

FACULTY HANDBOOK

Saluda Trail Middle School

2022-2023

Dr. Marek Marshall
Principal

Swanetta Hall
Assistant Principal

Chip Newton
Assistant Principal

Shannon Reed
Assistant Principal

2300 Saluda Rd.
Rock Hill, South Carolina 29730
981-1800

*Saluda Trail STEAM Middle School....Where You Will Experience
Excellence Without Excuse!*

Introduction

This handbook has been prepared to enable teachers at Saluda Trail *STEAM* Middle School to become better acquainted with the procedures, policies, and services that they will encounter during the year while fulfilling their responsibilities. All teachers should use this handbook as a guide and become familiar with the information and procedures provided. If a regulation is not discussed in this handbook, that does not mean it does not exist. You are encouraged to download and familiarize yourself with the Rock Hill Schools Employee Handbook in addition to this one. Quality instructional and providing students with an excellent experience within and outside of the classroom setting is an expectation at Saluda Trail *STEAM* Middle School.

AREAS OF RESPONSIBILITY

Accreditation	Dr. Marshall
Athletics	Mr. Dunham
Attendance	Ms. Tiffany Sanders
Automated Phone Call System	Dr. Marshall
Career Day	School Counselors
Career Information	School Counselors
Certification	Dr. Marshall
Community Relations	Dr. Marshall
Computer/Technology Needs	Ms. Reed
Conference Rooms Scheduling	
Guidance	Ms. Sanders
Main Office	Ms. Manning
Counseling Referrals	
6 th grade	Ms. Johnson
7 th grade	Ms. Hardy Holmes-Wilson
8 th grade	Ms. McCoy
Courier (PONY)	Ms. Manning
Crisis Response	All Administrators, School Resource Office Nurse Bailey, Ms. Drew, School Counselors
Cumulative Records	Ms. Rodriguez
Custodians	Mr. Newton
Curriculum Guides	Ms. Jones
Department Chairs	
English	Ms. Drakeford
Mathematics	Ms. Sanders
Related Arts	Mr. Denio
Performing Arts	Mr. Rhodes
Science	Ms. Selle
Social Studies	Ms. Kane
Exceptional Student Services	Ms. Robles
Emergency Procedures	All Admin (Reed) SRO
ESOL	Ms. Compton
Equipment Repair	Mr. Neely
Field Trips	Ms. Reed
Finance (Budget)	Dr. Marshall
Food Services	Ms. Joan Parrish
Free/Reduced Lunch Forms	Ms. Joan Parrish
Grade Reports	Ms. Rodriguez
Guest Speakers/Videos	Grade-Level Administrator
Handbooks	
Faculty	Dr. Marshall
Student	All Admin.
Health Room	Ms. Chante Bailey
Homebound Instruction	Mr. Newton
Instructional Support	Ms. Jones/Mr. Consalvi

Job Shadowing/Internships	School Counselors
Keys	Ms. Manning
Lockers	Ms. Hall
Maintenance	Mr. Gaston
Media Services	Ms. Ellison
News Releases	Dr. Marshall
Printing	
Allotments	Ms. Massey
Ricoh/Operations	Ms. Massey
Payroll	Ms. Massey
Personnel	Dr. Marshall
Personal/Professional Leave	Dr. Marshall
PowerSchool	Ms. Rodriguez
Psychological Services	Ms. Zimmerman
Purchasing/Receiving	Ms. Massey
Safety	Ms. Reed
Scheduling	Mr. Newton, School Counselors/Admin
School Improvement Council	Dr. Marshall
Security	SRO, All Admin
Special Needs Administrator	Ms. Hall
Standardized Testing (Coordinator)	Ms. Reed
EOC	Mr. Newton
MAPs	Ms. Jones
SCReady/SCPASS	Grade-level Administrators
SC-Alt	District Office (ESE)
PSAT	School Counselors
WIDA	Ms. Compton
Student Records	Ms. Rodriguez
Substitute Teachers	Ms. Hall/Ms. Manning, Kelly Services
Supplies	Ms. Massey
Technology	Mr. Neely
Textbooks	Ms. Hall
Title IX Coordinator	Ms. Hall/Mr. Newton
Transportation	Ms. Hall
Athletic	Mr. Dunham
Field Studies	Ms. Reed
Time Sheets	Ms. Massey
Volunteers/Partnerships	Mr. Consalvi
Winthrop Partner School	Ms. Jones
504 Coordinator	Ms. Reed
PBIS Coordinator	Ms. Reed
MTSS Coordinator	Mr. Newton
6th Grade Discipline	Ms. Reed
7th Grade Discipline	Ms. Hall
8th Grade Discipline	Ms. Newton

