

PACOLET
Elementary

Faculty

Handbook

2020-2021

Faculty/Staff Handbook

2020-2021

Announcements

Announcements will be made in the morning during PNN. All classes are required to watch PNN every morning. Afternoon announcements will be made at 2:20pm. All students should remain seated in their classrooms for both morning and afternoon announcements, and are expected to pay attention during this time. Anyone wishing to have an announcement made on PNN must submit it to Ms. Hartell the day prior. Announcements will not be made during the instructional day unless absolutely necessary.

Accidents

All faculty members will use every precaution to prevent accidents. If a student has an accident, apply minor first aid and contact the school nurse. If more treatment is needed, contact administration. If a teacher or support staff should have an accident while at work, administration must be notified immediately so that proper forms can be completed in case of long-term complications.

After-School Activities

Teachers requiring students to remain after school must communicate with parents ahead of time regarding pick-up times. All teachers who sponsor after-school activities, must remain with their students until they leave campus. Never depart with students remaining on campus. This applies to after-school meetings, practices, dances, etc. Clear communication with parents in the form of permission slips, club permission forms and newsletters is expected. All activities must be approved by administration.

Arrival and Departure of Teachers and Teacher Assistants

The teacher workday begins at 6:59am on a duty day and 7:29am on a non-duty day. If a teacher or staff member determines that he/she will be late for work due to unusual circumstances, he/she will notify the school's office as soon as possible. An e-mail to administration with an explanation as to why you were tardy is required. Three late notices will necessitate a conference with administration. The school main office line is 279-6500. (279-6503- Principal, 279-6501- Data Manager) or Principal's cell 864-706-1236.

Teachers and/or Teacher Assistants who find it necessary to leave school premises during the school day must clear it with administration before leaving and sign the sign-out log in the front office. The log must also be signed upon returning.

Students **MUST** be picked up from the morning holding area by 7:40am each morning. Teachers and assistants may depart at 3:00pm.

If you are early, you are on time.

If you are on time, you are late.

Asbestos Hazard Emergency Response Act (AHERA)

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), our district contracted the services of AAA Environmental Services to inspect our schools for the presence of asbestos. We have received a Management Plan from this firm that documents the findings of their inspection and complies with all of the criterion required by both the State of South Carolina and the Environmental Protection Agency. This plan is available for inspection to representatives of EPA and the State, the public, including parents, teachers, and other school personnel and their representatives as required by the AHERA Rule in our administrative offices located at 3535 Clifton Glendale Road.

If a copy of this report is desired, it will be provided for the reasonable cost of \$.10 per page. Any questions concerning the Management Plan should be addressed to Mr. Paul Hollifield located at the administrative offices, who will be serving as our LEA Designee. You will be notified of any further asbestos related developments as the need arises.

Assessments

- All assessments should tightly align with the DOK level indicated in the curriculum standards.
- Explain all grading policies to parents.
- Administer DRA or Fountas and Pinnel to determine the most accurate instructional level for each student. A minimum of 3 times per year.
- Administer the DIAL 4 and PALS to Preschool and 4K.
- Administer district formative and common assessments to guide instruction.
- Administer, review and analyze MAP data in Grades 2-5.
- Progress monitoring assessments are administered once a week to measure the progress of RTI.
- Teachers meet with the principal three times per year to review data and progress of SLOs.

Attendance (student)

Each teacher has the responsibility of recording the names of students who are absent into PowerSchool and on the "blue card" at the beginning of each school day. These combined records will establish the official count for attendance. Students entering the room after the tardy bell will be marked tardy. Students in the cafeteria after the tardy bell will be given a tardy slip to present to the teacher.

Excuses from parents will be turned in to the office daily with the blue card. Absences will be **excused (lawful)** for an illness, a death in the family, or a religious holiday. Absences will be **unexcused (unlawful)** when a student is absent without an acceptable cause or when a written excuse is not received within three days after an absence.

Attendance (teacher)

It is expected that all personnel make every attempt to be at school each day. When it is necessary for a faculty or staff member to be absent, **Aesop should be notified no later than 6:30am on the day of the absence**. Personnel is expected to create, edit, or delete an absence. Absences can be edited, for the current day, in Aesop until 3:30pm of the current day. A substitute teacher will be contacted via Aesop. **THERE IS NO SUBSTITUTE FOR YOU!**

Avoidance of Potential Teacher/Student Problems

- Do not remain alone with a student in the classroom outside of the regular school day without informing administration.
- Do not remain alone with a student behind a closed door. Keep the door open.
- Do not meet students outside of school for a meal, a soft drink or other social engagements.
- Do not counsel students in nonacademic matters. If you believe a student is in some type of trouble, refer the student to the school counselor.
- **Do not transport students in your own vehicle** or allow students to have access to your vehicle.
- Do not engage students in conversations regarding their romantic or sexual activities.
- Do not entertain students in your home.

Birthday Celebrations

PES will NOT have birthday parties for students. Parents may bring a snack to be shared with the class during the last 15 minutes of the school day or during snack time/lunch. Due to the rise in food allergies, **homemade food items or treats are not allowed to be distributed at school**. Birthday party invitations for parties outside the school may be given out as students exit school for the day, **as long as every child in the class is receiving an invitation**. Otherwise, they will not be given out. PES is not responsible for arranging social events for students outside the school environment, so **do not give out phone numbers/addresses/email addresses of students to anyone. This is confidential information.**

Book Room

If you need extra supplies throughout the year, e-mail Mrs. Jordan or Mrs. Shehan and they will put what you need in your mailbox.

Boys & Girls Club

The Boys and Girls Club will offer an after school program until 6:00pm each day school is in session. Information can be obtained regarding this program from Tarji Patterson, Unit Director.

Bulletin Boards

Bulletin boards will be **neat, creative, display authentic student work and contain standards along with a description of the assignment**. After holidays or special occasions, be prompt in taking down holiday materials. Be sure that walls and bulletin boards are kept neat and clean. Nothing should be used to hold items to the walls that will cause the paint to peel when the item is removed. When changing bulletin boards, remove all staples before hanging new material.

Board Assignments

Board	Person Responsible
Front glass case	Berry
Cafeteria wall	Stephenson/ Terrific Kids
Main hall 1 st board- Caring Campers	Berry
Outside Waddell's class H-4	Waddell
Hallway behind gym - A/B Honor Roll	Sloan
Hallway behind gym – Perfect Attendance	Sloan

Hallway behind gym last board	Rogers/C. Davis (Literacy)
Hallway between B2& B3	Garner
Hallway outside B2	Harward
Between guidance and faculty lounge door	Burnett
Across from 5 th grade bathrooms	4 th Grade
Across from Turner's 5 th grade class	Turner
Across from D-1 & D-2	Davis
Beside AV room end of 1 st & 2 nd grade hall	Blankenship
1 wall along outside of story well	McArthur
1 wall along outside of story well	Elder
Media Center	Hartell
Outside Cunningham's class	Cunningham
Outside Alexander's class	Alexander
Outside Camby's class	Camby
Outside Andrews's class	Andrews
Outside C. Peeler's class	Peeler
Outside Soung's class	Soung
Outside Gregg's class near exterior door	Gregg
Outside Vanderford's class	Vanderford
Outside classroom H4	Caroline Davis
Outside H-3	Smith
Glass case near art room	Sloan
Outside gym door near kindergarten wing	
Across from music room	Boys and Girls Club
Hallway into kindergarten wing	Price
Outside kindergarten double doors	4K/5K
Kindergarten wing 1 st on left	Clark
Kindergarten wing 2 nd on left	Mathis
Kindergarten wing 1 st on right	Hefner
Kindergarten wing 2 nd on right	Vereen
Cork strips throughout the school	Sloan

Bullying/Harassment

Harassment and bullying are forms of discrimination prohibited by federal and state law. It is the policy of Spartanburg School District Three that harassment or bullying of any kind is prohibited. **(this includes bullying by and among adults)** Any student who thinks he/she has been harassed, intimidated or bullied should contact a teacher, counselor, or administrator immediately.

