “change” with the exception of that due a customer as a result of a purchase.
- Cashiers will give customers change back for up to the amount of \$20.00 with the purchase of a meal.
- Balance due the customer who pays with denominations larger than \$20.00 can receive change up to \$20.00 and the balance will be credited to their school lunch account.

The food service program offers breakfast and lunch prepared and served by professionally trained personnel. Each meal is nutritiously sound and reasonably priced. Students are encouraged to participate in the school lunch program.

Students may qualify for the Free Lunch Program. Applications are available at the school and will be sent home. An application must be completed for each family. They are completely confidential. Please return applications immediately after receiving them.

If a student must pay a full or reduced amount for lunch, it is the parent's responsibility to make sure that the student has the correct amount. Students may pay for their meal weekly (on Monday mornings) in the cafeteria or they may pay daily as they go through the serving line. Students are allowed no more than 3 IOUs at a time.

Parents are welcome to have lunch with their children at school by paying the adult price for lunch or bringing their own lunch. All lunchtime visitors should sign in at the office and obtain a visitor's pass. They must bring a valid ID to sign into the building. Once in the cafeteria, parents may bring their children with them onto the stage to eat lunch. Parents should only sit with their child on the stage. To promote safety, other students should not be invited onto the stage to eat lunch.

Teachers should supervise students and monitor volume and manners during lunch. During the first 2 weeks of school, teachers should sit with their classes, establishing procedures and expectations by modeling and teaching specific behaviors.

#### Cafeteria Expectations

- A. Control of Body
  - Never throw food or any object at any time.
  - Each person is responsible for cleaning up after themselves.
- B. Control of Voice
  - While waiting in line, you may WHISPER.
  - You may speak in a quiet voice to those you are sitting with at lunch.
- C. Control of Body, Mind, and Voice
  - Use good table manners.

#### **Class Schedules**

An electronic copy of a **dated, detailed** daily schedule must be given to the front office secretary and principal by the end of the second week of school. Copies will be distributed to the assistant principal, literacy coach, school counselor, and bookkeeper. A copy of the schedule is to be posted outside the classroom door. Teachers and assistants are to provide updates if the schedule changes. Teachers should submit new **dated copies** to the front office secretary and principal. A detailed schedule includes components of literacy workshop (guided reading, shared reading, read aloud, independent reading, writing) and math workshop (mini lesson, independent practice/group practice, debriefing), science, health, and social studies. You should also include related arts, lunch, recess and restroom breaks.

\*If a classroom has a restroom, the hall bathrooms should not be used.

#### **Duty Procedures and Schedule for Student Arrival and Dismissal**

Staff members will be assigned morning and afternoon duties; duty rosters will be provided at the beginning of each year. Teachers unable to fulfill their duties must find a suitable replacement for their position of duty and notify their team of this adjustment. This includes days staff members are absent from school.

**ARRIVAL:** All students will enter the building through the black gate near the bus lot. Students will remain either in the cafeteria or on A – Hall until 7:05. Staff members on duty should report to their

assigned areas no later than 7:00 to meet students so that they can be monitored in their holding areas. Once the 7:30 bell rings, students will begin moving toward their homerooms. Each grade level should determine how students will be escorted to their homeroom classes (i.e., individual teacher pick up, duty teacher escorts, etc). Regardless, staff members who do not have morning duty should supervise students for team members who have morning duty until the time the teacher can arrive and take charge of the classroom. No student should be left unattended at any time.

**DISMISSAL:** The teacher is responsible for having his/her class organized for dismissal each day. No child may have a transportation change unless a written note is received from the parent or the parent physically comes to the building. No email ride changes or phone calls will be accepted unless approved by an administrator.

Afternoon dismissal will occur at intervals based on mode of transport. Grade level teams should have an assigned duty person responsible for escorting car riders and walkers, bus riders, and Challenger students. On the first day of school, students will be given a wristband identifying how the child will be getting home. It is the responsibility of the teacher to write the child's name and mode of transport on the band; bus riders and van riders should also have the Bus number/Daycare written on their bands. Teachers should collect information on how students get home from school on Meet the Teacher Night.

### **Keeping Students After School**

Any staff member who wishes to keep a student at school after the end of the regular day must obtain written permission from the parent in order to do so. It is strongly suggested that teachers give parents at least 24 hours notice whenever they wish to keep a student after school. **The staff member requesting the students to stay after school is responsible for the students until the parents pick them up.**

### **Keys**

Teachers are responsible for their classroom keys. If a teacher loses a classroom key, he/she must pay the District \$50 for a new classroom key to be made. Also, please do not send students to the office to borrow a master key. The master key will not be given to any person except in the case of emergency. The replacement cost for a lost master key is \$250.

### **Lunch/Playground Guidelines**

If the proper expectations are established initially, discipline problems on the playground can be avoided. All staff members are expected to work closely with the students to ensure that the children understand the behaviors expected of them during recess. However, classroom teachers have specific responsibilities in this regard. All teachers should be monitoring students during recess, and no teacher should remain in the classroom while other teachers are on duty.

- Teachers are asked to review the specific guidelines for student behavior with their class on a frequent basis, especially at the beginning of the year.
- Teachers are expected to support those individuals on lunch/recess duty by reinforcing with students that all adults on duty have authority to monitor their behavior and discipline them.
- **Teachers should not be on their cell phones while monitoring students.**
- Teachers are challenged to interact with their class at least once a week, coordinating with the other team teachers for supervision purposes. Examples of this might include a kickball game, jumping rope, sidewalk chalk, or Connect 4.

### **Recess and Outside Instruction**

Students are expected to go outside for recess unless they have a note from a doctor excusing them from outdoor activities. Teachers should **not** leave students in the office during their recess unless it has been cleared with the principal.

- Indoor recess - Students will be kept inside on days when the weather is inclement (rain, etc.). Teacher judgment should be used when deciding on indoor/outdoor recess. Classroom teachers should remain with their class during recess.
  - When the temperature index reaches 95 degrees or above, students should remain indoors for recess.
  - When temperature and wind chill falls below 38 degrees, students are kept indoors.
- Temperature considerations and proper clothing:
  - Below 60 degrees jacket or long sleeves recommended
  - Below 50 degrees coat and long pants recommended
  - Below 40 degrees gloves and hats with previously recommended gear necessary
  - Below 38 degrees indoor recess or physical activity
- Outdoor Recess - Classroom teachers should carefully review the recess rules with all students at the beginning of the year and then review the rules periodically (or as needs arise).
- Recess Supervision- It is imperative that students be supervised at recess at all times. Teachers should be strategically located around playgrounds and fields monitoring students' behavior. **All** teachers should go to recess.
- **The grade level designee should take the walkie talkie to recess and any outdoor activities. In the event that person is absent, another teacher on the grade level should bring the walkie with them.**
- If a class leaves the classroom for an alternative learning activity outside or in another location on campus, the teacher should alert the office of their location. If the activity is outside, the teacher should attempt to secure a walkie talkie.
- As always, all teachers should bring his/her emergency red bags with them when leaving the classroom.

### Room Appearance/Bulletin Boards

The appearance of the classroom sends a strong message to students and their parents. Classrooms should be kept neat and orderly and safety should be emphasized at all times. **Children's work should be displayed as much as possible**, always representing the best that each student can do. It is important that the children see their own work and each child's work should be displayed regularly.

