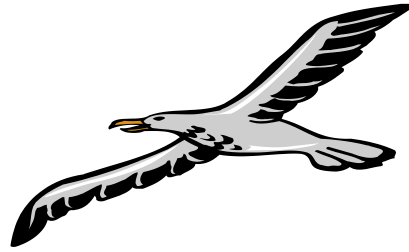


McDONALD ELEMENTARY



PERSONNEL HANDBOOK



2015 – 2016

**Genia E. Smith, Principal
Melissa Miller, Assistant Principal**

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Mission

McDonald Elementary School will provide every student with a multi-faceted curriculum challenging students to reach their maximum potential and be productive in a global society.

Vision Statements

We envision a safe school where children are nurtured and encouraged to come prepared to learn.

We envision a caring staff who believes in their students, peers, and themselves.

We envision a total school community involved and supportive of student learning.

LEARNER STANDARDS

1. Students will show respect for themselves and treat others with dignity.
2. Students will strive to reach their highest potential.
3. Students will apply critical and creative thinking skills and knowledge to solve problems in situations in and beyond the classroom.
4. Students will recognize and accept their roles in the learning process.
5. Students will become proficient at using reading, writing, and math in all areas of the curriculum to the level of each student's ability.
6. Students will accept responsibility for their own behavior.
7. Students will learn through a variety of methods to meet their individual needs.
8. Students will demonstrate high self esteem

BELIEFS

We Believe:

1. All students can learn.
2. Our highest priority is student learning and achievement.
3. Curriculum and instructional practices should incorporate a variety of best practices to accommodate student needs.
4. We provide a safe and physically comfortable environment to promote student learning achievement.
5. Administrators, faculty, support staff, students, parents and the community share the responsibility for student learning and achievement.
6. Each student is a valued individual with unique physical, social, emotional and intellectual needs.
7. Our school is committed to continuous improvement that gives our students the opportunities to become confident, responsible, lifelong learners.

THE FIVE MOST IMPORTANT THINGS **YOU CAN DO FOR YOUR STUDENTS**

GREAT TEACHERS MAKE A DIFFERENCE. *When you walk into their classrooms, you can feel the positive energy.*

How can you create this optimal learning environment? How can you give your students what they need to learn, grow, and thrive?

- 1. CARE** *Look for the best in each student; look past the surface. Find ways to connect.*
- 2. SET HIGH EXPECTATIONS** for every student and for yourself.
- 3. CREATE AN ORDERLY, STRUCTURED CLASSROOM,** with consistent procedures and routines.
- 4. TREAT EVERY STUDENT WITH COURTESY AND RESPECT,** and demand the same conduct from them.
- 5. EARN RESPECT.** Stay calm and exercise self-control. Always remember that you are the adult and the professional in the room.

Listen Up Teacher

Shirley Garcia & David Cottrell

“What you do makes an incredible difference in our children’s lives.”

The classroom environment can be positive and motivating...or negative and demeaning...or anywhere in between, depending on the example you set. **Your** leadership style in the classroom is the single most important factor in creating a positive classroom environment.

YOU are the leader in your classroom and children will follow your lead. **Your** classroom leadership could be the difference between our children achieving at high levels and their failure to reach a minimum standard. With your help our children will be better students, and more importantly, become better people.

Helping students reach their potential requires predictable structures, planning, individualization, and teaching strategies that reach all students.

2015-2016 School Calendar

August 2015

13	First Day for Teachers
17	PreK Orientation
19	Meet and Greet
20	First day for students

September 2015

7	Labor Day Holiday – No school
8	Open House PTO

October 2015

22	End of 1 st quarter
23	Flex Day
27	PTO/Fall Festival

November 2015

11	Veteran's Day – No School
25-27	Fall Break – School Closed (Thanksgiving)

December 2015

8	PTO/Winter Musical
21-Jan. 1	Winter Break – No School

January 2016

4	Return back to school from Winter Break
14	End of 2 nd quarter ½ day for students
15	Teacher Workday
18	Holiday – Dr. Martin Luther King -School Closed

February 2016

15	Holiday – Presidents' Day School Closed
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March 2016

22	End of 3 rd quarter
25	Flex Day/Good Friday
28-1	Spring Break

April 2016

4	Return to school after spring break
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May 2016

30	Holiday-No School- Memorial Day
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June 2016

1	½ Day for Students
2	½ Day Last day for Students
3	Teacher Work Day
4	Teacher Work Day/last day for 190 employees

GEORGETOWN COUNTY BOARD OF EDUCATION

The Georgetown County Board of Education is comprised of nine elected members. **A roster of the current board members will be posted on the bulletin board in the Teachers' Workroom.**

The regular monthly meeting is on the **First Tuesday of the month.** Meetings are held in the Board room at J.B. Beck Administration and Education on 2018 Church Street in Georgetown or at pre-announced locations.