- Spartanburg School District Three has been very proactive in addressing bullying. Our district has joined hundreds of districts throughout the world in adopting a leading research-based program to prevent bullying, called the Olweus Bullying Prevention Program. It has proven it can reduce bullying and make schools safer, happier places for students to learn.
- The Olweus Bullying Prevention Program defines bullying as:
Repeatedly and purposefully saying or doing hurtful things to another person who has a difficult time defending himself/herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group or sending inappropriate messages on a cell phone or over the internet.

- This program clearly defines bullying behaviors, levels (degrees), and the consequences which will be imposed.
- Initial bullying intervention is handled by a teacher or counselor. When bullying behaviors persist, or a serious incident occurs, the school administration will assign disciplinary consequences appropriate to the age of the child and the severity of the misbehavior. Such consequences would include, but not be limited to, required parent conferences, in-school suspensions, out-of-school suspensions, required counseling, Child Protective Services referrals, and homebound instruction.

The district will not tolerate or condone sexual harassment in the workplace. The board considers sexual harassment to be a major offense which may result in disciplinary action or dismissal of the offending employee. See Board Policy GBAA.

Buses/Transportation

Teachers will make a list of how students primarily go home each afternoon. Changes with transportation will be updated with the front office staff. This information is to be kept current. The office will notify teachers daily of any change in a student's transportation before afternoon announcements.

Students cannot change bus transportation without a bus pass from the front office. If a child is riding another bus, the parent must submit a request in writing to the office. If a child is riding home with another student, each parent must submit a written note to the office. **Every precaution must be taken to see that students leave the correct way and arrive home safely.**

Students who miss their bus will report back to the front office where arrangements will be made for them to get home safely.

All students must obey all bus safety rules. Teachers should be familiar with the Spartanburg School District Three Bus Discipline Code (found in the Student Handbook). Please help to encourage, reward, and promote good behavior on our school buses.

Cafeteria

Teachers are responsible at all times for the behavior of students during lunch. **Classes are to be in the cafeteria at the scheduled time.** Your punctuality is a courtesy to other classes, the cafeteria staff, and custodians.

Please note the following:

- QUIET VOICES ARE EXPECTED IN THE CAFETERIA AT ALL TIMES.
- Food cannot be taken from the cafeteria by students.
- Teach students good table manners. We cannot assume they have received this training.
- Each class is responsible for leaving the table ready for the next class. Food, straws, and paper should be removed.
- **Students are not allowed to have soft drinks or drinks in glass containers in the cafeteria.**
- Milk must be taken with each pupil's meal. Teachers should be aware of students with milk allergies or milk intolerance by checking all healthcare plans.
- When planning for field trips, teachers should plan to be back by lunchtime if at all possible. When the field trip is planned for the whole day, the lunchroom manager should be notified in advance. Food orders are placed weeks ahead. This notification must be turned in to the cafeteria when field trip information is turned in to the office. (refer to field trip guidelines found behind the General Information tab)

- Special Area teachers are expected to assist with supervision in the cafeteria during their lunch time.
- Adult meal prices-
 - Breakfast \$2.20
 - Lunch \$3.60

Cameras

Security cameras are located in each hallway and other areas throughout the building and outside. Closed circuit video recordings are taking place on the premises at all times. The viewing of all camera recordings will be viewed by administration or SRO only.

Certification

To renew your professional certificate, refer to the Spartanburg School District Three Webpage.

Change of Address/Phone Number

Please be sure to notify Mrs. Jordan of any change of address, phone number, or any other pertinent information immediately.

Chain of Command

Administration should be notified before contacting district office personnel via e-mail or phone.

Classroom Environment

The teaching/learning environment of a classroom is a reflection of the instruction that is taking place. The teacher will maintain a neat and comfortable environment at all times. Rooms should remain de-cluttered. Care should be taken when putting items on the walls, etc. so as not to pull painted surface off when items are removed. When removing bulletin boards, make sure all staples and/or tape is removed as well. **DO NOT put masking tape or any other tape on the carpet which will stay for more than a couple of days.** Children need to learn to be responsible for keeping their space neat and clean. Before students leave each day, all papers, pencils, and trash should be off the floor. Chairs should be placed on desks and tables for rooms to be cleaned at the end of each day. Each teacher is responsible for the appearance of his/her room. Use discretion when allowing students to have snacks in carpeted classrooms. **WATER ONLY DURING SNACK TIME. NO ICEES ON CARPETED AREAS.** If spills occur on the carpet, notify a custodian ASAP.

DOORS SHOULD REMAIN CLOSED AND LOCKED AT ALL TIMES. This follows our safety policy guidelines.

We want to keep our school in the best possible condition. Please notify administration of any cleaning or maintenance needs in your classroom via email.

Classroom Interruptions

Class interruptions must be limited only to emergencies. Any outside interference with the continuous progress of teaching and learning shall be considered an interruption.

- During instructional time, general announcements and announcements paging individual students will not be made unless an emergency exists.
- Announcements during the school day may be made to classrooms through e-mail or walkie-talkies.

Communications to Parents/ Newsletters

The objective of our school communication plan is to guarantee that each child's family is made to feel welcome in our school. It is also designed to ensure parents are kept informed about their child's progress and behavior. Communication is essential to a successful educational program for students. Each teacher will use a "Paw-sitive Parent Note" to communicate positive news with one parent daily. "Note to the Parent" can be used when you need parent support to correct an unwanted behavior. All teachers are required to communicate with parents daily.

Some ways these goals can be accomplished are:

- A "Welcome Back" letter will be shared with parents to inform them of expectations, procedures, planning time, material, grading policy, units taught and any other information concerning their class. **A copy of this letter should be emailed to administration before August 11th.**
- Class newsletters will be sent home every Monday. The newsletter will contain information about what students are learning in the classroom, important dates, reminders, etc. A copy of the newsletter should be linked to your webpage every Monday and displayed outside your classroom.
- Phone calls, e-mails or personal notes. **Never use e-mail to communicate "challenging" information with parents/guardians.**
- Seek volunteers- notify parents of a variety of ways they can volunteer in and out of school. All volunteers must be SLED approved.
- **Class web pages should be updated weekly.**
- Encourage participation in PTO (Parent Teacher Organization).
- Progress reports and report cards will be given to parents (dates can be found on the school calendar)
- Two face-to-face conferences will be held throughout the year. We expect 100% participation for these conferences.

Catch students doing something great and share it with parents!

Copiers

Each teacher will have access to a copy machine (located in the front workroom or the media center workroom).

- If you have difficulty with a copier or any piece of equipment, please seek assistance from the office staff.
- **Notify the front office if the equipment is not working properly.**
- Do not leave a piece of equipment broken or inoperable for the next person.
- Do not abuse the copy machines. These machines are for school use ONLY.
- **Students, mentors, or service learners are prohibited from using any copy machines.**

Copyright

As our students create more and more multimedia projects as we implement 1:1 Mobile Learning, it is important that we teach them how to be safe, legal, and knowledgeable about finding and using images, music and other resources online. The media specialist is a great resource if you have questions.

Students are not allowed to “just Google” anything at the elementary level. All internet searches must be guided. This means you lead them step by step through each process of locating the information, picture, song, etc. Streamline and the resources found through DISCUS are good, safe options. Students must, however, cite their sources. Finally, copyright free music can be accessed through www.soundzabound.com.

Counseling Services

Counseling services are provided by our school counselor. Students, parents, and teachers may make a counseling referral. Our counselor also works with students in small groups, as well as in the classroom setting with character education curriculum. Our school counselor can be reached at 864.279.6507.