Bulletin boards and displays should reflect the learning that is currently taking place and should be changed periodically (at least with every unit of study and at a minimum every 6 weeks). Teachers should create displays that represent a variety of curriculum areas, are non-stereotypic and representative of many ethnic groups, and reflect current instructional themes. Recognition of these areas is an important aspect of the learning environment.

### School Hours for Students

The school hours for students at Ebinport Elementary are 7:40 am to 2:25 pm. Students will be greeted by a staff member who has morning duty and allowed into the building at the cafeteria and main entrances beginning at 7:05 am. Students not participating in an after-school club or Challenger should be picked up from school by 2:45 pm.

### School Hours for Teachers

Teachers should be prepared to allow students to enter the classroom no later than 7:30 each day. At Ebinport, we strive for each student to have three positive points of contact before they enter the classroom. Please greet students in a positive manner as you move throughout the halls.

Teachers are expected to complete their classroom duties throughout the day and may leave at 3:30 pm (Monday, Wednesday, and Thursday), at 4:00 pm on Tuesdays, and 3:00 pm on Friday

(or when the teacher's duties are over and planning and preparation is completed for the next week's lessons). All teachers should sign in each day by using their key card to enter the building. Please do not have a student open the door for you. If entering through the main entrance, swipe your card even though it is unlocked. The system will show you entering at the time you swipe your key card.

### **Warm-ups and Announcements**

Teachers should have some form of learning activity posted and ready for students as soon as they enter class. Procedures and routines should be practiced and in place from the beginning of school. Warm-ups are to begin immediately upon entering the classroom as not to lose instructional time.

Announcements will begin promptly at 7:40. The pledge of allegiance, EAGLE Pride Pledge, and moment of silence should be in place daily.

## Student Instructional Policies and Procedures

### Assembly Procedures

Staff members are notified of assemblies through the master calendar, and/or during faculty meetings or through weekly E-News. Classrooms will be dismissed to attend the assembly via intercom or walkie talkie. Assemblies are an opportunity to model and teach audience etiquette. Students demonstrating inappropriate behavior may be removed from the assembly.

### Communication with Parents

Effective communication with parents is an essential part of the educational program we provide. It is the expectation that teachers send home weekly parent communication for the purpose of informing parents of current areas of study/objectives, project/special assignments, upcoming field trips, special events, etc. **Administration should also receive these weekly parent communications.** Special areas and support staff will provide information through grade level newsletters or the school newsletter. School-wide information should be sent to the media specialist exactly as it will appear in the newsletter.

Staff members are strongly encouraged to explore a variety of ways to establish and maintain ongoing communications with parents. All written communication should be carefully proofread for content and grammatical errors.

Reminder: Staff members will take every opportunity to use electronic communications (e-mail, Facebook, Twitter, and Canvas) to model the use of technology for students. **Emails and phone calls should be returned within a 24 hour time frame.**

### Discipline

We will use PBIS as our school-wide discipline model to maintain student behavior. This model focuses on positive reinforcement to correct inappropriate behavior. Refer to your PBIS Handbook for a detailed guide. Behavior will be logged using Educators Handbook, including minor and major referrals. **It is imperative that a narrative explaining the circumstances surrounding the incident is input with FERPA in mind and free of emotion and judgement.** Please do not abbreviate words on discipline referrals. They must be entered into PowerSchool exactly as written on the discipline form. Do not include other children's names on the referral.

Only major office referrals will be documented in PowerSchool. If a student is sent from the classroom for severe discipline infractions, the office should be notified, and a referral should be entered promptly. A student that is already highly charged or defiant should not be sent to the office, rather escorted by an available adult.

### Class Dojo

Every teacher should create a roster for their class in Class Dojo. Regular incentives with goals for individual, class, or grade levels should be in place to support the PBIS system. Special area teachers should be added to your account so that students can earn points in specials.

### DSS Procedure

Please let the school counselor know as quickly as possible of any situations that may require possible DSS referrals. Due to confidentiality, please just email the counselor with the letters DSS in the subject line if you need the counselor to come to your classroom to speak with you about a child immediately. For immediate concerns, contact the front office. State and Federal laws require that you call DSS if you have a suspicion that abuse or neglect is taking place. The school counselor is available to assist with making the call to DSS, but the person with the most knowledge of the abuse or neglect should place the call and make the report. The number for DSS is (803) 909-7446 or (803) 684-2315.

### **Field Trips**

**All field trips must be approved at least three weeks in advance by the principal.** Any field trip more than 50 miles away, must be approved by the Superintendent. Teachers are to complete the “Field Trip Request” form (located in the mailbox area) and submit the form to the bookkeeper at least three weeks prior to the date of the field trip. Field trip requests must include a statement describing the instructional objective of the trip and how it relates to the unit of study. Once approved, the teacher is to give the information to the secretary in the Main Office so that the trip may be posted on the school’s **Master Calendar**. Teachers are responsible for making all arrangements for their field trips (establishing adequate cost, chaperones) and for securing all money associated with the trip. Please remember that **money should not be left in the classroom at any time**; teachers are responsible for any loss under these circumstances. No letters should be sent home with field trip information and no money should be collected until a field trip approval email is sent from Ms. Walkup indicating buses have been secured and principal approval has been obtained. **ALL field trip chaperones must also be approved volunteers!**  
**There can be no exceptions!**

Classroom teachers should carefully check their students’ health records and note any allergies or health conditions. **Arrangements should be made with the school nurse 1 week prior to the field trip for any children who are given medications during the school day.** The cafeteria manager should be made aware of the trip at least two weeks beforehand for the purposes of ordering food. Please provide the **cafeteria manager** with the names of the students who will need bag lunches **two days prior** to the field trip. Classroom teachers should take a cell phone on the trip in case of emergency and leave this number with the School Secretary in the Main Office.

### **Grading and Reporting Student Progress**

Progress reports will be sent home according to district and school guidelines. All teachers will send home progress reports at the agreed upon time period. Please follow the Rock Hill School District 3 Grading Guidelines for reporting purposes. These can be found in Canvas. Discipline is on progress reports. Teachers will receive the calendar dates for grade inputting as well as a copy of grading guidelines.

### **Homework**

Consistency in applying the homework policy is critical to student success. Teachers are required to meet early in the year to plan grade level implementation for homework. Parents will be informed of such plans early in the school. Also, please consider reduced amounts of homework on the night before major standardized testing (no more than 30 minutes for tested grades).

### **Master Calendar**

Teachers should notify the secretary in the main office about a school calendar entry request. When the event is approved, the dates and times of all special activities will be placed on the Master Calendar by the secretary. Also, look for weekly events placed in the E – News completed by the Principal. When conflicts or concerns regarding scheduling occur, the Principal will meet with the concerned parties.

### **Parent Conferences**

One parent-teacher conference is required during the first semester. In addition, ongoing parent-teacher-student conferences are required for students who may be in danger of failing, dropping more than one letter grade during the nine weeks, have behavior concerns or are showing evidence of being gifted and talented. For students receiving Academic Interventions, parent conferences should be conducted at least two times during the school year. Careful documentation of communications with parents is required. It is suggested that teachers set up a file in which to keep all letters from parents to include copies of referral forms. Conference logs will be requested from each teacher at the end of the year as a part of our Title I plan.