Each teacher should be familiar with policies and regulations of the Georgetown County School District. A copy of the Policy Manual is available in the Media Center and in Mrs. Smith's office. Copies of proposed policies will be posted in the Teachers' Workroom on the bulletin board as they are received. Your comments concerning these proposed policies are welcomed.

Elery L. Little
12036 Pleasant Hill Drive
Hemingway, SC 29554
(H) 558-2096

Mr. James Dumm
PO Box 955
Georgetown, SC 29442
(W) 546-3000
(H)546-8938

Zelma F. Carr
204 South Merriman Road
Georgetown, SC 29440
Home (843) 520-4811

Johnny Wilson
6161 Marshview
Georgetown, SC29440
(H) 545-7007

Sarah Elliott
583 Patricia Avenue
Murrells Inlet, SC 29576
(H) 357-1543

Pat DeLeone
Col. Estates 643 3rd Avenue
Georgetown, SC 29440
Home (843) 546-5317

Ms. Sandra Johnson
11144 South Fraser Street
P.O. Box 2397
Georgetown, SC 29440
Work (843) 527-4442

Dr. Arthur Lance, Jr.
2903 Dunbar Road
Georgetown, SC 29440
Home (843) 546-8901

Richard Kerr
130 Comfort Lane
Pawleys Island, SC 29585
Home (843) 325-7109

COMMITTEES (flexible assignments)

<p>Leadership Team/Calendar Genia Smith Melissa Miller Angela Blocher Kim Lawrimore Team Leaders</p>	<p>Instructional Leadership Team Genia Smith Melissa Miller Kim Lawrimore Angela Blocher</p>	<p>Social Committee Crystal Fulton, chairperson Ginny Capps Trish Lord Dawn Elliott Cindy Moore Alika Wilson Tammy Williams Sonia Walker Norma Briggs Lisa Grate Catherine Creson</p>
<p>Technology Rebecca Adams Marie Goins Daphne Smith Crystal Fulton</p> <p>District Coaches Marc Frechette Jenny Cox</p>	<p>PE/Health Fair/ Jump Rope for Heart/Field Day Committee Nicholas Dunk, Chairperson Natalie Pantuso Ginny Capps Crystal Fulton Rebecca Adams Kim Lawrimore Kathy Ryals Nicole Johnson</p>	<p>Student Assistance Team Melissa Miller, Chairperson Genia Smith Della Prioleau Alika Wilson Angela Blocher, as needed Marylou High Kathy Ryals</p>
<p>Science Fair Committee Angela Blocher, Chairperson Dillenger TBA</p>	<p>United Way Caitlin Bonser, Chairperson Karen Poston Vicki McDaniel Trish Lord Dawn Elliott Cindy Moore</p>	<p>Spring Event Committee TBA</p>
<p>Reading/AR Committee Rebecca Adams, Chairperson TBA</p>	<p>March of Dimes Yvonne Glasgo-Goss, Chairperson Tanya Pressley Rachel Britton Angela Geer Sandi Wilder Janet Cantley</p>	<p>Fall Festival Committee PTO Board, Chair-people Patti Cumbee Robin Kirtley Janice Dozier Tammy Moore Susie Lowenbach Rachel Britton Angela Geer Sandi Wilder Janet Cantley</p>
<p>Academic Coaches W. Locklear(chairperson) Dillenger Natalie Pantuso TBA</p>	<p>Box Tops/Tabs Cindy Moore Dawn Elliott Alika Wilson</p>	

PTO OFFICERS

President – Daphne Smith

Vice-President – Wendy Locklear

Treasurer –Cynthia Simon

Secretary – Teresa Cobb

PTO Dates 2015-2016

September 8, 2015/Open House

October 27, 2015/PTO Fall Festival

December 8, 2015/PTO Winter Musical

February 9, 2015

Spring Date TBA

TEAM CHAIRPERSON

Child Development / Kindergarten	Felicia Lewis
Grade 1	Rebecca Webber
Grade 2	Wendy Locklear
Grade 3	Tabitha Gilliard
Grade 4	Yvonne Glasgo-Goss
Grade 5	Amy Norton
Special Areas	Rebecca Adams
Special Education	Marylou High

Leadership Meetings will be held each 4th **Tuesday afternoon** unless prior notice is given about rescheduling. **Minutes will be taken and shared at the next grade level meeting.**

TEAM LEADERS: Please give a copy of your grade level meetings to Genia Smith. It is important that we keep all documentation on our meetings because we are a Title I school.