Courier

The district courier will pick up items daily to be delivered throughout our school district. A mailbox for items to be sent is located in the office, and items should be placed in this box by 8:00am.

Discipline

Pacolet Elementary School follows the PBIS (Positive Behavior Intervention System) Refer to the student handbook for detailed school-wide expectations and consequences. The following general guidelines are suggested for uniformity and should be observed at all times:

Teachers should communicate the following information when calling the office for a behavior concern. **Do not send a student directly to the office.**

- Category 1 or 2- minor behavior, student needs help getting back on track- student not responding to classroom discipline
- Category 3 or 4- student removal- office referral completed
- Category 5- “Fire Alarm behavior”- other students need to be moved to safety- office referral completed
- **Do not ask for students to be allowed to sit in the office.** Students who displayed discipline problems do not need the privilege of sitting leisurely in the office missing instruction. The office staff is not available to supervise students.
- Teachers should not leave students unattended or take additional instructional time to explain the behavior incident to administration. If more information is needed, the teacher will be asked at a later time.
- **Failure to do work in class is not a discipline problem.** This is an academic problem that needs to be addressed by the teacher. The teacher should contact the parent and schedule a conference to discuss the child’s academic progress and work habits. The student can be referred to the guidance counselor. Do not send students to the office for failure to do work.
- **If a student has lost control** (category 5) in the classroom and needs to be removed by administration for a period of time, there will be an attempt to allow the student to regain control in the office area. If the student cannot regain control, a parent will be called to come and get the student. If the student has sufficiently regained control he/she will be sent back to the classroom. It is the teacher’s professional responsibility to allow the incident to be over and positively invite the student back into the learning environment. A student who continuously has problems with self-control should be referred the RTI Team for a possible behavior intervention plan.

- **Group or mass punishment is not an acceptable means of discipline.** Do not threaten punishment that you cannot enforce. Please refrain from using the administrator as a threat.
- **No student is to be kept after school without the parent's permission.** The teacher must stay with the student for whom he/she is responsible. Notify administration of any after school detentions.
- **No student is to be expelled from class by a teacher.** A student is to be removed from the classroom only with the permission of the administration, if and when necessary. **No student is to be held out of an elective class as a form of punishment without the permission of administration.**
- **Professionals must refrain from using embarrassment or sarcasm as a form of punishment.** A good rule or method to go by when choosing punishment is to decide if this is a form of punishment you would deem appropriate for your own child.
- **Corporal punishment should never be used!** Although SC Code of Laws 59-63-260 (1976) states: The governing body of each school district may provide corporal punishment for any pupil that it deems just and proper, it is the position of the administration at Pacolet Elementary School that corporal punishment is NOT an option for discipline of students by any district employee- Including but not limited to: teacher, assistant principal or principal.
- **A student's work or grades should never be lowered as a means of punishment for misbehavior.**
- **A student who has been suspended for misbehavior shall be allowed to make up his/her work.**
- **Students are not to be placed in the hall** for punishment or to work on lessons. This is a violation of fire regulations and does not provide proper supervision for students.
- **Writing should not be used as a form of punishment.** Writing should not be paired in the student's mind with punishment. This is not a good educational practice.

The best method of discipline is a well-planned, structured classroom with meaningful activities. Students who are engaged in active learning are too busy to misbehave.

Discipline Flow Chart

OBSERVE PROBLEM BEHAVIOR

TEACHER MANAGED

- Chewing gum
- Not following school rules
- Not completing tasks in the classroom
- Verbal conflicts between students
- Misbehaving in the halls or restrooms
- Dishonesty
- Horseplay

OFFICE MANAGED

- Written or verbal abuse, obscene/intimidation or profanity
- Forgery
- Leaving class/area without permission
- Misbehaving in halls or restrooms
- Lying to school staff
- Instigating, cheering on, participating in fight
- Stealing
- Threats
- Vandalism
- Severe disrespect
- Bullying behavior

What type of behavior is it?

ADMINISTER APPROPRIATE CLASSROOM BASED CONSEQUENCES, CONTACT PARENTS, DOCUMENT INTERVENTIONS

COMPLETE OFFICE REFERRAL

- Conference with Student
- Notify Parent of office referral
- Send documented interventions

Did behavior resolve?

YES

- Document interventions
- Reinforce expectations

NO

- Work with RTI team to revise interventions
- Refer to Office Managed Behaviors

ADMINISTRATIVE RESPONSE

- Administrator investigates written report.
- Student conduct record is consulted
- Administrator determines consequence and contacts parents/guardian.
- Administrative staff provides feedback to staff.

OFFICE REFERRALS

Used only after classroom interventions have not been successful.

Dismissal (Early - Parent Request)

Students are required to attend school during the normal school day from 7:45am until 2:00pm. Please note the following procedures and share them with parents as needed.

- Should an emergency arise during the day, the parent should notify the office before 2:30pm and give the time that the student will be picked-up.
- Students will not be allowed to load or unload cars in the front of the school. Special pick-up, due to extreme circumstances, must be approved by administration prior to dismissal.

Dismissal (Regular Procedures)

4K-1st grade students will be dismissed at the first bell (2:25pm) and 2nd-5th grade students at the second bell (2:30pm). **ALL STAFF WILL ASSIST WITH AFTERNOON DISMISSAL.** Please notify parents in your "welcome back" letter that no child will be allowed to change his/her normal method of transportation home unless a written note is sent to the teacher or front office.

Walkers

- Students cannot walk to and from school without an adult escort.

Car riders

- Two car tags will be provided to each car rider. The approved adult picking up the child must display the tag on the rear view mirror of their car. Students will sit in the designated holding area and listen for their name/car number to be announced. Cars without a number will be redirected to the front office. **Students and adults should remain quiet while waiting in the holding areas.** Once their number is called, students will form a line at the exit doors. They will proceed outside in a quiet line and wait to be loaded in their car. **Remaining car riders may be brought to the front lobby at 3:00pm. One teacher will continue to supervise students until they have all been picked up.**

Bus riders

- Bus riders will be escorted by a teacher to the bus loading area at the front of the building. Carry a list of students with you to check off students loading the buses. One teacher will continue to supervise Kickin' Kids until their bus arrives.

Custody Questions/Dismissal

- Information for students who are in the custody or care of a particular parent/guardian should be reported to the front office. This information will be documented and checked before a child is dismissed early. Children will only be released to those listed as parents, guardians, emergency contacts, or other designated individuals.

Parent Communication/Dismissal

- Please help parents understand these important dismissal procedures. A few extra minutes of waiting or inconvenience can mean the difference between a safe and unsafe environment for students. A delay is better than a disaster.

Dress for Students

Students are encouraged to wear comfortable, clean clothing that is appropriate for the school setting. We encourage Pacolet Elementary School students to take pride in their appearance. Student dress should reflect this pride while at school or school functions. The

following items should **not** be worn to school: hats, sagging pants, toboggans, hoods, halter tops, spaghetti strap tops, midriff tops, low rise jeans, baggy pants that do not fit on the waist, and skirts or shorts that are above fingertip length. All attire should comply with requirements for health and safety and should not contain any language or artwork that would interfere with the educational process. The final interpretation of the dress code is at the administrator's discretion.

If there are questions, please ask the administrator for assistance.

Dress for teachers

DRESS PROFESSIONALLY. (see District Three Staff Dress Code in the online Board Policy)

Duty (afternoon)

All teachers/ staff will provide supervision during the dismissal process.