### **Parent Volunteers/Parent Involvement**

Parent volunteers are to be encouraged to assist in the classroom, chaperone field trips, and assist with special projects and parties. Parents who chaperone field trips or work with small groups of children or individual children for tutoring purposes must be screened through the district's volunteer screening process. Teachers should make sure that volunteers understand what is expected of them in terms of instruction and discipline. Teachers are also urged to be creative in finding ways for working parents to assist with their instructional program, e.g., cutting out bulletin board materials, putting together books or journals, collecting materials for special projects, etc. – all of which can be performed at home. **All volunteers and chaperones (classroom and elsewhere) must be approved through the Volunteer Application screening process on the Rock Hill District website.** Once a volunteer is approved, it is valid for two years.

### **Recognition of Religious Holidays, Beliefs and Customs**

Staff members should be aware of the school system's position regarding religious holidays, beliefs, and customs. Classroom teachers should remember that homework is not to be assigned on designated religious holidays or when students are absent because of religious observances. Therefore, do not assign homework or schedule important class or field trip activities on designated religious holidays. However, regular class instruction/activities should continue as usual without penalty to students who may be absent because of religious observances. These absences are excused, and students must be allowed to make up the work.

### **Recycling Plan**

The Ebinport Recycling Team (composed of volunteer students from third, fourth and fifth grades) collects recyclable items weekly from classrooms. Items which are collected include copy/typing papers (white or colored, not shiny or slick), newspapers, plastic bottles (#1 or #2) and aluminum cans. Teachers and their students place recyclable items in the classroom's blue containers. The Ebinport Recycling Team collects and places the items in the school's recycling bins which are located outside the building. The recyclable items are collected every two weeks by a waste management company. The collection times are scheduled by the Rock Hill School District Office.

### **Referral Process – Response to Intervention (RTI)**

Think of the structures within an RTI protocol as locks in a canal. Each must be consciously raised to allow a boat to pass through. The RTI model ensures that students are not moved through the canal without sufficient efforts to address academic struggles. It establishes a structure of stops along the way. (E.K. Friedman) Careful, systematic documentation is a crucial element of RTI. If you have a student who is not making sufficient academic progress with Tier 1, core instruction, please begin the Tier 2 RTI process. See the RTI manual for specific information, strategies, interventions and the RTI flowchart. Remember, RTI is a process designed to help students be successful in the regular classroom rather than an identification process for special education. After going through Tier 2 interventions in your classroom, teachers should fill out the form at the bottom of the E – News to schedule a meeting to officially begin the Tier 3 RTI process for a student.

### **Referral Process – School Counseling**

Referrals to the school counselor may be made by a parent, teacher, or student. (Students should not be sent to the counselor's office unattended.) The school counseling referral form can be found on Ms. Parks' webpage and is linked to the E – News. Please use this to refer students.

### **Releasing Students during the School Day**

All students who leave school before the end of the school day must be signed out through the office by a parent or approved adult. Teachers are not to release students to parents who come to the classroom; the office staff will call students to the main office and verify the release. Students will not be released to a person other than those listed in the enrollment information by the parent unless a parent has given the school written permission to release the child. Teachers should be

aware of any custody concerns and inform the office staff of any changes in a student's family situation; all custody issues must be addressed legally in a court of law and a copy of any custody restrictions must be provided to the school office.

Additionally, no student will be released to someone in the car line during dismissal without the correct school issued car tag. Parents without a car tag must park and come into the office for verification. The student will then be released to the adult and dismissed through the front office.

### **Report Cards**

The Assistant Principal reviews all student report cards (grade collection sheet and comments) prior to their dissemination. Teachers are expected to maintain grades in Canvas. Kindergarten through fifth grade student report cards will be produced and printed according to the due dates set by the district. Due dates for Kindergarten through fifth grade will be e-mailed to staff by the Assistant Principal. Email the Assistant Principal once your grades are completed each nine weeks so that grades can be verified.

### **Retest Policy (Grades 3-5)**

- Reassessment of learning: Summative Assessment retakes may be recorded up to the grading deadline for that quarter. Thereafter, retakes and progress of summative performance will be depicted in the next quarter grade(s) if it is an ongoing standard.
  - Retests – grade depicts current student' performance at that point in time. Therefore, a grade can be changed (REPLACED – i.e. If a child receives 100% on a retest, they are given credit for 100%.) during the nine weeks period to depict the growth in learning. The retest should not be the same test originally taken. The number of retakes is determined on an individual basis with the ultimate goal of "ALL students can learn at higher levels."
  - Re-teaching must occur before a retest is given.

### **School Counselor**

The school counselor is available to conference with parents by scheduling appointments. The counselor may be reached by parents at 981-1553 or via email [sparks@rhmail.org](mailto:sparks@rhmail.org). Parents may be instructed to leave a voice message along with the times that would best suit them for a return call. Calls will be returned within a 24-hour period. Students may also schedule an appointment with the counselor by completing a form that is outside of Ms. Parks' door. Completed forms may be returned to the office or to the mailbox outside of Ms. Parks' door. If counseling services are being considered for a student with an IEP or 504 plan, the case manager for that student should consult with the school counselor prior to any meeting as well as invite the counselor to the meeting.

### **Substitute Teacher Information and Materials**

Teachers should make arrangements through the Kelly Services substitute line (866-535-5998) when they need a substitute. When possible, the teacher should discuss lesson plans and other pertinent information personally with the substitute.

- **Substitute Emergency Plans** - While it is expected that plan books will be up-to-date and allow for the week's instructional activities to flow uninterrupted, each classroom teacher is also required to maintain an active 2-day emergency lesson plan folder. Plans should be written so they can be easily understood and followed by a substitute; and they should include plans for the entire day. The material can be a review of skills (vocabulary, spelling list, language skills, math facts drill, etc.) **This folder is to be reviewed by the Assistant Principal by the third week of school.** It will be kept in your classroom.
- **Emergency Folders** are to contain the following:
  1. Daily schedule (including PE, Art, Music, Lunch, and Recess)
  2. Class roster

3. A list of students with any special physical and/or medical needs
4. Seating charts
5. Special duties
6. Names of students who will assist and be particularly helpful to the substitute
7. Explanation of attendance procedure, lunch ordering, collection of monies, etc.
8. Emergency lesson plans and materials

The emergency lesson plans are to be revised after each use and the entire folder, including class lists, should be updated at the end of each nine-week marking period.

### **Supervision of Students**

**Students are to NEVER be left UNSUPERVISED at any time! We are legally responsible for the safety of our students at all times. Do not leave your class unless you have made arrangements for another teacher to supervise the students. You may also call the office to request coverage.**

- **Changing classes** – Teachers or instructional assistants must escort students to and from all activities (PE, cafeteria, assembly, etc.). Do not leave your class until the special area teacher arrives, and please be prompt in picking up your class so the specialist's schedule is not disrupted.
- **Restroom control** – Please set up adequate restroom controls to avoid abuse. Length of time outside class should be monitored. If a restroom is located inside the classroom, it should be used as opposed to hallway restroom.
- **Students Using Computers**- We have a responsibility to help teach children to be good digital citizens. It is the responsibility of the supervising teacher to monitor student computer use, which includes tablets, iPads, and computers, to ensure students are exhibiting responsible digital citizenship.