TEAM LEADERS/GRADE LEVEL CHAIRPERSON PURPOSE and RESPONSIBILITIES

Purpose

1. Provide leadership in the development and implementation of educational programs.
2. Serve as a communication conduit between teachers and administration. (Check email daily.)
3. Assist colleagues in organizing and managing grade level team activities.
4. Direct colleagues in identifying and addressing students' needs.
5. Assuring that all grade level activities are conducted in a manner consistent with school and district philosophy, mission, goals, standards, regulations, and rules.
6. Support the school's mission by being positive, encouraging, and professional.

Responsibilities

1. Conduct grade level/team meetings, PTLC meetings, MAP and Data meetings.
2. Facilitate discussion concerning educational program implementation and improvement at grade level meetings.
3. Communicate administrative directives to teachers.
4. Assist team with preparations for substitutes and assist subs who are working
5. Solicit and communicate teacher concerns to administration.
6. Inform administration regarding students' needs and/or problems.
7. Keep accurate minutes of meetings and records of attendance at meetings.
8. Submit minutes and record of attendance to administration.
9. Check your emails daily.

TEAM MEETING MINUTES FORM

Date: _____ **Team Leader**

I. Celebrations

II. Items Discussed

III. Comments and Suggestions concerning the items above

IV. Team Members in Attendance (Signatures)

_____	_____
_____	_____
_____	_____
_____	_____

EMERGENCY TELEPHONE TREE

SCHOOL CLOSING PROCEDURES

In case of emergencies, the following procedures will be utilized for contacting school personnel.

- The Principal will make initial contact to Miller, Carroll, Sumpter, Wilder.
- Team Chairperson will contact teachers on their team.
- Teachers will contact assistants who work in their classrooms.

Caller #1: Principal (Mrs. G. Smith)(240-9022 OR 458-7996)

Assistant Principal – Ms. Miller 546-6012

Secretary – Mrs. Carroll 546-8679

Building Manager – Mr. Sumpter 833-5334

Cafeteria Manager – Cindy Wilder 833-0524

Special Areas Team Chairperson – Rebecca Adams 240-6546

Special Ed. Team Chairperson -Marylou High 843-887-3870

Caller #2: Assistant Principal (Ms. Miller) (843-546-6012)

CD / Kindergarten Leader – Felicia Lewis (843)558-2837

Grade 1 Team Chairperson – Traci Vereen 283-9237

Grade 2 Team Chairperson– Wendy Locklear 344-0849

Grade 3 Team Chairperson – Tabitha Gilliard

Grade 4 Team Chairperson Yvonne Glasgo – 527-1032

Grade 5 Team Chairperson – Amy Norton – 651-0126

Caller #3: Secretary (Mrs. Carroll) (546-8679)

Daphne Smith –543-4333

Susan Carolina 527-1847

Mable Lambert – 546-6475

Caller #4: Building Manager (Mr. Sumpter) (833-5334)

Michael Stanley 545-9240

David Holmes – 485-0440

Jessie Bennett _ 658-5418

Caller #5: Cafeteria Manager (Mrs. Wilder) (527-2011)

Peggy Goins – 545-1624

Hazel Cameron – 546-1170

Modella Gathers – 325-3418

Emily Northrup

STUDENT INTERVENTION TEAM

Monday 2:35

The Student Intervention Team is responsible for reviewing information and records of students identified by their teachers as possibly needing interventions or additional academic assistance. The Team meets on Monday afternoons unless otherwise scheduled. The Team members are:

Chair person	Melissa Miller/Assistant Principal
Behavior Specialist	Nancy Davis (as needed)
Principal	Genia Smith
Psychologist	Artie Flouras
Primary Teacher	Della Prioleau
Elementary Teacher	Alika Wilson
Curriculum Coach	Angela Blocher (as needed)
Generic Teacher (as needed)	Marylou High
Resource Teacher	Kathy Chatman
Speech Teacher	Tanya Pressley

STUDENT INTERVENTION TEAM (SIT) REFERRAL PROCESS

Student Interventions are a school based systematic process of early identifications, screening, referral and support for students with identified needs which may affect performance and development. When a student's teacher or parent notices a child is having a difficult time in school, the option to refer to the SIT for help is available. The request is initiated when the teacher completes a referral which is available from the Student Intervention Team Chairperson. The team will meet to review observable data such as student grades, attendance, behavior, and social skills.