LEADERSHIP TEAM

The Leadership Team is formed to help make many school-based decisions for data, best practices in instruction, budget, policy, procedures, and resources. Members include the administrative team, instructional coach, and department chairpersons.

Department chairpersons are expected to:

- *Conduct department meetings monthly.
- *Document department-meeting proceedings with agendas and minutes.
- *Guide study of assessment data including standardized testing and MAP results.
- *Promote interdisciplinary efforts such as writing across the curriculum, portfolio assessment, and collaborate with
 - *the teachers outside of the department.
- *Support the professional development of staff through orientation, mentoring, and observations.
- *Monitor department needs, climate, and problems.
- *Maintain records of general inventory, assist in distributing materials and supplies.
- *Generate in-service ideas, plan workshops, prepare documentation of attendance and credit, and coordinate the implementation of in-service activities.
- *Help solve problems within the department and contribute to conflict resolution.
- *Communicate departmental activities through bulletins, newsletters, and social media (if desired).
- *Maintain contact with department members to maintain open lines of communication. Participate in the interviews for new hires.
- *Represent the department in team meetings.

The following staff members will serve as the chairperson and Leadership Team representative of their department for the 2022-23 school year:

- Clayton Denio and John Rhodes: Related Arts
- Quanchanet Johnson: School Counseling Department
- Britteny Drakford: English Language Arts
- Kerry Sanders: Mathematics
- Christina Selle: Science
- Jacqueline Kane: Social Studies
- Mary Robles: Exceptional Student Education

TEAM LEADERS:

- 6-1 Randy Hart
- 6-2 Melissa Remus
- 6-3 Christina Selle
- 7-1 Courtney Sigmon
- 7-2 Michael Charles
- 7-3 Wendy Byrd

8-1 Michael Small
8-2 Sierra Thomsen
8-3 Kerry Sanders

Team Expectations

- Meet as a team once a week on a designated day with Grade Level Counselor and Assistant Principal
- Record minutes and prepare topics for discussion with Assistant Principal (AP) and School Counselor
- Maintain a copy of team minutes weekly
- Document parent conferences
- Document parent/guardian contacts
 1. Maintain the progress report schedule
 2. Provide several forms of communication and maintain up-to-date documentation

Send a team letter to parents/guardians/students describing team rules and expectations, discipline, daily schedule, communication plan, brief description of daily assignments, HW, and assessment, grading scales and weekly email information for your team. **A copy should be submitted to Dr. Marshall by August 24, 2022.**

Maintain a regularly updated display of student work in the hallway. The products should be neat, include a brief description of the assignment, and be representative of the students' abilities and grade level.

TEACHING STAFF REQUIREMENTS

- Implement effective classroom management techniques.
- Utilize the school and district safety and security policies.
- Keep students in the classroom for the duration of the class period.
- Present learning opportunities at the learning level of individual students in order to grow them.
- Present understandable and measurable goals and objectives to students.
- Attend all Faculty and Staff meetings, PLC meetings, Team meetings, Grade level meetings, and professional development sessions.
- Efficiently and effectively use class time to instruct and work with students.
- Secure access to and use effective instructional materials from varied sources.
- Check your email and phone messages regularly and return any parent contacts and inquiries within 24 hours.
- Make necessary parent contacts to discuss scores and progress. Be available to parents to work out student problems. **Strictly adhere to all IEPs and 504 plans.**
- Keep accurate, thorough, and up-to-date records on each student and maintain scores in Canvas each week.
- Provide motivation for all individuals and seek assistance from school counselors when there is minimal success.