### **Tutoring**

Teachers are prohibited from tutoring their own students for pay. Additionally, teachers cannot tutor any student on campus for pay.

### **Video Tapes/Films**

Video clips are to be used for instructional purposes only. Full-length videos should only be used for instructional purposes if they are rated G or PG and parents have given written permission. Special circumstances should be brought to the Principal for approval. Videos are to be used to enhance the daily lesson. The video clip used should be included in the lesson plan for the day and should be previewed prior to instructional use. If questions arise about whether a video is appropriate, the Principal or Assistant Principal may be consulted for a final decision.

### **Written/Electronic Lesson Plans**

Written lesson plans for each day's instruction are to be maintained by each teacher in either their plan book or online. **A printed or electronic copy of lesson plans (both guided reading and general lesson plans) should be available for review at all times; this is part of the teacher's final summative evaluation.** Teachers will be asked to provide lesson plans during each observation. Plans should include the lesson objective, standard, MPI, instructional components (I do, we do, you do), guided/independent practice and closure.

## **Student Welfare Policies and Procedures**

### **Accidents- Student**

All staff members are responsible for reporting student or staff accidents to the nurse immediately for first aid assistance. Examples of reportable accidents are all injuries to the head, eye, neck, or spine; any bone or joint that results in swelling; any puncture wound, burn, or laceration that looks as though it may require sutures; ingestion of any drug, chemical, or foreign materials and other such accidents. Should an employee be hurt, an employee incident form and release of information should be obtained from the nurse and completed. A copy should be given to the school for their records.

### **Building Security**

Security for our building is everyone's shared responsibility. Teachers should close and lock their classroom door during instructional and non-instructional times. Teacher doors should always remain closed and locked for the entirety of the school day. Every effort should be made to close and secure classroom doors when students are present; this is non-negotiable. Keys are distributed at the beginning of each year and collected at year's end. Teachers should wear their District issued ID badges in a place that can be easily viewed daily. Teachers should also carry their SRP card with them at all times. All visitors should display a visitor's badge. Parents not wearing a badge should be sent to the office. All exterior doors will be locked at all times. Do not prop open exterior doors or allow a child to take your district ID badge to scan themselves into the building without an adult. See something? Say something!

The School Security Officer (SSO) will also routinely walk the building to check for breaches of security. This may include checking to see that classroom doors are locked, checking exterior doors, and any other tasks that help to ensure that the Ebinport campus is safe for everyone.

### **Classroom Emergencies**

All classroom emergencies should be reported to the office immediately via the classroom intercom or school walkie-talkie system. Teachers needing assistance should specify, if possible, what kind of assistance is needed and the reason.

### **Computer Use**

All computer use (particularly internet) must be closely monitored. Although the current system does have a filter, students periodically find inappropriate web sites. Periodically, check your Internet history to make sure inappropriate sites are not being visited by your students. **All students should have a completed media/internet permission form in their permanent records before they use the Internet.** Please refer to the Personal Mobile Computing Guide for additional information regarding technology use.

### **Crisis/Disaster/Emergency Plans**

Teachers should carefully read the school's Crisis/Disaster/Emergency Plans which are contained on the Safe Seven cards ("red or green card"). Teachers should review sections pertaining to students at the beginning of the year with their class. Safe Seven cards should stay in each class' clipboard so that a card is with every homeroom class in the event of an evacuation or emergency. Teachers should also reference their SRP card in the event of a crisis, disaster, or emergency.

### **Emergency Closing/Delayed Opening of School/Early Closing of School**

The district calling system will be used to communicate emergencies and delayed openings to all families and staff. Delays and closings can also be found on the local radio, school district app, school district social media pages, and television stations.

### **Emergency Drill Procedures**

All staff members should be familiar with the school's emergency drill and evacuation procedures. Each instructional area should have the evacuation route for the room posted near the door. Please keep the Safe Seven procedure cards easily accessible and refer to it often. Remember to have your emergency red bag and class roster with you at all times. If your class is in a special area class, please provide the special area teacher with your roster on a daily basis noting those absent.

### **Health Room**

When a child becomes ill in the classroom, he/she should be sent to the health room. Please send the completed Health Room Referral form. The nurse will make phone calls to parents, as necessary. Teachers will be notified when a sick child goes home. Please discourage the chronically ailing child from repeatedly coming to the health room. Discuss the problem with the parent or contact the nurse.

All staff should follow safety precautions whenever they are handling body fluids, especially blood. Rubber gloves should be worn whenever a staff member comes in contact with body fluids. Gloves can be obtained from the nurse. Always use universal precautions.

### **Lost and Found**

The location of Lost and Found will be determined by the Beautification Committee. As our inventory of lost items accumulates, we will periodically remind students to check the Lost and Found. At the end of each quarter, unclaimed items are donated to local service agencies.

### **Media Release**

Media permission is now located on the District Enrollment Form. Keep a list of those students whose parents do not want their child photographed or filmed. If your class is being photographed or filmed, be sure to respect the rights of the parents who do not want their children exposed to the media.

### **Money**

All money collected at school must be recorded and/or receipted immediately when collected. It should be turned in to the office to the Financial Secretary with the appropriate form and receipt book **by 10:30 a.m.** the same day. No money should ever be left in the classroom. Teachers will be held responsible for funds not properly receipted and turned into the office. If you are unable to get money to the office before 10:30, you can email or walkie-talkie the bookkeeper and she will collect your money. Anyone holding money in their classrooms will receive a formal reprimand.

### **Budget and Ordering Procedures:**

#### ***If purchasing from a vendor/internet site:***

Orders must be completed on the Requisition form attached and submitted to the Financial Secretary for approval.

Approval and a purchase order (if needed) will be distributed.

Once the purchase order is acquired and/or the credit card, the order may be placed with the approved vendor/internet site.

Confirmation of the order should be sent to the Financial Secretary via email. A copy of the invoice and/or requisition form should also be submitted.

The teacher should keep a copy of the requisition form, invoice, and/or confirmation of order in his/her records.

The teacher should calculate the remaining budget balance.

#### ***If purchasing from a local store:***

The teacher must first speak with the Financial Secretary to determine if there are sufficient funds in the account and to acquire approval.

The teacher will sign out the credit card using the appropriate form provided by the Financial Secretary.

The teacher will have 24 hours to make the purchase.  
The teacher will return the credit card to the Financial Secretary and complete the appropriate paperwork.  
All receipts should be submitted at the time the credit card is returned.

**Additional Reminders:**

The purchase of personal items should not be included on the receipt that is to be submitted to the Financial Secretary.  
Teachers should plan ahead and order items at least 2 weeks prior to the date needed.  
Keep track of spending, balance accounts, and check balances with the Financial Secretary periodically.

**Paper Cutters**

Paper cutters are never to be used by students for safety reasons. Paper cutters should not be kept in areas accessible to students.

**Safe Schools**

All staff is required to view and take the quizzes for all assigned Safe School Training Modules in the timeline directed by the district office. It is your responsibility to read the emails and complete the modules in a timely manner. Failure to complete Safe Schools videos will result in a letter of reprimand from Personnel.