Duty (morning)

Teachers on morning duty are to arrive no later than 6:59am. (see morning duty schedule). Doors open for students to enter at 7:00am. It is important that you be on time for student arrival. Students cannot be left unsupervised. Do not allow students to enter the building before 7:00am. If students are dropped off outside in the morning before 7:00am inform administration so that parents can be contacted. Students will be picked up from morning holding areas promptly at 7:40am. Teachers assigned to morning duty should remain on duty until 7:40 am.

Duty (assemblies)

It is the teacher's responsibility to see that each student is present during assembly programs. **Teachers will escort classes to assemblies.** It is also the teacher's responsibility to maintain order in his/her area. Special Area teachers are responsible for monitoring student behavior and assisting classroom teachers during assemblies. Special area teachers are responsible for classes if an assembly is during their scheduled time with the students.

Emergency Closings

Phone messages will be used to notify faculty, staff and students of an emergency closings.

ESOL

- The Home Language Survey, which includes the language background, is completed for each student enrolling in the school is maintained in the cumulative folder, and a copy distributed to the ESOL teacher/coordinator.
- The ESOL teacher serving the school is informed of new arrivals.
- ESOL students will be served and provided with equal educational opportunities.
- ESOL students have schedules that allow them to attend ESOL classes.
- Necessary records are maintained.
- A process is in place for identifying potential social or academic problems that may affect student performance.
- Counseling is available to ESOL students to promote their proper educational and personal development.
- See forms on the ESOL Edmodo page.

Expectations

- Be kind and respectful to everyone.
- Put students first.
- Be a positive and non-judgmental teammate.
- Have a sense of humor.
- Set and maintain high expectations.
- Take care of yourself physically and mentally.
- Make every second count.
- Be professional.
- Have a growth mindset.
- Cooperate, collaborate, communicate.
- Celebrate each other.

Faculty/Grade Level Meetings

Faculty meetings are scheduled on Wednesdays from 3:00pm until 4:00pm (See school-wide calendar for dates). District Level planning meetings are also included in the school-wide calendar. Appointments should **not** be scheduled on Wednesday afternoons or other district-wide professional development days. All faculty members are expected to attend. It is the teacher's responsibility to notify his/her teacher assistant of relevant information covered at faculty meetings.

Team meetings will be held every Tuesday during planning time for the purpose of coordinating instruction and discussion of pertinent school information. All members of the team are expected to be present at all team meetings. Parent conferences are not to be scheduled during this time.

Field Day

Field day will be coordinated by the physical education teacher. All students should participate, unless cleared through administration. **Prior parent notification must be made if a student cannot participate.**

All parents, guardians, or family members who plan to attend field day, field trips or any other school related activities, must sign in with the front office staff. If parents are assisting with games or working with students, they must be on the approved volunteer list. Students who attend other schools or siblings of students within our school are not allowed to attend field day.

Field Studies

- Field Studies are an extension of the classroom. All students are expected to attend. In the event that student behavior is a concern for safety and/or providing an opportune learning environment, notify administration prior to the field study. Administration will communicate with parents the expectations required for their child to attend the field study.
- Grade level field trip plans are to be determined.
- Complete field trip approval form. (see field trip information packet on the PES Faculty Google Classroom page) If dates and times change for any reason, please contact the Transportation Office and notify administration.
- Departure place, destination, and **ANY OTHER STOP** must be noted on the Field Trip Request Form and the Request for Bus Form.

- The bill for the trip will be sent **to the principal who signed the approval** for the trip **unless otherwise noted**.
- Administration **must** sign and approve all paperwork for field trips. **All parent permission slips will be printed on bright yellow paper** available in the office. A copy of each permission slip must be made and given to the front office to be filed.
- Sponsors may ask students to pay all or part of the expenses of field trips **provided arrangements can be made for the payment of trip expenses for those unable to do so**.
- **There will be a ratio of 1 chaperone per 10 students.**
- Sponsors must provide meaningful follow-up discussion and activities after the trip. (writing assignment, class discussion, etc.)
- Regular school bus routes and competitive events take priorities over all field trips.
- Time restrictions do not apply when the district owned (blue and white) activity buses are used.
- The scheduling of activity buses will depend on their availability as well as the availability of drivers.
- Federal regulations prohibit blocking the aisles and emergency exits of buses during trips. Therefore, larger items cannot be transported on the bus. Smaller items can be transported only if they can be held in the laps of the passengers.
- Field trips cannot be scheduled during ANY days when state testing, AP examinations, health, fine arts screenings, and/or semester tests are scheduled.
- If the trip occurs during a meal time for the students, the school must provide a meal for the driver.
- If the trip involves and/or includes the students' lunch, all arrangements (collecting money, ordering food) must be done 2 weeks before departure. The cafeteria staff should be notified the number of students eating a bag lunch 1 week before the trip.
- **The cafeteria manager must be notified two weeks in advance if lunch will not be eaten at school.** A list of students, first and last name, eating bag lunches should be given to the cafeteria manager the morning of the field trip.
- Arrangements must be made for students not attending the field trip. A list of these students and their alternate location will be given to the front office before departure.
- Notification of field trip date and details should be **sent to the school nurse 1 week prior to the trip**. She will make arrangements for all student medication. **One teacher per grade level should be designated for this duty.** (see medication guidelines)
- Students are **strongly** encouraged to ride the bus during field trips. Students who ride with parents must sign the student out in the office and complete a wavier form. Students must leave and return to school the same way. (If a child leaves school on a bus, he/she must return to school by bus.)
- **Chaperones will not be permitted to bring siblings of participating students or others persons on a field trip. Parents or student relatives who are not chaperones will not be permitted to join a field trip at its destination.**
- Supervision is crucial during field trips. Teachers will count students constantly throughout the trip, especially before departing and location.

Front Office

In order to maintain a professional, "customer friendly" atmosphere and to ensure student confidentiality, your time spent in the front office should be limited. **The front office should not** be a gathering place during your planning period before or after school. Parents,

visitors and phone calls are the top priority of the office staff. Parent conferences should not be conducted in the front office.

Fundraisers

All fundraisers will be coordinated through the PTO and administration. Fundraisers will be limited throughout the year with as little disruption to instruction as possible. All monies should be submitted to the bookkeeper daily. No monies should be kept in the classroom or taken home overnight.

Grades

Each pupil is graded on the basis of his/her individual ability. Ability can be determined from standardized tests, teacher-made tests, observations, and conferences. This system of individual grading is employed as an aid in our effort to challenge every student to work to the maximum of his/her ability. Therefore, the grades of one student should never be compared to another student. Every effort should be made to be sure that both the student and the parent understand the grade that is earned.

Parents will be informed of how grades are assigned in your "Welcome Back" letter. Grade assignments will be the same across each grade level.

Report cards are issued the week after the reporting period ends. The reporting period is every nine weeks. Teachers are not to record a grade lower than a 50 on a student's report card for any nine weeks' grade. There should be a minimum of 10 grades per subject per nine weeks. (5 tests and 5 quizzes/classwork) Care should be exercised in giving grades and preparing report cards. **Do not let grades be a surprise to parents.** Grades should be entered within 5 days and parents should be notified of the student's progress throughout the nine weeks. Progress reports will be sent home every two weeks. In the absence of information from you, the parent can only wonder what is taking place in the classroom. Continuous communication is essential to a successful educational setting.

Incomplete work, due to an extended absence, must be made up within five (5) days after the student returns. Any work not made up in full within this time period will become a failing grade unless granted an extension by the teacher.

Do not use the comment section of the progress report to give negative information about the student. If these comments are warranted they should go home in a letter from you or they should be discussed at a parent/teacher conference.

1st and 2nd Grade

- E Excellent (consistently exceeds expectations)
- S+ Satisfactory (exceeds expectations)
- S- Needs Improvement (meets expectations)
- N Not Meet (not yet meeting expectations)

2nd ELA and Math, 3rd-5th Grade

- A: 90 - 100
- B: 80 - 89
- C: 70 - 79
- D: 60-69
- F: 59 & Below

Grade Record Keeping

All teachers are required to use PowerTeacher to record student grades. Only certified teachers should grade papers and record grades.