- Personal cell phone use should occur outside of instructional time and out of sight of students.
- Cooperate with the administration and school counseling department on specific student problems.
- Participate fully in all parts of the school program including necessary athletic assignments, faculty committee, and faculty activities.
- The main office must be notified if you change the location of your class.
- The main office must know the location of every student for every period of the school day.
- Adhere to the time requirement for a minimal professional day. In an emergency, teachers should follow the established procedure found in the handbook for leaving campus.

Expectations for Teachers

Teachers take primary responsibility for students on their teams in all performance areas. They are responsible for academic performance, social developments, behavior and communication with parents.

- Teachers ensure that all students listen carefully to morning announcements and participate during the pledge and moment of silence.
- Teachers escort students to and from all areas of the building, setting the expectation that students are to be quiet in hallways and walk on the right side of the hallway.
- Between classes, teachers station themselves outside their doors in the center of the hallway to keep students moving to their destinations and to the right of the hallway.
- Team teachers will escort their classes to lunch, supervise during lunch, line up classes, and escort the students back to team areas after lunch.
- During announcements at the end of the day, teachers are in the classroom with students. Students and teachers together listen carefully to general afternoon announcements as well as car and bus dismissal.

LOGISTICAL POLICIES and INFORMATION

Scheduling of Events and Reserving Facilities

- All school activities must be placed on the school calendar to guard against conflicts in events, to ensure availability of proper facilities, and to assist office personnel in responding to questions from parents and other community members. Activities include plays and concerts, field trips, athletic events, contest participation, assemblies, pep rallies, pictures, etc.
- Requests for placement of activities on the calendar should be submitted via email to the administrative assistant in the main office.
- Office personnel will work with staff members to resolve any conflicts in requests. Teachers will receive confirmation when events are added to the master calendar.

Building and Grounds Maintenance

Impress upon all students that they should appreciate the buildings and grounds of Saluda Trail Middle School and the work required to maintain the facility. Classrooms should be orderly and clean.

At the end of the school day, special care should be taken to see that windows and doors are locked and lights turned off. Encourage students to leave lockers closed. These are matters of good housekeeping, as well as safety and security.

Class Change Supervision

Teachers should stand in their classroom doorways between class periods to supervise student conduct between classes. Teachers who have upcoming planning periods should stand at their doorways until the halls are clear.

Copiers

Each teacher will receive an allocation for copies. Copiers are in the teacher workroom on each hall. Teachers should avoid printing large quantities from the network printer. Items sent to the district print shop will be funded by the teacher out of their yearly budget allocation.

Dismissing Students from Class

In order to maintain consistency, the following regulations are effective:

1. Strive to keep all students in class during the first 5 minutes and last 5 minutes of class.
2. Students should ALWAYS have a pass when being dismissed from the room during a class.
3. Faculty members are encouraged not to allow multiple students to leave the classroom at one time.
4. Teachers are expected to engage students in purposeful activity the entire duration of the class period and should not dismiss students from class early.
5. Students who need to be removed from class for more than two minutes should be issued a referral. Use the call button to ask for assistance in relocating the student.

6. Monitor students who are outside of the building. Students are not permitted to leave the school campus for any reason without permission from an administrator.

