

Staff Handbook

2019-2020



Oakdale STEAM Elementary School

Vision

Preparing ALL students for a successful future!

Mission

Oakdale STEAM Elementary School will ensure that ALL students are empowered to think critically, collaborate, and become lifelong learners in a positive learning environment.

Rock Hill Schools

MISSION STATEMENT

Rock Hill Schools will provide all students with challenging work that authentically engages them in the learning process and prepares them for successful futures.

VISION

Rock Hill Schools – a community inspiring students to learn, grown, connect, and thrive.

FOCUSED FIVE

1. Safe and Secure Environments
2. Recruitment and Retention
3. Student Achievement
4. Organizational Culture and Effectiveness
5. Communication with All Stakeholders

PROFESSIONAL CODE

Put Students First

Nurture Relationships

Work Together for a Shared Vision

Grow Professionally

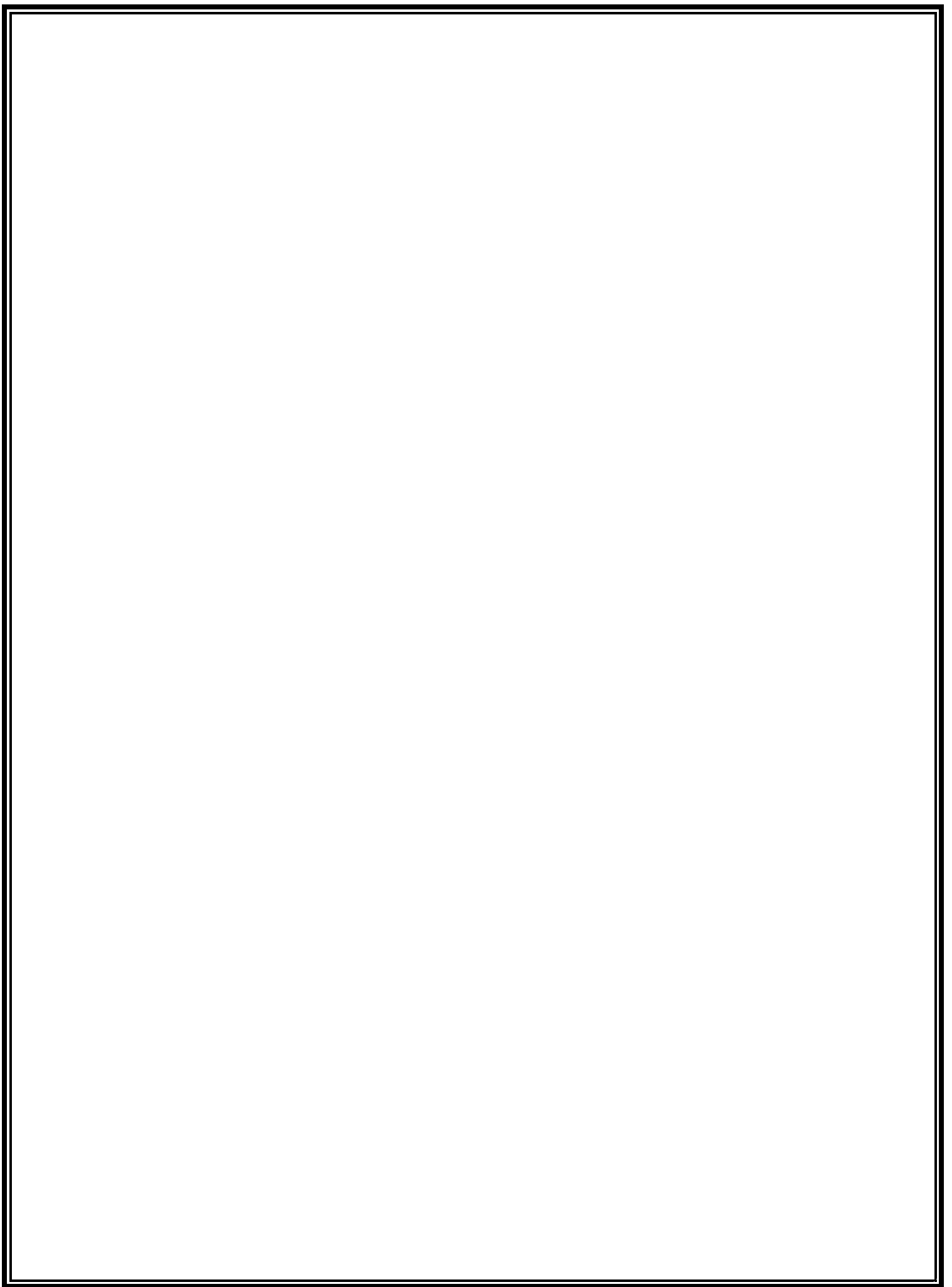
Continuously Find Ways to Improve

Oakdale Elementary School Staff

Principal	Denise Khaalid		
Assistant Principal	Derek McQuiston		
Bookkeeper	JoAnne Pafford		
BMA	Phyllis Holley		
Cafeteria Manager	Kay Wells		
Custodians	Debbie Strong (Lead)		
	Tawanna Foster		
Lunch Monitor	Tina Ross		
Nurse	Leslie Moton		
PowerSchool (SIS) Clerk	Seleah Bowles		
Safety Patrol Advisor	Tammy Ross		
School Counselor	Micheon Pearson		
Kindergarten (4K)	Alicia Hough	Assistant:	Kathy Cooper
Kindergarten (5K)	Leah Craig	Assistant:	Nadja Canty
	Suzanne Moore	Assistant:	Sarah Featherstone
	Cyndi Veal	Assistant:	Shemekia Robinson
First Grade	Emily Barfield		
	Cindy Ellis		
	Kathryne Hurley		
	Choleia Smith-Ray		
Second Grade	Emily Beadle		
	Stephanie Flippen-Smith		
	Annie Jenkins		
	Christine Steinmetz		
Third Grade	Cassandra Black		
	Pamela Broussard		
	Monica Chambo		
	Miesha Greenlee		
Fourth Grade	Barbara Cumberland		
	Laura Belcher		
	Amanda MacIntosh		
	Whitney Moore		
Fifth Grade	Sarah Brent		
	Jonika Hazelett		
	Brianna Larson		
	Laura Smith		
Art	Baileigh Rice		
Media Specialist	Shannon McFate		
Music	Dena Wade		
PE	John Hagood		
STEAM	Jolandra White		
Building Bridges	Standrick Rhodes	Assistant:	Constance Howle
		Assistant:	Ronda McBryde
ESOL	Laura Bright-Trout		

Oakdale Elementary School Staff

Gifted and Talented	Sherilynn Watts
Psychologist	Kaneisha Black
Reading Coach	Christy Allen
Reading Recovery	Melissa Lyon
Reading Recovery	Misty Mancine
Resource	Darrell Brevard
	Cindy Symons
Speech	Winnie Baxter
STEAM Coach/Math Int.	Ayaana Brice