Teachers must include in their PowerTeacher gradebook:

1. An explanation of how grades are derived (e.g., weightings of homework, class work, etc.) **This is extremely important! If you need help, please ask.**
2. The labeling of all assignments for which a grade is recorded.
3. The labeling of nine weeks and final averages.

A traditional grade reporting method should be used as backup documentation. All grades will be due in PowerTeacher within 5 days of when the grade was given, and all grades must average to a 50 or above.

Health Room

Students must be given a health room pass when they are sent to the Health Room. These passes will be provided by the school nurse. Our school nurse follows district policy along with her medical judgement when sending a student home. **It is her call.**

Medications

As a demonstration of our commitment, the Board of Trustees has approved a policy for administering student medications at school. It is our expectation that this policy will enable our staff to provide the safest and best possible health services for our students. As in the past, we need your full support and cooperation. Under our policy, student prescription medication will be given, or topical prescription medication will be applied during school hours—when prescribed by a licensed physician to be administered four times a day or at a specific time during the school day. The *Permission for School Administration of Prescription Medication* form is available in the school health room. This form **MUST** be completed and signed by the prescribing physician and returned to the school nurse by the parent or legal guardian.

In special medical circumstances, certain over-the-counter medications may be arranged to be given during school hours on a short term basis and must be furnished by the parent in a new and unopened package. The *Permission for School Administration of Non Prescription Medication* form is available in the school health room. This form must be completed and returned to the school nurse by the parent or legal guardian. Certain criteria must be met for over-the-counter medications to be administered at school. **Students may not bring medications to school. All medications must be brought to the school nurse by the parent or guardian. Please call your school nurse (864.279.6504) if you have any questions.**

At NO time is a staff member to suggest to a parent that a student should be on medication, such as Ritalin, etc... or diagnose a child as being dyslexic or having ADHD, etc.

Students are required to have a medical "return to school" note from their doctor in the following situations:

- After hospitalization or surgery
- After a fracture
- After being sent from the school health room for "immediate emergency care."

Any physical restrictions related to the illness or injury must come in writing from the physician. If a student arrives at school with a cast, splint, orthopedic boot, or is using crutches – please make sure they have a medical "return to school" note from a physician. Send a copy of the medical documentation to the school nurse. If they do not have a note, send the student to the school health room. Also, if it is known that the student has been hospitalized or has had surgery and does not return to school with a physician note, send that student to the school health room.

Homebound

- Teacher will attend meeting with administration and homebound teacher to develop an instructional plan.
- Administration will provide homebound teacher with payroll documents.
- Provide homebound teacher with lesson assignments and any available worksheets. Detailed assignments are not required.

- Provide tests to be administered by guidance of the homebound teacher indicated in the instructional plan. Otherwise administer tests at school on dates determined by the homebound teacher and the instructional plan.
- Refer any problem directly to student's counselor.
- Grade completed material and tests. Record grades into PowerTeacher.

Homework

It is the policy of Pacolet Elementary School that homework assignments are valuable and necessary. Homework should reinforce skills taught in class, develop independent study skills, and enhance parent awareness of their child's progress.

Something to think about... research states "There is no evidence that any amount of homework improves the academic performance of elementary students." Use caution when assigning homework.

Make-up work- When students are absent, they are still responsible for up school work within a reasonable amount of time. Each student will be given one day for every day absent to complete assignments and turn them in.

Honor roll

Honor Roll (2nd - 5th Grade)

- Grade 2 combination of A's, E's & S+'s or all S+'s
- Grade 3 – 5 combination of A's & B's or all B's, and E's & S's or all S's

Principal's Honor Roll

- Grade 2 all A's or E's
- Grade 3 – 5 all A's & E's

End of the Year Certificates

- Principal's Honor Roll Certificate: Principal's Honor Roll 3 of the 4 nine week periods.
- Honor Roll Certificate: Honor Roll or Principal's Honor Roll 3 of the 4 nine week periods.

Instructional Best Practices

All instructional activities should be engaging with a limited use of worksheets.

Instructional priorities and goals are based on district initiatives, faculty input, a review of test data, and school goals. Focus questions should be posted in your classroom for students to see, understand and be held accountable for what they are learning.

ELA

- Use balanced literacy strategies for reading and writing instruction.
- Participate in the school reading incentive plan.
- Follow the RTI Plan, provide intervention and record the results of progress monitoring once a week.
- Implement the SC Standards as determined by the district.

Writing

- Submit scored writing and or performance task assessments to the reading coach when requested.
- Students should write every day. This can be in the form of a journal entry, free writing, essays, etc.

Science

- Use science notebooks.
- Use the science kits and manipulatives.

- Work with your principal and consultants to develop strategies for higher order thinking and problem solving.
- Maintain a strong focus on process skills throughout the entire year.

Math

- Use the math manipulatives and the math text as resources.
- Number Talks

Social Studies

- Use nonfiction and integrate with ELA and Science when possible.

All content areas

- Differentiation- instruction based on specific student needs, this changes frequently based on student data
- Small group instruction- stations, novel groups, strategy groups, Target Time
- Personalized learning
- Rigor- not more quantity but more depth
- Maximized instructional time- no down time
- Engaging activities- students are meaningful engaged, asking questions, thinking
- Formative/summative assessments- used to change/guide instruction

Insurance (student)

Parents will have the opportunity to purchase insurance coverage for their child at the beginning of school during registration. All information will be provided for teachers to include in registration packets at the beginning of school.

Insurance (teacher)

The individual teacher is responsible for any changes in his/her insurance coverage. These changes should be made at the district office.

Lesson plans

Planning for quality instruction takes time and is key to the success of your overall classroom instruction! Thus, all teachers are expected to participate in weekly team planning times to create lessons that include but are not limited to:

- Standard (s)
- Focus question/objective
- DOK Level
- Guided practice
- Independent practice
- Small Group Instruction
- Engaging strategies
- Assessments
- Number Talks (math)
- Target Time- 4th and 5th

FOR SUBSTITUTE TEACHERS: If teachers do not wish for a substitute teacher to use their regular lesson plans, Emergency Lesson Plans must be kept in your "Sub Tub". At least 3 days of plans should be kept on file and should include plans which can be easily enacted.

Teachers may wish to prepare "special" plans for the day(s) on which they will be absent. These should also be left in the teacher's "SubTub". Team leaders may submit plans that will accommodate the entire team (grades K- 5). Special area teachers will submit their own plans. These plans are mandatory and need to be submitted to the bookkeeper/secretary

or administration. These plans along with the substitute information form are due **August 30, 2019.**

Lost and Found

Lost articles will be housed in the Multi-Purpose Room. Students may check from 7:15-7:40am and 2:30-2:45pm each day for any lost article. A pass must be given by the teacher for a child coming to check lost and found. Lost articles not claimed by the end of the week will be donated to local charities.

Mailboxes

Each teacher is given a mailbox in the front office. It is the teacher's responsibility to check the box upon arrival each morning and also to check the box in the afternoon before leaving school. Please read carefully all communication from the office. Be sure to clean out your boxes. **Due to confidential information, students are not allowed to get information from your box.**

Maintenance

All requests for maintenance are to be submitted to Mrs. Jordan and approved by administration. Requests should be submitted through e-mail or put into writing to Mrs. Jordan. The maintenance crew will not complete any maintenance items in your classroom without a submitted work order.

If there are repairs or maintenance needs in your room (e.g., broken window, leaking sink, etc.), please report them to the office as soon as possible.

Media Center

All students must have a pass to visit the media center. Teachers wishing to use the media center will need to schedule a time with the Media Specialist.