**Special Areas**

Specials will rotate on a color/letter rotation, depending on the grade level. Unless otherwise planned with the specials teacher, classroom teachers should bring his/her class to the special classroom. Drop off and pick up should be followed according to the schedule. A class roster on the behavior clipboard should go with the class to each special area. This should be updated daily to include absences in the event of an emergency while classes are in special area. Behavior codes should be recorded by the specials teachers and communicated with class teachers upon pick up. Specials and grade level teachers should communicate with each other on how parents will be contacted when a student has consistent misbehaviors.

**Special Events**

It is important that students and families see certified staff outside the school day and classroom environment. Each certified staff member must attend a minimum of two night events; a mandatory event is Art Night. Other events include but are not limited to PTO/SIC meetings, PTO night events, Bingo Night, Sock Hop, Spirit Nights, etc. Meet the Teacher Night or other “back to school” events are NOT included in this minimum requirement.

**Student Use of Telephone**

Students must have a pass in order to use the telephone in the office. Teachers should monitor and screen all requests to use the telephone. Students should not use the school telephone to make arrangements to go to each other’s houses or attend out-of-school activities; those arrangements need to be made with parents prior to arriving at school. Please remember, no transportation changes may be accepted over the phone without administrator approval.

**Textbook Procedures**

**Beginning of the year procedures:**

The assistant principal will distribute textbooks and consumable workbooks to students during the first two weeks of school. Once teachers receive the class set the following steps should be performed by the teacher:

- 1) Write the student’s name on the cover of the consumable or inside the front cover if it is a textbook.
- 2) Issue each student a textbook and/or consumable materials.

- 3) Textbooks should remain in the classroom for the first two weeks of school. Students should not be allowed to take a textbook home until this time. Consumable can go home, but the assistant principal needs to assign the textbooks with barcodes to the appropriate students. Students should only take home textbooks that are signed out to them through the assistant principal. If the teacher does not allow students to take books home, class sets of textbooks should be supervised and kept up with by the teacher. Teachers are accountable for textbooks not signed out to students individually.
- 4) **Teachers that have issued barcoded textbooks should do a book check once a quarter to monitor lost, damaged, or stolen textbooks.** Issues should be reported to the assistant principal as they arise.

At the beginning of each year, the assistant principal will come into classrooms to scan textbooks with barcodes to students. A copy of the class roster of textbook documentation will be placed in the teacher's box. The teacher should place this copy in the front of his/her grade book for the remainder of the year. If a student transfers out of Ebinport during the year, that text with a barcode should be returned to the assistant principal so it can be scanned back in for circulation purposes. If a new student enrolls during the year, the teacher should contact the assistant principal to receive textbooks and consumables.

#### **End of the year procedures:**

Using the class roster of textbook documentation, the assistant principal will perform the following steps:

- 1) The assistant principal will collect textbooks beginning the last two weeks of school.
- 2) Consumables will not be collected. You can send them home with the student or recycle them.
- 3) Individual student text (social studies and health) will be scanned into the system.
- 4) Have students stack textbooks face down on their desktops.
- 5) Note any missing and/or damaged textbooks, and contact the assistant principal immediately.
- 6) All teacher editions must be accounted for during end-of-year inventory.

#### **Textbook Reminders:**

Due to the unique bar-coding of each textbook, there should not be any transfer of textbooks between schools. **Teachers should collect textbooks from any student transferring to another school or district.** Return the collected textbooks to the assistant principal and indicate the date of return on the class roster of textbook documentation. If a student withdraws from a class without prior notification, notify the assistant principal immediately. The teacher should also report any lost textbook to the assistant principal and inform the student that he/she will be responsible for the replacement cost or the textbook. Parents will be notified when the textbook is reported lost, destroyed, or damaged by the student.

#### **Payment for Lost/Damaged Books**

Students are responsible for the proper care and maintenance of library books and textbooks. If a book is lost or damaged while issued to a given student, he/she may be charged the full price of the item or a fraction of its cost, depending on its condition when issued.

## Teacher Instructional Policies and Procedures

### Evaluations

ADEPT is South Carolina's system for assisting, developing, and evaluating professional teaching. Based on state expectations (i.e., the ADEPT Performance Standards) that are aligned with nationally recognized professional standards, the ADEPT system forms a seamless continuum for educators throughout the entirety of their careers. In addition to applications for classroom-based teachers, the ADEPT system also includes standards and models for assisting, developing, and evaluating special area educators (i.e., school guidance counselors, library media specialists, and speech-language therapists).

The teacher evaluation system has established 5 domains and 10 performance standards for excellence in teaching. The formal assessments for teachers are based on the global assessment of the teacher's work; direct observations, reviews of the teacher's planning and self-assessment, teacher's long term professional growth plans and efforts and a review of student achievement data. Teacher's formal observations will occur during their evaluation year or at any time during their professional growth cycle as deemed necessary. Observations and evaluations are intended to provide **ongoing feedback** to educators to **inform professional growth** and development and **improve teaching and learning**.

All certified staff will be evaluated under the new ADEPT system. All teachers will be notified by the building administrator at the start of the school on the level of evaluation he/she will be placed for that year. To see a crosswalk document between the current evaluation system and the South Carolina Teaching Standards 4.0, visit this website:  
[http://ed.sc.gov/scdoe/assets/File/educators/teacher-evaluations/Crosswalk\\_APS\\_SCTS\(1\).pdf](http://ed.sc.gov/scdoe/assets/File/educators/teacher-evaluations/Crosswalk_APS_SCTS(1).pdf).

Student Learning Objectives (SLOs) are used in teacher evaluation systems as a student growth measure. The addition of student growth measures within teacher evaluation is required as part of the SC Elementary and Secondary Education Act (ESEA) waiver and are to be implemented within SC teacher evaluation beginning 2015-16. A Student Learning Objectives (SLO) is a student academic growth goal that an educator sets for his or her students. SLOs are monitored over the duration of time the students are with the teacher for instruction, which may be a full academic year, a semester, or quarter (depending on the context in which the teacher leads instruction). Please visit [ed.sc.gov](http://ed.sc.gov) for more information.

### Grade Level PLC Meetings

Grade level teams should meet at least weekly to plan instructional activities and to maintain open communication among all team members. The Principal will assign one grade level leadership team leader member for the year. Each grade level PLC will meet on Wednesday during their special area time. If Administration or other staff need time at PLC meetings, we will request to be added to the PLC agenda. Grade levels should develop norms by which they work and should assign roles for each grade level team member, which could include: timekeeper, materials manager, note taker, encourager, etc. Each team member should have a role. Each meeting should have an agenda; it is acceptable to create a generic agenda to use weekly.

### Grade Level PLC Professional Development

Continued professional growth is essential in meeting the needs of all students. Grade Level PLC Professional Development will occur on Wednesday during your special area time. The Principal, Assistant Principal, and/or the Reading Coach will be conducting these sessions after requesting to be added to your PLC agenda. Administration and Literacy Coach will attend PLC meetings each Wednesday. These meetings will be held in the conference room.