Technology Assistant	Cesar Robles
Therapist (Catawba Services)	Courtney Wiggins
Therapist (Occupational)	Angie Huechtker



Purpose

This handbook is to provide the most complete information possible on school regulations and policies. If you have questions concerning the administrative policies of the school, it is expected that you will be able to find most of the answers in this handbook. Please review it carefully and refer to it first when you have a question about the operation of the school and expectations for staff. Updates will be provided as needed. If you have suggestions for additions or improvements to this handbook, please let Ms. Khaalid or Mr. McQuiston know.

Rock Hill Schools Employee Handbook

In addition to this handbook, staff should review the Rock Hill Schools Employee Handbook. This document provides important information regarding district personnel, procedures, benefits, and salaries. The Rock Hill Schools Employee Handbook is available at <http://www.rock-hill.k12.sc.us/Page/4458>. Be sure to read this document, as well.

Oakdale Staff Commitments

- We will continue to grow professionally.
- We will collaborate and cooperate with stakeholders, parents, and students to foster positive relationships to benefit our school and students.
- We will promote a positive atmosphere by modeling expectations for our students, including encouraging words and actions.
- We will be consistent with behavior expectations and consequences with students to create a safe and inviting school and classroom environment.
- We will have ongoing communication with parents about academic and behavioral progress (strengths and needs) and provide suggestions for learning at home.
- We will follow literacy and math guides with fidelity.
- We will provide authentic STEAM experiences for our students in all content areas.
- Through collaboration, we will create and use pre- and post-assessments to monitor and improve instructional practices that will increase student achievement.
- We will analyze and reflect on student performance and adjust teaching to address deficits and strengths.
- We will collaborate with each other, students, and parents to enable students to set, monitor, and achieve goals.
- We will hold students to high standards to promote high quality work and to emphasize the learning process.

DAILY ROUTINES

Signing In and Out

Staff should sign in on the sheet provided in the office immediately upon arriving at school. They should sign out before leaving each day.