Mission

Our mission at Pacolet Elementary School is to teach and inspire students and staff. As a school community, we will create a positive and nurturing environment where everyone can grow socially, emotionally, and academically.

Money

All money collected is the responsibility of the teacher until it is turned in to the office by 11:30am. **No money is ever to be left in the room or left at school overnight.** Always lock all money and valuables in a safe place. Teachers are responsible for writing receipts for money collected from parents and students. If the money does not balance, it is the responsibility of the teacher to recount and justify the balance.

A teacher may never withhold money or partial amounts of money collected for use in the classroom. All money must go through the office and a paper trail must be evident to protect the teacher and the school.

Pacolet Elementary School will NOT cash personal checks for faculty/staff.

Parent/Teacher Conferences

Conferences with parents must be held to discuss child's progress. Two mandatory face-to-face conferences will be held throughout the year. NO conferences should be held during instructional time unless it is an emergency and approved by administration. Under

NO circumstances should a teacher EVER recommend or suggest the use of any form of medication. Conferences are to be documented.

GENERAL GUIDELINES FOR CONFERENCES

Not forgetting that each parent is unique in his/her personality and his/her problems, it may be helpful to list a few guides to conferences in general:

1. Responsibility for the success or failure of a conference rests primarily with the teacher. It is well to remember that success is relative and each conference must be judged according to its own circumstances and results.
2. Arrange for an uninterrupted conference. Nothing is more disturbing to the arduous efforts of trying to think through a problem than to be interrupted at a crucial moment.
3. It is easier to build a cooperative relationship if the teacher is not seated behind a desk. Behind a desk, the teacher is in the place of authority, not partnership.
4. The teacher's greeting should be friendly and relaxed. If she is hurried or tense, the parent will know it. It is difficult to discuss a problem with someone who looks as if she wished you were not there, or would leave soon.
5. Listen, and then listen some more. The teacher did not invite the parent in to deliver a lecture to him/her, but to receive, as well as to give, help. Encourage the parent to talk, and then listen to what he/she has to say.
6. Find out how the parent is thinking and feeling about his/her child. This is important because the teacher cannot understand the child's behavior until she knows the parent's attitude.
7. If a parent says (s)he is worried about his/her child's behavior, follow through. Find out why (s)he is worried. The teacher should not assume that (s)he knows why. (S)he and the parent may not feel the same way about the child.
8. If a parent gives what he/she thinks is the reason for a child's behavior, accept it, and lead the discussion on the consideration of other possible causes. Behavior is the result of many consecutive factors, not of one.
9. If a parent suggests a plan of action, accept it if at all possible. It is better for the parent to try it than for the teacher to force one of his/her own. One of the goals in parent counseling is to try to get the parent to suggest other plans that may strike nearer to the root of the difficulty.
10. If the parent cannot suggest reasons for a child's behavior or plan of action to deal with it, the teacher might suggest alternatives for joint consideration. "This might be a possibility. What do you think? You know all the facts of the situation better than I do." Or, "We might try this and see what happens. It may take us a while to find the source of the difficulty." Such an approach makes the parent a participant in the final decision for tentative plans and leads to discussion that helps him to accept the plan as his/her own.
11. It does not help to argue with a parent. Arguing arouses resentment and resistance.
12. It is better not to assume that a parent wants help or advice. Such assumptions usually bring resistance because it implies a form of criticism.
13. Most parents cannot be objective about their own children. Therefore, do not criticize either directly or indirectly. Criticism is fatal to the building of a cooperative relationship.
14. Avoid giving direct advice when the parent gives a statement of his/her problem and then leans back, saying, "Tell me what to do." Let any advice or suggestions grow out of mutual discussion and a growing insight on the part of the parent into the reasons for the behavior.

15. Do not get ahead of the parent in his/her thinking. In other words, the teachers should not try to push his/her thinking onto a parent before the parent is ready to see it through the process of discussion and mutual thinking.
16. Try to beware of sensitive spots and avoid embarrassing the parent by noting facial expressions, gestures, and voice. These will all give a clue to the parent's emotions.
17. Be accepting. That is, accept anything the parent tells you without showing surprise or disapproval. If the teacher cannot do this, (s)he will not get an honest picture of the parent's attitudes and feelings.
18. The teacher should be ready to recognize problems that are so difficult as to prevent him/her from giving sufficient help to the parent. Parents with complex emotional problems should be referred to the consulting psychologist or guidance specialist on the staff, who in turn will refer the individual to a psychiatrist, if there is such a need. If there is not one on the school staff to whom the teacher can refer, he/she should try to have available the names of specialists in the community. In referring say, "I wish I could help you, but I feel you need more help than I can give you. I have the names of two or three consultants, or you may know someone yourself."
19. It is helpful to try to close the conference on a constructive, pleasant, or forward-going note. This may include a plan for further consultation, a definite date for the next conference, a statement of encouragement or reassurance or a statement of a plan for cooperative action.
20. Take notes during the conference as a record of the communication.
21. The teacher should be prepared to share student work samples, report card, student report from OnHand, and any other information that would be helpful to paint a picture of the student's progress.

Parking

All faculty and staff will park in the lower parking lot. Faculty and Staff are not permitted to park in the front loop or the designated "visitor" parking spaces.

Permanent records

Each student's permanent record should be reviewed in PowerSchool by the teacher no later than the first week of school or as soon as it arrives for students who transfer in to our school. Permanent records and other records should be kept up-to-date. New students will be given new permanent records. All permanent records must be kept at school and never taken out of the building. Records must be kept in the guidance office. All permanent records should be placed in alphabetical order.

Test information should be placed in the proper place on the test record card. Student pictures should be placed in the proper place.

Student and/or parent volunteers are not allowed to view records.

Personal Leave Request

A Personal Leave Form must be completed by any employee who is absent from his/her regular duties for personal business. The request should also be entered into Aseop.

Requests are to be made to the principal at least (5) five days in advance. Appropriate lesson plans should be left for the substitute. **Approval for personal leave is contingent upon procurement of a substitute for the teacher. Personal leave requests will not be authorized**

for the last day before holidays officially begin or on the first day after holidays officially end, during the first two weeks or the last two weeks of a school semester or during staff in-service without the approval of the superintendent. (Board Policy- GCC- Professional Staff Leaves and Absences)

Professional Leave Request

A Professional Leave Form must be completed by any employee who is absent from his/her regular duties to attend conferences, seminars, etc. Requests should be made at least 2 weeks prior to leave in order for approval to be obtained and entered in to Aesop. At no time should an employee be on school business without having completed this form and having it approved by the principal. **Approval of professional leave is contingent upon procurement of a substitute for the teacher.**

Planning Periods

Planning periods are to be a time for planning instruction, meeting with parents, working with grade level teachers, preparing instructional materials, and for relaxation. Teachers should not visit other teachers who are teaching classes during this time unless you are observing the teacher. Teachers and teaching assistants are not to leave the school during these times unless approved by the principal.

Political Campaigning

The South Carolina Ethics Act prohibits the use of government personnel, equipment, materials, or offices for election purposes. This prohibition included the use of district or school email systems. Employees may not send or forward any email that promotes any candidate for any political office. The receipt of a campaign email does not constitute a violation of the Ethics Act by the employee who receives it, but the sender should not forward political email to government email addresses.

While at work, district officials and employees should refrain from wearing or distributing clothing or campaign items, such as buttons or stickers that promote any candidate for office. The Ethics Act does not prohibit employees from participating in election campaigns on their own time and on nongovernment premises.

Programs/Special Events

All assembly outlines are due to administration two weeks prior for approval.

- Speakers, literature, music, special guests, honorees, etc.
- Administration must have a copy of music, literature, and speaker's notes.
- Administration will interview guest speakers prior to the event either in person or by phone.
- All assembly programs are due to administration two days prior for approval.