### **Leadership Team Member**

A Leadership Team Member's primary responsibility is to support and implement the School Improvement Plan. The Leadership Team Member is also responsible for improving the instructional program at their designated grade level. In order to accomplish this goal of improvement, the Leadership Team Member must develop and foster a professional learning community marked by collaboration and teamwork. The Leadership Team Member should not only have a firm grasp of his/her grade level's curriculum, but should also seek to know the curriculum content of the grade levels above and below his/her own. The Leadership Team Member should be working collaboratively with the Assistant Principal and Principal to provide his/her team with current best practices and teaching strategies. The Leadership Team Member should be intimately involved in grade level planning. The level of planning and collaboration will be reflected in the consistency of expectations and delivery of the curriculum. Grade Level meetings should occur on a weekly basis and should be scheduled accordingly. The Assistant Principal and Principal should be made aware of this designated meeting day and should attend whenever possible. The meetings should include planning for instruction. The Leadership Team Member should ensure that administrative-type responsibilities are delegated to various members of the grade level in a collaborative manner. Tasks like scheduling, handling resources, ordering supplies, providing field trip information, coordinating parent volunteers, coordinating special events, and providing grade level feedback are duties of the entire grade level and should be shared responsibilities.

### **Observations**

Observations are conducted frequently. Lesson plans should be available at all times. Observation feedback will be sent via email through Classroom Mosaic unless you are going through formal evaluation. Evaluative observations will only be conducted by administration. Reading Coaches are required to conduct observations that support school/district reading goals and objectives; however, these evaluations are not evaluative.

### **Peer Observations**

With the support of the Principal and Assistant Principal, peer observations will be conducted periodically to ensure consistency in instruction, improve articulation between grade levels, and to learn best practices and grow professionally from others.

### **Staff Children**

While we remain focused on a family first approach, it is against the district's professional code to have our personal children with us during normal work hours. Children of staff members should not be in the personal charge of staff during normal work hours. Special consideration can be made for students who attend Ebinport on half days when there is no Challenger after talking with the principal. Staff children should not attend faculty meetings or other staff functions held here at the school. Please see Mrs. Kelsey should special circumstances exist that require consideration.

### **Staff Communication**

Mailboxes, email, master calendar and weekly staff meetings are very important communication links. All staff should read the weekly E – News regularly. Teachers should check their mailboxes personally each morning and before leaving school. It is suggested that you also check your mailboxes at lunchtime in case materials need to be sent home with students. Due to the confidential nature of some items, please do not send a student to pick up your mail.

### **Staff Meetings**

With the exception of an emergency situation, staff meetings, committee meetings, and Leadership Team meetings will be held on Tuesdays. A schedule will be sent out by the principal in the weekly E – News. Each meeting will begin promptly at 3:00 pm and will conclude at 4:00 pm. All personal and professional appointments should be scheduled on a day other than Tuesday.

### **Supplies**

Each staff member is responsible for ordering, securing and monitoring the use of all instructional supplies. Staff should not take supplies from the main office without first checking with the secretaries. All supplies that are purchased with money from the school's budget are the property of the school. Therefore, when teachers leave Ebinport (retire, resign, transfer), they should leave any unused supplies and materials in the school. This include materials purchased with grant funds under Ebinport's name unless principal approval is requested and explicitly granted. Teacher supply money should be used to purchase batteries, envelopes, paper, staples, paper clips, pens, pencils, etc. The front office cannot supply these items for each teacher.

### **Work Hours**

Professional staff members are on duty at school from 7:30 am to 3:30 pm on Mondays, Wednesdays, and Thursdays, 7:30 am to 4:00 pm on Tuesdays, and 7:30 am until students are safely dismissed, duties are complete, and lesson plans are ready for the following week on Fridays. If an employee is unavoidably detained, he or she should notify the school office, principal and assistant principal ASAP (981-1550). Any adjustment to these hours must be approved by the Principal. Staff members will be assigned morning duty, which begins at 7:00 am. Please see duty schedules for specific duty dates. If an employee is absent, you must contact the principal PRIOR to logging the absence in Kelly Services. You may text, call or email the principal.

## Staff Welfare Policy and Procedures

### Absence from School/Duty

It is the responsibility of staff members to notify the principal and assistant principal of your absence. Please let the principal know you will be absent before 9:00 pm and after 5:30 am prior to securing a substitute. Text messages are best and can be sent to 803-230-0881 (principal) and 803-389-8065 (assistant principal).

### Accidents/Injury

Employees injured on the job are to report any accident/injury to their supervisor (Principal) and school nurse as soon as possible. The supervisor is responsible for notifying the Insurance Department as the District Office processes claims for Workman's Compensation.

### Dress Code (Employee Code of Dress - *Rock Hill Schools*)

Rock Hill Schools is responsible for educating children to prepare them for successful and useful roles in our society. It's the responsibility of all employees to serve as role models for students and present a positive, professional image in attitude, language, behavior, grooming, and dress. Appropriate dress is a rational means of promoting respect for authority, traditional values, and discipline.

All personnel working within schools and offices (employees, substitutes, guest instructors, college students, interns, and volunteers) are expected to dress commensurate to their work assignments to promote an environment that is conducive to learning. All employees must wear district-issued identification badges.

Employees who are meeting with parents and other guests in the schools, or who are in continual contact with students, shall present themselves during the instructional day in accordance with the following guidelines and other standards deemed appropriate by the administration in individual schools:

#### Male:

- dress shirt or sport shirt with collar, sweaters, sweater vests, slacks, shoes (except sandals) with socks
- clean and well-groomed hair, including facial hair

#### Female:

- slacks, capri or crop pants, skirts, dresses (no shorter than 2 inches above top of knee), jumpers, blouses, sweaters, collared shirts (Tops without collars are acceptable if they compliment other attire being worn and are not too casual.)
- clean and well-groomed hair

Shoes: Employees should wear shoes at all times that provide support and protection. While athletic-type shoes are not preferred, they are acceptable if they are neat, clean and compliment other attire being worn.\* Sandals, preferably with backs, are acceptable; however, beach-type shoes, such as flip-flops, shower shoes, and plastic shoes, as well as house or bedroom-style shoes, are not appropriate. Footwear for medical purposes will be approved on an individual basis. (\*Athletic-type shoes are inappropriate for office personnel.)

Inappropriate dress or personal grooming includes, but is not limited to\*:

- clothes that are too tight or too loose
- denim jeans of all colors and leggings or tights (except under skirts, dresses, jumpers—no tunics)

- shorts of any length, cargo pants, exercise clothing or warm-up pants or suits, sweat or tee shirts, bib overalls
- work clothes (except for specific assignments such as for labs, gym, field trips, designated spirit days, or workdays when parents won't be present)
- camouflage, muscle shirts, or clothing and accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities
  - provocative clothing (thin straps, halter or tube tops, strapless, too tight, too short, revealing cleavage, showing undergarments, or clothes that show one's waist, back or hip area in any type of work situation)
- display of tattoos that are controversial in language or image
- body piercings other than ear

Spirit or dress down days. The Principal/supervisor may designate "dress down" or "spirit" days no more than one day a week. However, Principals may designate a "Spirit Week" for homecoming, Red Ribbon, or other similar event. On "spirit" days, employees may wear clothing that includes a school t-shirt, collared shirt, sweatshirt, and nice jeans. "Dress down" days are designated as the last day of each work week unless otherwise stated by the Principal.

Teacher workdays, field days, field study. Except when employees are meeting formally with parents, employees can wear clothing similar to what they would wear on "spirit" days.

Staff development days. Unless told otherwise, employees should wear what they would wear on a normal instructional day.