EXPECTATIONS of ALL FACULTY and STAFF Members

- Be thoroughly familiar with the curriculum standards and objectives for your subject/grade level.
- Try to schedule all after school appointments outside of Tuesday monthly meetings.
- FACULTY/DEPARTMENT MEETINGS Tuesday afternoon will be reserved for faculty/staff meetings. Attendance is required. If you coach or sponsor an after school activity, an administrator will provide you with an alternative date and time to be present to receive information presented during Faculty meetings. Faculty members should schedule all other appointments on days other than Tuesdays.
- Display a professional attitude and demeanor.
- Dress appropriately according to: <https://www.rock-hill.k12.sc.us/Page/4458>
- Be on time to school and for all duties.
- Be prepared once arriving at school.
- Actively engage students throughout the class period in learning, using a variety of teaching styles and teaching aides.
- Maintain appropriate student management in your classroom by using a variety of techniques and best practices.
- Work as a team with your colleagues.
- Establish, maintain, and foster quality communications with parents/guardians.
- Assist where needed to ensure a safe and secure operation of school.
- Be visible during class changes as well as before and after school and at other times in the school-wide management of students.
- Follow the procedures for all requests pertaining to absences or leave.
- Actively support and promote our school and our STMS community members.
- Try to attend at least three after-school student events per semester. Our students thrive on our support!

Early Departure of Faculty and Staff

Under special circumstances, an employee may be excused without a payroll notation. The request must be approved by Dr. Marshall or the grade level administrator who is responsible for making satisfactory arrangements to continue the employee's responsibilities for the remainder of the day.

Reasons for which an employee might be excused early include:

1. Personal illness
2. Family illness
3. Medical or dental appointment of an emergency nature
4. Community functions that have benefit the entire community
5. Wedding or funeral of a relative or close friend
6. Workshop or professional meeting

Staff cannot be excused from work early for commercial or business activities or business activities, social functions, or personal convenience.

Classified Employees

Each classified employee is required to fill out a timesheet each week and turn it into Mrs. Massey on Friday. Mrs. Massey will send the time sheets to the district office.

Faculty and Staff Procedures for Temporary Leave from Campus

1. Receive permission directly from your grade level administrator or the principal.
2. In ALL situations, make sure an administrator is aware of your need to leave.
3. If you need to leave campus, sign in and out with Mrs. Manning.
4. If requests become habitual for an individual, payroll deductions may occur.

Leave Form Procedures

- **Personal Day** – Staff should notify the principal and leave forms should be completed **72 hours prior to the day taken as personal leave**. Please secure a substitute and inform your grade level administrator, Dr. Marshall, Mr. Hall, and Mrs. Manning of your day of absence and the name of your sub.
- **Professional Day** – Professional days must be pre-approved by the principal and leave forms must be completed prior to the day taken as professional leave. Please secure a substitute and inform your grade level administrator, Dr. Marshall, Mrs. Hall, and Mrs. Manning of your day of absence and the name of your sub.
- **Sick/Medical Day** – There are two types of sick/medical leave: For predetermined sick days (medical appointments), leave forms should be completed prior to the day taken as sick/medical leave. Please secure a substitute and inform your grade level administrator, Dr. Marshall, Mrs. Hall and Mrs. Manning of your day of absence and the name of your sub. For the unexpected/emergency sick days, contact KELLY Services, Mrs. Hall, and your grade level administrator as soon as possible to ensure coverage of the class. Please note that an excuse from a physician may

be requested for sick/medical leave purposes totaling three days in a work week.

Personal Leave: Five days per school year (non-cumulative) may be used for personal reasons provided (1) that no employee requests such a day for personal business on the last day before holidays officially begin or on the first day after holidays officially end; (2) that no employee requests such a day during the first two weeks or the last two weeks of the school session; and (3) that the employee has given as much advance notice as possible prior to the day of requested leave. Any exceptions to (1) and (2) above will require approval from the Superintendent via the Request for Approval of Personal Leave Form. Personal leave will be deducted from accrued sick leave. Absences for personal leave are granted for half days or full days, and the employee does not have to state the reason for the personal leave.

Standard Sick Leave: Standard sick leave may be used for absences caused by illness of the employee, incapacity due to personal injury, surgery, pregnancy, or to attend to the illness of a spouse, children or parents. All regular employees shall accrue standard sick leave on the basis of 1-1/4 days per month of active service. The standard sick leave accrued to nine-month employees will be rounded to 12 days for the nine-month period. New employees may transfer accumulated days (up to 90) from another school district or state agency in South Carolina to Rock Hill Schools. Standard sick leave that is earned, but not used, is cumulative to 90 days. Employees who are absent due to illness beyond the number of days accrued will not be paid for the number of days which exceed the number accrued. Employees who have earned standard sick leave and who are using it in compliance with this policy will not be terminated from employment, nor shall any such personnel be terminated during a continuing sick leave of less than 91 workdays. Absences included under this policy are counted on a half-day basis. If any part of a half-day is missed, it will be counted as one half-day absent.