Promotion/Retention

The administration will review the records of all students who are being considered for retention with the teacher in January. A mandatory pre-retention conference will be held with parents, teacher and administration. This meeting should not come to a shock to any parent of a pre-retention student. All teachers should carefully review policy on retention and document accordingly. Make sure you have completed the following:

- Documentation of all parent conferences
- Stated on the report card that "Progress is significantly Below Grade Level"
- RtI documentation of strategies/interventions which have been done to address the problems

PTO Meetings/Family Nights

All certified staff are expected to attend all PTO/Family night events. This demonstrates your support for the PES family. All faculty and staff are highly encouraged to join our PTO.

Public Relations

To keep the patrons of our community informed about the many activities at our school is of prime importance. The radio and local area newspapers are the accepted media for handling of school news. Please refer any information to Mrs. Berry that you wish to be publicized. Any news which involves policy, or is in any way controversial, should be directed to the principal. **NEVER SPEAK TO THE MEDIA WITHOUT APPORVAL.**

Purchasing Materials

Each teacher will receive a budget to purchase supplies for the school year. Each teacher will house his/her own supplies. Request for additional supplies should be given to administration. Requests will be considered based upon availability of funds.

A purchase order requisition form must be filled out completely and submitted to the principal for approval.

Under no circumstances should items be purchased without an approved purchase order.

Recess

Students will be supervised at all times during recess. Students will stay in one section of the playground **in clear view of the duty teachers**. In order to provide appropriate supervision, chairs will not be permitted on the playground. Being proactive is key to ensuring safe play and appropriate student interaction. Use recess as a time to build relationships with students. Play with them, listen to them, and have fun with them. Recess time will be limited to 20-minute periods **with no more than one recess per day**. No outside recess will be allowed on inclement weather days (this includes walking on the track).

Please be sure that all playground gates remain closed. **Notify administration immediately of any playground equipment that is not safe for student use.**

Receipt Books

Report of Receipt books are to be signed for in the main office with the bookkeeper. If an error is made on the receipt, do not tear the page out. Mark it "void" and leave both white and yellow sheets in the book. When the book is depleted, turn the old one in to the office and sign for a new one. You must balance your receipt book and money before turning them in to the office. Receipt books should be used when taking money from students or parents.

Reporting of Child Abuse

We, as educators, are obligated by law to report any suspicious child abuse. **If you suspect a child in your classroom is being abused, report it to the school counselor and the**

administrator **immediately**. If either are unable to be reached make the call and notify both as soon as possible. If you receive the information, you are the mandated reported. This is the law!

Response to Intervention (RTI)

Response to Intervention is a **PROCESS** of:

- Systematic decision making that results in students achieving grade level outcomes
- Matching the amount of student resources to the degree of student need; both academic and behavioral
- Matching the precise nature of student need to instruction
- Being strategic and judicious in using instructional resources
- Using data to maximize student learning
- Having data to show the effectiveness of the interventions

Response to Intervention is **NOT**:

- The avenue to “get” a child into special education
- The fast way to get an evaluation
- A time to present failing grades to parents
- A time to list how a student misbehaves to parents

(Refer to RTI team section.)

Restricted Areas to Students

The following areas are restricted to students. **Do not allow students in any of these areas.**

- Teacher’s Lounge/teacher work areas
- All unsupervised classrooms and storage areas
- Automobile parking lots-without supervision
- Gym-unless they are assigned to a class

Responsibility of Teacher to Students

Each teacher is responsible for the control, direction and progress of his/her students. During special class time, such as Music, P.E., Art, or Library, **the special area teacher** is totally **responsible** for the students under his/her supervision during that entire instructional period. **Students are not to be sent back to the homeroom teacher for discipline during that period.** Likewise, the related arts teacher should communicate any disciplinary or praiseworthy information to parents. **Do not “swap” related arts scheduled times unless approved by school administration and all PES Faculty/Staff are notified.**

Restrooms

Whole class restroom breaks should be kept to a minimum. This is a major loss of instructional time. All students do not need to use the restroom at the same time and it wastes a lot of instructional time. Communicate clear restroom procedures with all students at the beginning of school.

RtI Team

Students with academic and/or behavior concerns should be referred to the RtI Team.

- Complete the referral survey.

- RtI Team meetings are held bimonthly. Caroline Davis will consult with the teacher and schedule a meeting day and time.
- A folder will be created on Google Docs to collect documentation. This will be used to file any future notes or information related to the RtI process.
- The teacher will contact the parents to discuss concerns again and to confirm the meeting time.
- The team will meet with the teacher during this first meeting. The teacher should bring a printed copy of updated achievement data (DRA levels, MAP scores, grades, etc....). The teacher should also bring student writing and work samples as well as samples from an "average" student (with name protected) to make comparisons and show strengths/weaknesses. All above documentation should be uploaded into Google Classroom prior to the team meeting.
- Recommendations/interventions will be suggested from the whole team to implement.
- A "follow-up" meeting will be scheduled with the parents to discuss progress with new interventions in place.

Schedules (specials, lunch, recess)

The principal sets all schedules and time periods. Changes are not to be made unless approved by the principal.

School Board Policy Manual

A copy of the School Board Policy Manual can be found in the principal's office, media center and the SSSD3 webpage.

Snacks

Please adhere to the following guidelines for snacks and treats brought into the schools that are fun for kids, safe for our children, and support the healthy living commitment of the school district for classroom celebrations:

- *All snacks or treats must be commercially prepared and packaged* so that we may see the ingredients listed.
- Parents should notify the teacher several days before treats are sent to schools for parties and celebrations so that we can ensure that alternative treats are available for students who may have food allergies.
- If providing class snacks for non-birthday purposes, class snacks should be healthy. (see below examples)*
- In classrooms where a student has a food allergy, there will be additional safety precautions to follow and additional class snack recommendations given.
- Parents should ensure that all food allergies are listed (and kept up to date) on their child's school medical information form.
- Parents may consider a non-food treat such as pencils, erasers, rulers, etc.
- Food products may be used in the classroom as part of the instructional curriculum. Parents will be notified the Friday before food is to be used in the classroom the following week.

***Healthy Snack Ideas:** fruit, yogurt, celery, carrots and light ranch dressing, 100% fruit juices, air-popped commercially packaged popcorn, baked chips, pretzels, fruit roll-ups, flavored applesauce, rice cakes, dry cereal, graham crackers, gold fish, cereal bars, animal crackers, baked Chips Ahoy, baked OREO, Teddy Grahams, and commercially prepared Rice Krispy treats.

Spirit Day

Spirit Day will be observed on Fridays. Students are encouraged to wear school t-shirts. Teachers are encouraged to wear a **school only** spirit t-shirt or polo shirt. This does not mean every Friday is a jean day. Jean days will be announced throughout the school year.

Sunshine Fund Guidelines

- Sunshine Fund dues are \$15.00. All faculty and staff members are encouraged to join. This will assist in helping everyone when they need a little sunshine due to sickness or bereavement. **Please pay Mrs. Jordan by September 25, 2020.**
- Please make sure that Penny is aware of any need (even if you have to tell her yourself). We want to make sure everyone is taken care of. If we don't know, we can't share the sunshine.
- Long term (longer than one week) hospital sickness and/or recovery of staff or immediate family members (spouse and/or children in the home)- greeting card and \$25 (meal, gift card or money). The meal will be funded by the Sunshine Fund until the money is depleted.
- Short term (less than one week) hospital sickness, outpatient surgery, and/or recovery of staff or immediate family member (spouse and/or children in the home) care and \$10 gift card or Sunshine basket (purchased from the Sunshine Fund).
- Death- immediate family (mom, dad, spouse, and/or children) greeting card and \$25 flower or memorial.
- Death- mother/father-in-law and all other extended family will receive a card.
- PES Staff showers: Bridal and baby- no gifts from Sunshine Fund. The Sunshine Fund will pay for shower necessities.
- Special days/weeks: Bosses, Secretaries, Nurses, Guidance Counselors, Cafeteria Staff, and Custodians will receive a monetary gift and/or social.
- If a circumstance arises that we feel the envelope needs to be passed around, it will be discussed with administration first.
- If we follow these guidelines, all members of the PES faculty and staff will be treated equally.