The basic SIT process has several elements including:

- At least 2 documented parent conferences to include suggestions for home help
- Student Intervention Team Referral
- Recommendations for interventions to be utilized for 6 weeks
- Strategies for supporting student needs
- Methods for making formal and appropriate referrals

The referral form provides documentation of the child's performance in the classroom. This information should include, but is not limited to the student's academic performance, standardized testing, behavioral concerns, disciplinary and attendance issues, pertinent information from the school nurse or any other source that may be able to provide valuable data about the physical and emotional health and activities of the student.

Team members will review the concrete data and will explore possible avenues for assistance based on the specific and observable data. The next steps may include a four to six week intervention based plan to target specific skill deficits or a behavioral intervention plan. A referral for specific screening to obtain measurable and observable information about the student may be recommended. In addition, referrals to an outside agency or a recommendation for a complete evaluation through Special Services may be the result of the referral process.

The SIT team meets weekly and is made of school personnel as listed above. Other school personnel may be invited as needed. The parent is invited and may choose to participate. If an evaluation/screening is recommended, a parent referral form for permission is initiated.

The 504 Chairperson for McDonald Elementary School: Kim Lawrimore

Facilities and Property

Teachers are responsible for the condition of the classroom and equipment. School employees must safeguard and protect the properties of the district. Children should be instructed in the care of textbooks, computers, supplies, and public property. Students should be responsible for leaving the materials, equipment, and the room neat. Students should keep their desks free from any markings, and should clean them periodically. At the end of each day, **TEACHERS SHOULD LOCK THEIR DOORS, TURN OFF COMPUTERS, AND LIGHTS**. Repairs should be requested as soon as possible by submitting a Repair Request by email to the Building Manager, Mr. Sumpter.

Attendance

- Students in Grades K- 6 must attend a minimum of 170 days in order to be promoted to the next grade.
- When students are absent, they are to bring an excuse stating the reason for the absence signed by the student's parent or guardian, physician, or dentist. The note should be dated and the dates of the absences should be addressed. Teachers should collect the excuses and turn them into Mable Lambert, attendance clerk.
- **Each homeroom teacher will receive an attendance card that must be completed each day.**
- **Attendance must be completed in Power School by 9:00 each morning.**
- **All tardy students will be changed by Mable Lambert.**

Recognition of Students

Realizing that individuals respond to praise, be alert for opportunities to make positive calls, send positive notes home or mail a positive postcard to the parents. Recognize students in front of their peers. This should be an opportunity to create or reinforce a feeling of pride and self worth.

Selection of a “Student of the Week”, “Character of the Month,” Author of the Month, My Principal is Proud of Me, Art Show, Science Fair, Academic Fair and an appearance on McT.V. are all great chances to praise students. Please make sure you sign your student’s name on the Student of the Week sheet BEFORE Monday morning. Please help us with this, it makes the children feel badly when they come to the Media Center and their names are not on the list.

Mc-TV

Mc-TV is a morning television program, produced and directed by media center personnel, and broadcast live from the media center each morning at 7:40, over Channel 5. **The format consists of breakfast and lunch menus, birthdays, announcements, thanks for tabs, thanks for box tops, “Student of the Week”, Show What You Know, “Character of the Month,” Author of the Month, My Principal is Proud of Me, Art Show, Science Fair, Academic Fair weather, awards, special guests and other events.** Students from each of the fifth grade classes have opportunities to assist with Mc-TV as announcers, sound technicians, or camera operators. Teams change at least monthly and most often weekly. Everyone is encouraged to use Mc-TV to highlight special classroom events and/or personnel.

For ease of scheduling and preparation for broadcast, please notify media center personnel **PRIOR** to sending a guest or coming as a guest. **Also, every Monday (or the first day of the school week) is reserved for “Students of the Week”.** Please send your student to the library at 7:40. If the student is absent, ribbons are kept in the media center.

Please feel free to contact the media center personnel with any questions or suggestions. Thank you.