Absence of five or fewer consecutive work days:

A “standard sick leave absence” of five or fewer consecutive work days must be accompanied by a statement signed by the employee stating the reason for the absence. Such a statement will be provided via the district’s “Absent Employee Report” form and filed within two work days following the employee’s return to active service. The district may require the written statement of a physician attesting to the employee’s physical and emotional fitness to resume employment duties.

Absence of more than five, but fewer than 11 consecutive workdays:

A “standard sick leave absence” of more than five but less than eleven consecutive work days must be supported by a statement signed by a licensed physician that identifies the nature of the illness/disability and attests to the employee’s physical and emotional fitness to resume employment duties. The physician’s statement will be attached to the “Absent Employee Report” and filed within two work days following the employee’s return to active service. The district may require the written statement of a physician attesting to the employee’s physical and emotional fitness to resume employment duties.

Absence of more than ten consecutive workdays:

A sick leave absence that is expected to exceed ten consecutive work days must, upon reaching the fifth consecutive day of absence, be supported by a licensed physician’s written statement of

diagnosis and prognosis which contains a projected date of return to active work. The district may require the written statement of a physician attesting to the employee's physical and emotional fitness to resume employment duties. Please see FMLA (Family and Medical Leave Act) in the Rock Hill Schools Employee Handbook. Please review the Employee Leave section in the Rock Hill Schools Employee Handbook (<https://www.rock-hill.k12.sc.us/Page/4458>)

Professional Leave

When requesting professional leave, please follow these procedures:

- Identify the funding source for your substitute.
- If your substitute is to be paid from a club account, please see Mrs. Massey.
- Complete a Request for Absence form and return it to Mrs. Manning.
- When your request has been approved, secure a substitute.
- In order for a professional leave request to be processed, the request should be submitted at least two weeks prior to the date of the absence. Requests made on shorter notice are not guaranteed to be approved.

Reporting Student Accidents

Faculty and staff are required to report any student accidents to the nurse immediately. Please notify an administrator as well. The nurse will complete a school incident report form and coordinate any further actions.

Grievance Procedures

Grievance procedures are outlined in the policies and procedures manual located on the district website. (GBK/GBK-R1)

Guest Speakers

Discussions with the principal and grade level administrator should take place prior to inviting a guest speaker.

School Hours

The Main Office is open from 7:30 a.m. to 4:00 p.m. daily. All sponsors for clubs and organizations should clearly communicate before and after school practice times and pick-up areas with students and parents.

Teacher Hours

Workday

8:00-3:30 (Monday, Wed, Thursday)

8:00-4:00 (Tuesday)

8:00--3:20 (Friday)

Teachers and Staff may leave when all after-school supervision responsibilities have been taken care of as established by the administration.

Teachers are professional, exempt employees, not hourly workers; they are contracted for a job and completion thereof. For them to complete the job of a teacher and work the minimum hours prescribed by law, they must be at school in most cases a minimum of 7.5 hours/day. With faculty meeting days, they are at school longer, so a teacher's work week at school is usually around 38 hours in length. This allows them to be available for lunch duty, after-school tutoring, parent conferences, and staff meetings that are part of their responsibility and may take more than the specific hour listed. Thus, the following should generally be the work time for teachers:

* Employees may not have their own children under their supervision or care during their regular work hours.

Keys

All teachers will be issued the necessary keys at the beginning of the school year. Keys may be taken home by the teacher each day. At the end of the year all keys must be appropriately labeled and returned to Mrs. Manning. **There will be a replacement charge for each lost key.** School keys should never be loaned to a student, regardless of the reason or length of time involved. The loss of any school key must be reported at once to your grade level administrator.