Leaving School Early

If it is necessary to leave early, please communicate with Ms. Khaalid in advance. No one should leave the building during the day without approval from the principal. Follow the sign in/out procedure.

Care for the Classroom

Although the custodians will empty trash and sweep each room daily, it is the teacher's responsibility to do what he/she can to keep the room clean, neat, and attractive. An important part of the instructional program is teaching students to take pride in attractive surroundings and to cooperate in making their environment clean, organized, healthy, and beautiful. If repairs are needed in your classroom, please notify Ms. Pafford so that a work request can be submitted to the Facilities Center. Report such things as broken windows, roof leaks, and faulty plumbing as soon as they appear.

Teacher Workday

The workday is **minimally** from 7:30 a.m. to 3:30 p.m. on Monday, Wednesday, and Thursday. The workday on Tuesday is from 7:30 a.m. - 4:05 p.m. Tuesdays are reserved for collaborative planning, professional development, and/or general faculty meetings. Please do not schedule appointments or conferences on Tuesdays unless they are after 4:00 p.m. Friday dismissal time for teachers is 2:45 p.m. or once your students have been cleared safely from the building.

Professionalism

This term means many things. Perhaps the most important is the need for confidentiality concerning students. Children 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. Also, model the behaviors that we expect from children. Demonstrate respect to colleagues, district personnel, parents, and students.

School-wide Event Participation

During the year, we have events after hours. Your support of these events is expected. In addition, we have other celebrations throughout the year that will benefit from your participation. Our PTO is a great supporter of our school. If we reap the benefits, we should gladly participate.

Student Attendance

Be sure to take attendance in PowerTeacher promptly each day. All students are required to bring notes concerning absenteeism. The students will have three days after an absence in which to bring their notes. If the teacher does not receive an excuse within three (3) days, the absence will be considered unlawful. Please send all notes/excuses to Ms. Johnson. She will maintain attendance information in the office.

Telephone Usage

Students may only use the phone in emergencies. Forgetting a permission slip, a book bag, or homework is not an emergency. Responsibility is a learned life skill that must be practiced.

Use of and Care for Equipment

Students should not be allowed to operate equipment or be sent to retrieve items from printers or copiers. If a piece of equipment needs repair, be sure to notify the appropriate staff. Technology repairs should be entered electronically. Maintenance issues should be reported to Ms. Pafford. District owned equipment cannot be borrowed for use outside of the school by employees or non-school employees. (Policy ECH)

Security

During the school day, classroom doors should remain locked. Exterior doors should remain closed at all times. Before leaving each day, teachers should check their rooms carefully to be sure all windows are closed and securely fastened and all doors are locked. All lights should be turned off.

Teachers' Boxes and Email

Teachers should check their boxes in the office each morning and again each afternoon for important messages or memos. Please keep boxes clean. Students are not permitted to take things from these boxes or put things into these boxes at any time (District Policy EBK – R). Teachers should also check their e-mail periodically for important messages. Constant Contact will be used to provide weekly updates, so be sure to read these messages, as well.

Supervision of Students

Each teacher should be at his/her classroom door as students enter and leave. Teachers should stay in their rooms during class. If there is an emergency, make sure someone covers for you. Students should never be left unsupervised. Teachers do not need to take lunch count, ice cream money, etc. to the office. A student can be assigned this task. Students should not be placed in the hallway for extended periods of times (ex. as disciplinary action). Remember, teachers are responsible for their students. It is hard to justify to a parent why a child was hurt or “got in trouble” when the teacher was not in the room or providing appropriate supervision.

Additionally, each teacher/adult should assume responsibility for those students in the halls, even if they are not in his/her classroom. Redirect and/or provide assistance to students as needed.

Use of Copiers and Laminators

Copiers are available for teachers' use. Each teacher has been assigned a code and allocated a certain amount of copies. Machines are leased and require that we pay additional fees for copies that exceed our contract; therefore, teachers are encouraged to use the district Printing Center when possible. If the copier is not working properly, please notify Ms. Pafford. You have been assigned codes for the machine and allocated a certain amount of copies for each. Please only laminate teacher materials that will be used again, since laminating materials is expensive.

Health Room

A school nurse is assigned to us full-time. She is responsible for dealing with sick children and administering medication to children. Please help reduce health room traffic by screening student requests to visit the health room. If you have a student who has to take medication, please work with the nurse to ensure that the medication is administered at the scheduled time.

Duties

Morning and Afternoon Duties: Teachers should report to morning and afternoon duties on time. Supervision of students helps ensure school-wide safety.