Supervision

Supervising students is an obligation of **ALL** staff members in our school. Providing a safe, healthy environment is one of the most important functions we perform, and it is our professional, ethical, moral, and legal responsibility. The teacher is responsible for all students assigned to his/her class from their arrival in the morning until their departure in the afternoon. **Students must never be left unattended.**

Personal children of faculty or staff members should follow the same expectations of all other PES students. They should report to morning and afternoon holding areas with other students in their grade/class. During working hours, children are not allowed to be with their parent. This includes after school meetings, teacher work days, etc. Boys and Girls club and Child Development Center will be provided for faculty/staff children during after school meetings.

The following are steps to be taken so that our students are properly supervised:

- Be early to your duty post!
- Watch for suspicious gatherings.

- Intervene as quickly as possible whenever something unusual is occurring.
- BE PROACTIVE!
- Watch for fighting, roughhousing, running, pushing, play fighting, tripping, spitting, improper contact, bullying behavior etc.
- If you will be absent, make sure that your duty post is covered.
- Grade level chairs should submit to administration their plan of action for recess supervision.
- Teachers should monitor students in the hallway during class change and supervise students into the classroom.
- **Model what you expect from students.**

Technology

Everyone is responsible for reading and following the **Network Code of Conduct and Board Policy**. Computers are provided by the district to be used as instructional tools. Teachers and students should use these computers to attain planned instructional objectives as related to district, state, and national educational objectives. Teachers are responsible for monitoring students as they use the internet. E-mail is for professional school business only. Do not send jokes, stories, or cartoons through e-mail. E-mail is traceable.

All computer problems should be reported to the media specialist.

Teachers should use their scheduled time in the **computer lab** for planned instructional activities (small group instruction, remediation, etc.). These instructional objectives should be noted in each teacher's lesson plans. Please make every effort to leave the computer lab organized and neat.

Teachers are not permitted to use personal cell phones during instructional periods or while supervising students.

Social Media

YOU ARE WHAT YOU POST! Be mindful not to post inappropriate or unnecessarily negative comments and/or images. **Refrain from making questionable comments about our school, district, students and/or your colleagues. NEVER INCLUDE STUDENT/PARENT NAMES!** Remember, the Internet is a public domain, an "open highway," and anything that you post is "out there" for all to see and judge.

Software/Internet

No software of any kind may be loaded or used on school owned computers without prior approval of the district's technology coordinator. For example, software brought from home by students and staff **may not** be placed on the computer or tablet. In accordance with the Acceptable Use Policy (AUP) of SSD3, students at the elementary level are not permitted to navigate the Internet without the direct supervision of an adult. Students are NEVER to "surf" the Internet, lead unassisted/unmonitored Google, Bing or other search engine queries, or play non-educational games on their own. Please carefully read the student and staff AUPs and go over this information with your students so that there is no ambiguity about what is acceptable in regard to computer usage in our school district. Student expectations can be found in the student handbook.

Copyright Laws

Information regarding copyright laws will be provided to you by the media specialist. This information will answer many questions regarding possible copyright violations relating to use of various media: print and music, video, film and computer software. Specific copyright

questions should be directed to the media specialist or principal. It is very important that we remain ethical and legal in our use of media.

Videos

ALL videos and DVDs used at school (whether shown through the library system or using equipment in your classroom), **MUST** be approved by the principal and media specialist AT LEAST 24 hours in advance. Requests must be made using the Video Request Form found behind the other helpful information section of your handbook. While we do currently have a movie license that allows us clearance to show select films, **ALL** materials **MUST** have some educational merit. Regardless of the time of year, during the school day, we are **NOT** permitted to show films merely for the sake of entertainment, as is indicated on the Video Request Form, given that you must include the educational purpose for the material's use. YouTube guidelines are reviewed and signed by all faculty and staff. **YouTube videos must be downloaded before presenting to the students.**

Terrific Kids

Students are chosen by the teacher for their outstanding character traits. The school counselor will coordinate this recognition as a part of the school's Character Education Program.

Test Security

All teachers are to follow district and state policies concerning standardized tests. Test security is very important. Any violations are required to be reported to the district office. They in turn report the violations to the State Department of Education.

Textbooks

Textbooks are the property of the state of South Carolina and students receive them free of charge. Students are responsible for the care and condition of their textbooks, and if abused or lost, must pay for them. Teachers will make periodic checks to see that students have their books and to see if students are taking proper care of them.

The school textbook coordinator will be responsible for issuing all textbooks. Requests for books should be turned in to the school textbook coordinator. These requests will be filled as soon as possible. No books should be exchanged without the knowledge of the school textbook coordinator - even among teachers. No excess textbooks should be left in the classroom. Please return all excess books to the textbook coordinator.

Textbooks are bar-coded and issued to students with the following information: student's name, room number, and year.

If lost textbook money is taken from students, list the title of the book and the grade level on the report of receipt for book inventory purposes.

Tobacco Products

In accordance with Spartanburg School District 3 policy, Pacolet Elementary School is a tobacco free campus. No employee is to smoke or use any tobacco products on the property of Spartanburg County Schools at any time. **No employee is to leave campus for the purpose of using tobacco products.**

Transfers

Teachers of students transferring to another school will be notified by the guidance counselor. All obligations to the school must be met before records will be forwarded. All permanent records should be filled out completely. Please make sure that transferring students return all textbooks and library books.

Visitors

All visitors must report to the office upon entering the building and sign in using the Check-In system in the front office. Each visitor will be given a visitor's sticker to wear while in the building. Upon leaving the building the visitor must sign-out. **If a person is not wearing a badge in the building, identify yourself and ask, "May I help you?"** Please escort the visitor to the office.

Volunteer Program

Pacolet Elementary School is very fortunate to have a volunteer program. Volunteers are always welcome at our school. Parents may sign-up to volunteer at the beginning of school. **All volunteers must be pre-approved before volunteering. Volunteer registration forms are available in the front office. Completed forms and driver's license copy must be received in the Spartanburg District Three Administrative office one week prior to volunteering.** An updated SLED approved list of volunteers is kept by Mrs. Jordan. Volunteers can assist teachers in many helpful ways. However, teachers are to grade their own papers and not allocate teacher responsibilities to a volunteer. A volunteer may never supervise students without the teacher also being present. Remember not to share confidential information about other students with parents or volunteers. Volunteers may run papers, cut, laminate, staple, etc. Volunteers should not be asked to copy tests. Volunteers may tutor students only under the direction of the classroom teacher. All plans and activities must be developed by the teacher.

Please make our volunteers feel needed and wanted in our school. Remember to thank them for the extra help they provide. They do a great service for our students and school by giving their time to improve our school.

Weather

In the event of inclement weather the teacher is instructed to listen to the local radio stations or watch the local newscasts. All information that is known will be given through this media. You should always use your best judgment in these unpredictable situations. If schools are delayed for one or two hours, the principal will be at the school at the regular time. If the weather situation in your area is not treacherous, your help at the school level would be appreciated as there are always students who get to school at the regular time. Under no circumstances should you come out if the roads are not safe in your area.

Statement of Non Discrimination

Spartanburg School District Three does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Personnel and Pupil Services
3535 Clifton Glendale Road
Glendale, SC 29346
(864)279-6000