Reporting Emergency Repairs

Emergency repairs such as broken windows, doors that will not lock, etc. should be reported to the administrative assistant in the main office. A work order for non-emergency should be reported Mr. Newton,

Substitute Teacher Information/Substitute Folders- Provide the following instructional plans and information for a substitute. It is the classroom teacher's responsibility to have this information available in the folder for a planned absence.

1. Substitute teacher folders are kept in the teacher's classroom and should be updated as necessary.
 - A. Rosters and seating charts for all periods
Identify a responsible student (s) to deliver attendance to the nearest team teacher.
 - B. Bell and class schedule
Make sure substitute teachers know all schedule information for the day of the absence.
 - C. Lesson plan for all periods
Plans should be specific, have all relevant resources listed or copied, and should contain enough material for the duration of the class.
 - D. List of procedures and supervision and duty requirements
Plans should include instructions for before and after school duty, lunch duty, locker and restroom breaks, moving between classes, etc.
 - E. Emergency procedures
Make sure the substitute teacher knows what to do in case of any emergency.
 - F. List of fellow team teachers
Substitute teachers should have a list of team teachers and room numbers. Team teachers should support substitutes with information and direction throughout the day.

Use of Building and Facilities

All events and activities not directly affiliated with Saluda Trail Middle School must be discussed with Dr. Marshall and must be scheduled with the Facility Services Department.

Textbook Regulations

1. All books issued to pupils should be cared for properly. Pupils will be required to pay for lost books or for damage beyond normal wear and tear.
2. Teachers should inspect books periodically.
3. Extra books are to be returned to your grade level administrator for storage in the bookroom.
4. According to state regulations, the bookroom will remain locked at all times with controlled access.
5. When a student reports that he/she has lost a book, or the book is missing when a textbook check is conducted, email your grade level administrator. Appropriate fees will be charged and parents notified.

The Library Media Center

The Library Media Center is open from 8:00 a.m. to 3:15 p.m. each school day for you and your students. We offer many services that enable you to broaden and enrich your students' learning experiences through the use of a wide variety of media. The Library Media Center staff is committed to helping teachers prepare and carry out their instructional programs.

Teachers are invited to use the Library Media Center often for informational and leisure reading. Current newspapers and periodicals stay in the Library Media Center so that they are available for everyone throughout the day. Come in, browse, access information for your units, and let your students see that you enjoy reading and learning.

Teachers are invited to schedule classes to the Library Media Center to browse and check out media, read periodicals, newspapers and books and to do research. The sign-up sheet is behind the circulation desk. It is best to discuss your plans with the Library Media Center staff so that preparations for your class can be made and your needed materials are available.

Equipment

- Please be responsible for the proper care and cleaning of all A-V equipment assigned to your room.
- Digital still cameras, video cameras, and tripods may be checked out from the media center. We will reserve these for you if requested in advance.
- Please be sure the power is OFF on all equipment when not in use.

Overdue Media

- Overdue and lost media can become major concerns. Please assist us with the following:
- Overdue notices are placed in team teachers' boxes. Please make sure your students receive the notices.
- Do not allow one student to return media for several students. Each student must be held accountable for the media that he/she checked out to ensure that it is returned.

Copyright Law...

The Copyright Law applies to all formats, e.g. print and electronic. Educators may use copyrighted resources under the "Fair Use" guidelines provided the use meets these four criteria:

- the purpose of the use
- the nature of the work used
- the amount of the work used
- the effect the use will have on the potential market for the work used

So, what can I do?

- Show a video of a broadcast television program within ten (10) days of the broadcast
- Show a movie (even if it labeled "for home use only") if it meets the following criteria:
 - Is it a part of face-to-face instruction?
 - Is it documented in your lesson plans?
 - Does it support the goals and objectives of that lesson?
- Use parts of legally obtained and properly credited copyrighted materials for instructional

purposes and for student projects, including multimedia presentations.