Cafeteria: It is the responsibility of every teacher who is on duty to help maintain order and control of the noise level in the cafeteria. The school staff has a responsibility to train children in proper table manners, as well as training children to clean up behind themselves. It is expected that each class will clean up the area around their table. It is also important that teachers adhere to their scheduled time.

Recess: With the implementation of the Health and Fitness Act, it is no longer acceptable to take away recess as a consequence. Grade levels should adhere to the recess schedule and stand in strategic locations to actively monitor students.

Discipline

Good discipline is essential before much instruction can occur. At the same time, good discipline often results from a good instructional program. If lessons are well-planned, are interesting and challenging to the students, and each student feels he is important and accomplishing something worthwhile, there will be few, if any, serious discipline problems. There may be a few individuals who will be disruptive in spite of ideal conditions. For students who are behavior problems, the teacher should use the following guidelines as routine measures in dealing with discipline problems:

1. Try to determine the cause of the misbehavior, and if possible, correct the cause rather than “treating the symptoms.” This is especially important if the student is being assigned tasks, which are either too easy or too difficult. Adjusting the curriculum to fit the child’s needs and abilities is sometimes the best “cure.”
2. Talk to the student privately about his behavior and his problems. Do not ever belittle him before his peers. Although you may be completely justified in criticizing his behavior, do not attack or belittle him as a person, even in private. Every person has value or worth.
3. Be positive by praising students when they do well. Make a special effort to find something praise worthy about those students who get very little recognition. Withhold criticism when possible. Suggest an acceptable alternative to the unacceptable behavior. Sarcasm is never effective when dealing with children.
4. Seek the cooperation of the parent as early as possible for any student who persists in being disruptive. A phone call, email, or note might be sufficient in some cases, but a personal conference may be needed in others.
5. If you are referring a student to office, be sure to be very specific about the problem and all measures you have already taken to find a solution. Students sent to the office without a written referral will be sent back to the classroom.
6. Any student who is potentially dangerous to himself or to others should be brought to the office immediately.
7. Above all, keep your poise. Try not to raise your voice in anger, and never make threats you cannot carry out.

~ It is interesting to note that the word discipline has several meanings. One meaning is “training or teaching to act in accordance with rule.” Another meaning is “punishment for wrongdoing.” Let us try to emphasize the first concept so as to avoid the second as much as possible. ~

Field Studies

Whenever possible, field studies should be planned as a grade level. All trips must be approved by Ms. Khaalid before any information is released to the parents. Please use the District Field Request Form. You can refer to the district field study map for ideas of grade appropriate field studies. After approval, arrange transportation with at least two weeks prior to the trip. Be sure to receive written parental permission for each student. Be sure to communicate with the cafeteria staff once approved. Teachers will need to collect money from students, receipt it, and turn in money to Ms. Pafford. Leave completed bus rosters in school office before departure. Take a copy with you. Notify all appropriate parties as soon as possible if the trip is canceled or changed.

Permanent Records

Permanent records should be housed in the vault at all times unless the teacher is working on them in his/her room.

Professional Development/Team Planning

Tuesdays are designated as "Meeting Days." **Please do not make personal appointments or schedule parent conferences on Tuesdays until after 4:05 p.m. Occasionally, meetings may be scheduled that will last longer than 4:05 p.m. Every effort will be made to announce these meetings ahead of time.** Additionally, teams are expected to plan together. Team meetings may be scheduled by the team leader, Ms. Khaalid, Mr. McQuiston, or coaches. These generally will occur in the team leader's classroom. The team leader is responsible for providing any minutes requested. A tentative schedule of meeting and planning dates and topics will be provided. Additionally, each grade level should select at least one day after school for team planning.

Report Cards and Grading

Each teacher is expected to become familiar with the guidelines of the school district's grading and reporting system and follow them closely. Each teacher is expected to keep an accurate, up-to-date grade book. Refer to the district guidelines. Updates and changes may/could occur throughout the year and will be communicated as soon as possible. Deadlines for entering grades are very important. Please give yourself adequate time to enter all report card information. Contact Mr. McQuiston if you have questions regarding grading or report cards.

Response to Intervention (RtI)

We are required by law to implement research-based interventions with those students who experience difficulty learning or behaving prior to referral for special education. (IDEA Aug. 14, 2006). We must analyze student data, define the problems in measurable terms, and collect baseline data prior to intervention. Ms. Pearson serves at the RtI team chair and can provide specific details regarding steps in the process.

School Money

Teachers should provide a written receipt for all money collected. Money should be turned in to Ms. Pafford daily as soon as possible. Teachers should not keep money in their classes overnight. Checks should include a driver's license number and phone number.