Employees working in such as career and technology, physical education, lunchroom, nursing, transportation, dance, and maintenance are to dress as specified by their supervisor and in compliance with federal or state law to maintain optimum safety and security of students and employees.

The enforcement of the prescribed dress code will be the responsibility of a school or office administrator. Employees not adhering to dress code will be required to change clothes and/or remove or cover inappropriate attire.

For additional clarification about appropriate dress, employees should consult their school administrator. However, a good rule of thumb for employees to follow would be: *If the thought crosses your mind that your attire may not be appropriate, it probably isn't.*

### **Employee Assistance**

The Employee Assistance Programs provide a variety of confidential services to Rock Hill District 3 employees. The telephone number is 1(800) 968-8143.

### **Intercom System**

Each classroom and instructional area has access to the school's intercommunication (intercom) system or district provided radio. All school announcements during the school day are kept to an absolute minimum; staff members should never make an all-school announcement without first checking with the Principal or administrative secretary. The intercom system should be used to communicate with the school office as needed so that students are not left unattended. Walkie talkies will be assigned by the assistant principal to staff based on need. Every grade level will have a minimum of one walkie talkie.

### **Leave**

All staff members must notify the principal and assistant principal as soon as they know that they will need to take leave; staff members must specify what kind of leave they are taking and the

duration of the leave. Professional leave must be requested on a short-term leave request form in advance obtained from the office. When submitting the leave form, please specify the meeting, conference, etc. so the appropriate account (math office, science department, ESE, etc.) may be charged if travel is approved. A certificate by a physician confirming the necessity for absence is mandatory if a staff member uses sick leave for more than 5 consecutive days. Personal leave taken with the first ten or last ten days of school requires superintendent approval. The forms can be found on the RHSD website.

### **Mail**

The inter-office mail bin (PONY) for school system correspondence (RHSD3 staff/offices and schools) is located in the school's main office. Place outgoing U.S. mail in the large mailbox outside the front door of the school and lift the flag. Please use the appropriate postage for personal mail. The District Office will stamp all school correspondence. The office will not provide postage for personal correspondence.

### **Media**

#### **Expectations/Guidelines of Staff when Contacted by the Media**

Staff members contacted by the media regarding a positive news story or item should first refer the contact and/or request of information to the Building Principal. The Building Principal will determine the nature or intent of the contact. If appropriate, a staff member designated and authorized by the Principal will provide the information to the media. After the exchange of information, the staff member should debrief the Principal regarding the types of information shared with the media. The Principal will then be responsible for notifying the district Community/Media relations spokesperson of the media contact. If the intent of the contact is not appropriate, the Principal will contact the district Community/Media relations spokesperson and appropriate district staff members to determine how to proceed.

Staff members contacted by the media regarding controversial or crisis situations should first refer the contact and/or request of information to the Building Principal. The Principal will notify district office personnel (superintendent, community/media spokesperson) of the situation and the request by the media for information. Depending upon the type and impact of the situation, either the Principal will consult with the district office or the district personnel will consult with appropriate district level departments to determine an appropriate response. Once a response has been created, the media will be contacted by the district Community/Media relations spokesperson or a designated staff member.

### **Office Area**

Please remember that the office area carries the same importance as a classroom in the overall operation of our school. The front office is responsible for running/maintaining the "business" of our school and will be treated as a business. When in the office area, be mindful of the noise level as it may hinder Mrs. Brown and Mrs. Hilton from completing their duties. Also, the office area is the first contact point for anyone entering our building and we need to maintain a professional atmosphere as parents, community members, volunteers, Central Office staff, and all other visitors are entering the building. Additionally, understand that when you are discussing matters involving students in the office area, any guests may hear what is being said. All student information is confidential and should remain so for both the safety of the student and the staff. No students should be beyond Mrs. Brown's desk unless escorted by an adult.

### **Payroll/Staff Absence**

Paychecks are issued on the 25<sup>th</sup> of each month or the last working day before the 25<sup>th</sup>. A staff member, who plans to be out of work, must inform the administrator as soon as possible and contact Kelly Services for a substitute after contacting the principal, if applicable. **All staff should report their absences through Kelly Services, even if a substitute is not required.** The number for

Kelly Services is 866-535-5998. If you don't know that you are going to be out until the morning of the absence, you should inform the principal after 5:30 AM and then contact Kelly Services.

### **Personal Use of Phone and Computers**

School computers are to be used for educational purposes only. The use of technology, including cell phones, for non-instructional purposes is prohibited during the school day unless the staff member is on a break and children are not under their supervision. Personal cell phones and school/personal iPads or any other electronic device should not be used to video students for disciplinary purposes. Phones may be used to track Dojo points if the teacher desires.

### **PROFESSIONALISM (POLICY GBEB) & FERPA**

The personal life of an employee will be the concern of and warrant the attention of the board if it impairs the employee's ability to effectively perform his/her job responsibilities or if it violates local, State or federal law or contractual agreements. Unprofessional conduct may subject the employee to disciplinary actions consistent with State law, federal law, and/or Board policy.

No employee will engage in immoral or criminal conduct or commit or attempt to induce students or others to commit an act or acts of immoral or criminal conduct. If it appears an employee may have violated the law, the District will cooperate with law enforcement agencies.

All employees shall maintain a professional relationship with students at all times, both inside and outside of school. No employee may engage in inappropriate conduct of a sexual nature with a student at any time. This includes any action of conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, PDA, or other telecommunication device, and includes text messaging and instant messaging.

Employees of the district, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form, and will not consume or be under the influence of intoxicating beverages. They will not be involved in drug abuse or drug traffic.

Violations of this policy by employees will be grounds for placing an employee on administrative leave, with pay, pending an investigation, and possible termination of employment, consistent with District policy and State law. In such cases, an employee will be informed of his/her right to a hearing.

The following list includes some of the actions that are considered misconduct while on duty on or off district premises.

- Possessing, using, manufacturing, distributing, consuming or dispensing any illegal drugs
- Fighting or deliberately harming another person
- Being absent without approval
- Refusing to follow a supervisor's instructions and directions
- Failure to adhere to safety and health rules as established by state law and the district
- Destroying school property intentionally
- Using obscene language which is unsuitable in the school setting
- Having any interaction/activity of a sexual nature or intent with a student
- Possessing weapons on school property (unless otherwise authorized by law)
- Using district property without proper authorization
- Behaving in any inappropriate manner to the extent of adversely affecting the employee's ability to perform his/her work
- Harassment, intimidation, or bullying of a student or another adult

In addition, it is our duty to keep student information confidential. Students and parents are listening constantly. Please be sure to shut your doors during a parent conference and to refrain from discussing students in the hallways or in the presence of others. Information concerning other students' discipline, grades, attendance, fund balances, etc. are not to be shared. Sharing information about other students with people who are not their parent/guardian is a direct violation of FERPA and can carry serious consequences.

Protecting the privacy of students and safeguarding the confidentiality of their records is a responsibility that must be addressed by every public school. FERPA, or the Family Education Rights and Privacy Act, was enacted into Federal law in 1974 and serves to help keep these records safe from public view.

### **Protecting private educational records**

The FERPA protects the private educational records of students from unauthorized parties. Any information that personally identifies the individual must be kept confidential and under this provision, third parties have very limited access to the records.