- Retain your project for instructional purposes for up to two (2) years after the first use; after two years must have written permission to use any copyrighted materials.
- Retain your project indefinitely if needed for presentations to peer (i.e. conferences, in-service workshops), job performance evaluations or interviews
- Use materials that are directly connected to your curriculum
- Make print copies for your class if the copying meets the criteria of:
 - Brevity
 - Spontaneity
 - Cumulative effect
- Students may keep their projects as part of their electronic portfolios for school and/or job interviews. Students may perform/display their projects in the course for which they were created.

So, I can't...

- Show a duplicated film of any program
- Show a tape of a movie from a premium cable channel (e.g. HBO, Disney)
- Edit a video
- Show a movie for reward or entertainment
- Create anthologies for my students in place of purchasing these materials
- Make multiple copies of computer software programs
- Load a single-user copy of a computer software program on multiple computers
- Use copies of cartoon, TV, or film characters for classrooms/hallway decorations, bulletin boards, newsletters, or hand-outs
- Use portions of copyrighted materials in multimedia projects beyond the Fair Use limits
- Copy entire workbooks, test booklets, etc., in place of purchasing
- Make illegal copies at the direction of your supervisor, e.g. principal, curriculum coordinator
- Post presentations on the Internet without prior written permission from every copyright holder whose work was used

Some Copyright Reminders

- Educational "Fair Use" is not a justification for defying the Law
- Any resources used in any type of project must be given proper credit
- Consider materials found on the Internet to be copyrighted unless specifically noted as "copyright free" or "royalty free"
- Copyrighted materials on the Internet have the same rights and protection as any other copyrighted materials.
- Access to information does not mean freedom to copy and use.
- Multimedia projects cannot be posted on your web site without prior permission from every copyright holder whose work was used.
- Archival copies may not be used unless the original is destroyed.
- Videos cannot be used for reward, entertainment, or any other use that would constitute a public performance.
- Videos are not meant as a means of "crowd control"

Procedures for Circulation

Most media may be checked out for a two-week loan period and may be renewed as long as no one else is on hold for the media. Magazines and newspapers may be read in the library only. If you would like a student to check out materials for you, please send written permission.

Internet Research

For Internet searches, students will use DISCUS, South Carolina's virtual library. DISCUS may be used at home with a required password that will be supplied by the Media Specialist

VOLUNTEERS

Parent volunteers play an important role at Saluda Trail. Any request for volunteer help should be made in advance. All volunteers must complete the district application and be on the approved district volunteer list.

FIELD TRIPS

All field trips must be pre-approved by Dr. Marshall. Teachers should use the official field trip forms available in the main office when requesting the trip. Below are the procedures to be completed before taking any trip:

1. Receive written permission from the principal for the trip.
2. Meet with Ms. Massey to determine cost and trip needs.
3. Distribute forms to students for written parental permission and teachers' signatures.
4. If students will be absent from any other class, distribute a list of those students to teachers at least a week in advance of the trip.
5. Distribute a list of student attendees to Nurse Bailey and Ms. Manning.
6. At least two weeks before the trip, request transportation and have a travel route approved by Mrs. Reed. Work with the bookkeeper on any financial details.
7. For any trip taken, the teacher should leave a roster with Mrs. Drew of all students and adults on the trip. An accurate roll of attendees on the trip must be left with attendance (Ms. Sanders), an administrator, and be carried on the bus itself.
8. All overnight trips forms should be submitted to the principal's office at least two months in advance. This is necessary in order for the superintendent to receive approval from the Board.
9. When on field trips, assign seats to students on the bus. Keep male and female students separated while on the bus. A Faculty or Staff member should be seated at the front of the bus and in the middle of the bus. All students should be supervised at all times.
10. Any parent chaperone must be on the district approved volunteer list and must carry their volunteer card with them in order to attend the trip.