School Parties

School parties for students are allowed once each year on Valentine's Day. Room parents provide snacks for this party and refreshments on other special occasions. Grade level teachers should arrange a common menu for parties and snacks to prevent inequitable situations. Students are not permitted to have parties for teachers during class time. Balloons, flowers, and other gifts should not be delivered to students at school. These items are not allowed in the classroom. State law prohibits school buses from transporting items such as flowers, balloons, and large gifts.

* Invitations for private parties will be distributed only in cases where all students in the class receive an invitation

Student Dress Code

1. All students must wear shoes. Shoes must be tied, buckled, or worn as the manufacturer intended. Flip flops and slide sandals are prohibited. Sandals must have back straps. It is recommended that all students wear athletic type shoes each day to avoid injury during recess and PE.
2. Hats, caps, head wraps, hoods, etc. may not be worn inside of the building.
3. Offensive or suggestive writing, pictures, or patches on clothing are prohibited.
4. Clothing should be worn with appropriate undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses. Tank tops, spaghetti-strapped shirts, see-through blouses or shirts, and bare midriffs are prohibited.
5. Combs may not be worn in the hair unless they are designed to serve as a barrette. Hair curlers and picks are also prohibited.
6. Belts must be buckled, sashes tied, and buttons buttoned except at the neck. Oversized pants must be belted at the waist. Sagging pants may be secured by school personnel with twine or plastic tie wraps.
7. All shorts and skirts should come to students' fingertips. The following items are not appropriate for school: biker's shorts, form-fitting clothes, tattered or torn clothing, or any other type of clothing that exposes skin.
8. Clothing or hair styles which tend to be so attention getting as to disrupt the educational process are prohibited.

Staff Absences

Just as we expect our students to have good attendance, teachers should also come to school each day. Even with the best plans, a substitute is never as effective as the actual teacher. Be sure to notify Ms. Khaalid prior to all absences (planned and emergency). Each teacher is responsible for securing his or her own substitute through Kelly Services. Since many absences cannot be anticipated, the teacher's substitute notebook and emergency plans should be updated. Should a teacher have to be absent when he/she has taken the plan book home, he/she should send plans to the school prior to 7:30 a.m. All current seating charts, routine information, schedules, emergency plans, emergency procedures, forms, etc. should be available in the substitute notebook provided. Organization helps ensure a smooth day for the substitute.

Textbooks

All barcoded student textbooks must have the student's name written inside the front cover. Make a periodic check in your classroom for damaged and lost textbooks. Contact Mr. McQuiston for any needs as they occur or for the cost of damaged or lost textbooks. If the book is checked out to the teacher, place your name in the front cover. Remember to write receipts for any money collected and give it to Ms. Pafford. If a child moves during the school year, send their textbooks to Mr. McQuiston.

Visitors

Any visitor to the school must stop by the office to receive a visitor's pass. This pass should be worn while the visitor is in the building. If someone is in the building without a pass, please refer him or her to the office.

District Employee Dress Code

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 (no shorter than 2 inches above top of knee), dresses, 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.

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 special areas 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.

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 dress may not be appropriate, it probably isn't.

Information Services
Effective July 1, 2010

STATE 16-17-420: DISTURBING SCHOOLS

It shall be unlawful:

- (1) For any person willfully or unnecessarily (a) to interfere with or to disturb in any way or in any place the students or teachers of any school or college in this State, (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon: or
- (2) For any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or president in charge. Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than one hundred dollars nor more than one thousand dollars or be imprisoned in the county jail for not less than thirty days nor more than ninety days.

FERPA Guidelines

Family Educational Rights and Privacy Act

Student personnel records are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Regulations and procedures for compliance of this act are provided through school board policy JRA. A copy of this policy is on the district's website (www.rock-hill.k12.sc.us) under the link "District Policies."

Directory Information

The following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent previous educational agency or institution attended by the student.

Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardian's prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools, P.O. Drawer 10072, Rock Hill, SC 29731 by September 2, the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

Oakdale STEAM Elementary School

Faculty/Staff Handbook

I have been given access to the 2019-2020 Oakdale Elementary Handbook and Rock Hill Schools Employee Handbook. I have reviewed both handbooks and will adhere to the rules, policies and procedures put in place by the school and/or district. I understand that both handbooks may be updated to add or adjusted needed policies.

Employee Name

Employee Signature

Date

All employees must print, sign, and turn in this form to Ms. Khaalid by September 30th.