### **Access for students and parents to their educational records**

The FERPA allows students and parents access to educational records. Educational records include files, documents and other material maintained by the educational institution that is directly related to the student. A student's grades or written comments about their performance in class are examples of educational records that must be released to the child and his or her parents.

### **Individual records for a teacher's use only**

Under the Family Education Rights and Privacy Act, a teacher does not have to reveal any individual records they may keep for their use only. Those records are considered personal and are not made available to the school or any other third party. Such records may be shared with a substitute teacher, if, for instance, they affect the way the substitute must deal with the student.

### **Penalties for not complying with FERPA**

If a teacher, who is a representative of the school, does not protect the privacy of a student's educational records as outlined in the law, the teacher and the school may both face serious consequences. While revealing a child's grades or discipline information to the rest of the class might not seem like a serious offense, it is a prohibited behavior under FERPA. A school that is charged and convicted of privacy violations can lose their federal funding. In reality, courts have ruled that an accidental disclosure of some information that should have been kept private is not sufficient to withhold federal funding. If the school maintains a policy of disclosing sensitive personal information through its policies, they are then likely to be warned and, if the situation is not remedied, lose their funding.

### **What kind of information can be released without a student's consent?**

Teachers should be aware of the types of information that does not require consent before it is released. Known as directory information, it includes such things as a student's name, address, e-mail address, place of birth, class level and any degrees that have been earned.

### **Information that cannot be released**

Everything else, called non-directory information, must remain private until student's consent is obtained. Teachers cannot post test scores from the class on a bulletin board or ask another student to distribute graded papers to the class. Graded work cannot be stacked in a box for students to go through and take their papers. A teacher cannot post a list of class grades on the internet. While a student's work can be evaluated by the class for learning purposes, once it is graded by the teacher, it is off limits for public view. If a teacher wants to write a letter of recommendation using non-

directory information, the teacher must first get the permission from the student. *The basic rule is any non-directory information cannot be revealed without the prior consent from the student.*

### **A few tips to avoid trouble**

In general, use common sense and your best judgment to comply with the FERPA rules. If a teacher is in his or her office, reviewing a student's file online, and another student walks in, the screen should not be in the student's range of vision. One should never leave a computer unattended when student records can be viewed with the click of a mouse. Finally, any printed documents that contain a student's personal information should be shredded once they are no longer needed.

### **Reimbursement for Purchase of Instructional Materials**

There will be no reimbursement of funds for any reason.

### **Staff Workroom**

The staff workroom is for use by the faculty and staff only. Students are not allowed in the workroom for any reason and should not be sent there for any reason. All staff members are expected to help maintain a neat and clean workroom.

### **Sunshine Club**

The Sunshine Club is a voluntary fund designed to provide its members with assistance during certain times in their lives. The bylaws can be found here.

### **Ebinport Sunshine Committee Guidelines Reviewed 8/2019**

**\*\*Reminder- gift cards may not be purchased with school credit card**

Sunshine Treasurer will collect dues during the months of August and September.

- \$25 Certified Staff
- \$15 Non-certified Staff

### **Deaths**

- ❖ Death of a Faculty/Staff Member, or immediate family member (to include spouse, parents, children, siblings, mother/father in-law, son/daughter in-law): \$20 plant or memorial
- ❖ Death of Faculty/Staff Members extended family member (to include grandparents, grandchildren, aunts, uncles, brother/sister in-law): sympathy card

\*\*Grade level chairs should inform the Sunshine Committee chair of any deaths related to their team members.

### **Showers**

- ❖ First child of a Faculty/Staff Member: Full baby shower. Grade level organizes and provides celebration. Sunshine Committee provides cake and punch.
- ❖ Second child or more of Faculty Staff Member: Baby Sprinkle (consumable and needed products) Grade level organizes and provides celebration. Sunshine Committee provides cakes and punch.
- ❖ Marriage/ Remarriage of Faculty/ Staff Member: Wedding Shower. Grade level organizes and provides celebration. Sunshine Committee provides cake and punch.

## **Illness**

- ❖ Faculty/Staff Member admitted to hospital for 1+ overnight stay: \$25 meal card or flower
- ❖ Faculty/ Staff Member with outpatient surgery: get well card

## **Birthdays**

- ❖ Sunshine Committee will provide birthday card on each faculty/staff member's birthday during the school year.

## **Special Celebrations**

- ❖ Boss's Day (October): \$25 gift/ gift card
- ❖ Support Staff Day (November): luncheon
  - teaching assistants, computer tech, school psychologist, Catawba mental health counselor, cafeteria, OT, Speech, secretaries
- ❖ Secretary's Day (April): \$20 gift/gift card
- ❖ Nurse's Day (May): \$20 gift/ gift card
- ❖ Custodial Staff Christmas: luncheon and gift
  - day porters, cafeteria, crossing guards
- ❖ Retirement: \$50 gift, cake, punch party at school

## **Special Treats for Faculty/ Staff**

- ❖ Monthly "treat" days throughout the year:
  - October "Who's Your Boo?"
  - November Tailgate
  - Christmas Covered Dish
  - Testing Blues
  - February Sunshine Committee Loves You
  - Easter Egg Hunt
  - End of the Year Celebration
- ❖ Christmas Party: If the party happens out of school, Sunshine Committee will provide the money to buy the meat.

## **Telephone Usage**

Telephones in the office are to be kept free as much as possible for incoming calls from parents and other school business. Designated phones are to be used when teacher-supervised calls to parents are made. Student calls are to be kept to a minimum. In the case of illness or injury, the nurse or secretary will call. Calls concerning students are confidential and should be treated as such. Calls regarding students should be made in a private location.

## **Use of Computers, Copiers, and Laminator**

The secretarial staff is unable to type, duplicate, copy or laminate for individual classes or teachers without permission from the Principal. Each teacher will be responsible for doing his/her own work. Each staff member should know how to operate equipment properly and should use it with care. Copy allocations are divided into two equal allocations. Teachers will receive half their copy allotment at the beginning of the year and will have their copy accounts loaded with the other half of their yearly allotments after Winter Break. No one should use a copy number other than his or her own. **Once copies have been used no more will be given out.** Class sets should be printed on the RICOH machine or sent to district printing. Hallway printers should not be used to print class sets, and **no student should be sent unsupervised to retrieve copies from a printer room.**

## **Support Services**

### **Building Services**

Our school has two staff members to maintain a clean, orderly facility during school hours. After school, the second shift staff is responsible for cleaning the building. The second shift workers have regularly assigned duties which must be completed on a daily basis. Please be mindful of this should you need some type of assistance in your classroom and need to interrupt him/her. Generally, requests for cleaning services or light bulb replacements should be brought to the attention of the day porter. All repairs/other services should be sent to the Operations Center through the work order system. All requests for repairs/other services should be sent to Mrs. Brown who will input them into the system. In the case of an emergency situation, please contact the office.

I verify that I have read and understand the 2020 - 2021 Faculty Handbook. I recognize that the Faculty Handbook is written for a typical school year. I have also read the Rock Hill Schools' "Return to School" plan that is available on the district website. The direct link to the district's "Return to School" plan is [bit.ly/RHreturn2020](https://bit.ly/RHreturn2020).

Please return this signed form to Mrs. Lowdermilk by August 28, 2020.

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Faculty or Staff Member Name

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Date

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Faculty or Staff Member Signature

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Date