FINANCIAL PROCEDURES

ALL STUDENTS PAYING FEES MUST BE GIVEN A RECEIPT BY THE STAFF MEMBER COLLECTING THE MONEY. No student may be charged a fee for any activity without the prior permission of the principal. All monies must be deposited with Ms. Massey. All money must be counted with a receipt total by the teacher prior to submitting to Ms. Massey. **Make sure money is turned into Ms. Massey each day. Do not keep money in your room or with you overnight.** Each teacher will be issued a STMS receipt book for this purpose, and the teacher will be required to turn that book in with the fees collected.

All requests for purchases or reimbursement should be submitted by teachers to Mrs. Massey. The principal will approve requests for purchase. Athletic requests should be submitted to the athletic director. All purchases in excess of \$1,000.00 require bids from three (3) vendors.

All provisions of the District Procurement Code **MUST** be followed without exception. Purchases made outside of these guidelines may result in personal financial obligation for the individual who acquired them and termination of employment. All fundraisers, either on or off campus, must have prior approval from Dr. Marshall.

PARTIES/CELEBRATIONS

Any parties and celebrations in the classroom are not allowed without prior approval from Dr. Marshall. Outside food is not allowed without prior approval from Dr. Marshall.

OFFICE BOXES

Office boxes should be checked before school in the morning and before leaving in the afternoon. **Students are not permitted to take materials from these boxes or put materials into boxes at any time.** Please do not send students to the office to retrieve items in office boxes.

SECURITY

All classroom doors must be locked at all times. Each teacher should lock his/her room door at any time the room is not in use and at the end of each school day. Custodial personnel have keys and have been instructed to lock rooms after cleaning. **NEVER LEAVE MONEY OR VALUABLES IN CLASSROOMS.** The school will not be responsible for personal losses by teachers. Teachers, however, are responsible for the loss or theft of any money belonging to the school that has not been turned in to the bookkeeper.

Teachers are to report any persons whose presence is suspicious. Visitors will have appropriate passes if they have checked in at the office. All windows, including windows in doors, must be left uncovered at all times. **The building and each classroom operates in preventive lockdown mode at ALL times.** Therefore, classroom doors should remain shut and locked during classroom instruction. **Students should not be allowed in teacher workrooms. Doors to**

outside areas or to teacher workrooms should not be propped open. All guests must check in at the front office.

SPEAKERS

Before inviting an outside speaker to a class, the teacher must receive **prior** approval from the grade-level administrator a week in advance of the speaker's attendance. Teachers should complete and submit an outside guest approval form to their respective administrator.

SUPPLY REQUESTS

Forms are available for requesting teacher supplies from Ms. Thomas. Once the forms are completed, the requested supplies will be approved and distributed to the teacher. Supplies will not be furnished for student projects, or for personal use. The office can supply general office supplies and various other needs.

TEACHER WORKROOMS

Teacher workrooms are located in each respective grade-level and related arts hallway throughout the building. Only teachers and staff should use these rooms. Students should **never** be allowed to enter these areas. These workrooms should be locked at all times and kept clean and organized; this includes the refrigerators, sinks, and microwaves. **Doors should not be propped open.**

TELEPHONE USE BY STUDENTS

Students are to inform their parents that only telephone messages of an extremely serious nature will be delivered and that students cannot be called to the telephone. **Students are never to be dismissed from class to use the telephone.** Time is available before and after school, and during lunches for students' to deal with these situations.

VISITORS

In-district students will not be allowed to visit between schools of the district. Students who do so may be charged with trespassing and/or recommended for expulsion from district schools.

Visitors who are on school business are welcomed at school; however, immediately upon entering the school grounds, all visitors must check in at the front office and state the nature of the visit. They will also receive a temporary ID from the office. Students are not permitted to have visitors under any circumstances unless permission is granted by the office in advance of the visit. Anyone failing to comply with this procedure will be asked to leave campus. If the visitor does not leave after a warning, the police will be notified and the violator will be prosecuted for trespassing.

Students from other districts will not be permitted to visit the school without prior permission of the principal or a special invitation. These visitors will be given a written permit from the office if permission is granted. Parents must make prior arrangements with the teacher to observe in the classroom. No time is allotted to salesmen or media representatives without permission from the office.