LUNCH PROCEDURES

- **All students receive Universal Breakfast and Lunch. No students will play for lunch.**
- **Teachers are to take their students to the lunchroom at the scheduled time. It is expected that all teachers will encourage their students to use good manners in the cafeteria.**
- **Students are not allowed to have soft drinks or glass bottled drinks in the cafeteria.**
- **Each class is responsible for leaving its area clean and neat for the next class.** Cloths for wiping the tables, brooms and dust pans are available in the cafeteria.
- **Adult breakfast \$2.15 Adult Lunch \$3.55**

MONEY COLLECTION PROCEDURES

Money may be collected during home room and turned into the office as soon as possible. (See Mrs. Carroll our Team Leader if questions/concerns arise.)

Money must be turned in and accounted for in your receipt book. Please make sure money agrees with the amount recorded in the book before bringing it to the office. Receipt page must have the total and the teacher's signature before being turned in.

Money must be turned in and accounted for in your receipt book. Use the envelope provided to bring money and receipt book to the office. All money turned in to the office will be receipted to teachers.

The accuracy of the teacher receipt book is the responsibility of the teacher. **All receipt books must be turned in at the end of the school year for auditing.**

Money is not to be left in the classroom by teachers at anytime.
The school will not assume responsibility for personal loss.

Fundraisers

No one should have a fundraiser or sale in school without approval from the principal.

SUBSTITUTE PROCEDURES for Teachers and Assistants

We realize that sickness and emergencies happen but substitutes do not replace the effectiveness of a teacher's instruction. It is extremely important that you plan to be in attendance at school.

1. In the case of planned absences, please notify Yvonne Carroll immediately once you've decided that it will be necessary for you to be absent. In the event that you know prior to leaving school notify Yvonne Carroll of the dates you plan to be absent. After school hours, call Yvonne at home (546-8679). If you cannot reach Mrs. Carroll please call/text Mrs. G. Smith **at 458-7996.**
2. You must also use the Kelly Services to request your substitute teacher/assistant both for planned and unplanned early morning absences.
3. If you must be absent on a day that you are scheduled for duty, it **is your responsibility to get someone to take your place.** When you notify the administrators about being absent, you must inform them who is to take your duty. If it is necessary to be absent a second day, the office should be notified by 1:00 PM of the first day.
4. Notify the principal 3 days in advance when requesting personal leave. In the case of personal days, you are required to fill out the appropriate form and submit it to the principal for approval.

Request for Absence from Work
McDonald Elementary School

Today's Date: _____

Date Absence Requested: _____

Reason for Absence (Check One):

_____ Personal

_____ Sick

_____ Doctor's Appointment

_____ Vacation (240 days employees only)

_____ Other (state reason):

Substitute Teacher Important Reminders
(Please, include this list with your sub plans.)

1. Upon arrival to your assigned classroom locate the Team Leader for that grade level.
2. Never leave students unattended at any time. If there is an emergency contact the teacher next door (buddy teacher) or across the hall and they will watch your class.
3. Students are to be in the halls if accompanied by a teacher or a hall pass. Do not allow students to go to the restroom in groups.
4. Do not put students in the hallway unsupervised.
5. Call the office ext. 3100 if an emergency occurs or you need an administrator.
6. Use the panic button on the phone to notify the office you are having an emergency situation.
7. Your Evacuation Kit folder is beside the door. Always take this with you during a fire drill or other event that may cause you to leave the building. A list of student names and phone numbers should be included in this folder.
8. Always walk the bus students to the bus zone and monitor them as they get on the bus.
9. Substitutes do not send home notes to the parents. You may leave a list of concerns for the teacher and they will notify the parents if needed.
10. Substitute teachers are not to call parents. If you are having a problem with a child send him/her to the office and an administrator will take care of the problem.
11. If it is necessary to collect money from the students do not leave the money in the classroom. Ask your buddy teacher to tell you what to do with the money or give it to Mrs. Carroll in the office.

CLASSROOM MANAGEMENT

Teachers are to develop classroom behavior management plans, either individually or as grade level teams. **During the first week of school, an overview of this plan, including rules, consequences, and rewards, will be sent to parents.** There should be a space where parents can sign indicating that they have read this plan and discussed it with their child(ren). A copy of this plan should be turned in to the Team Leader, who will collect them and submit them to the Principal.

Discipline Guidelines

- It is expected that teachers handle their own minor behavior problems within the classroom. **STUDENTS NEED TO KNOW THAT YOU ARE IN CHARGE.** Each teacher is responsible for his/her students' behavior in the hall, restroom, and lunchroom.
- Each teacher will be asked to ...
 - Maintain a communication log for every child in their classroom. This documentation will be requested for students with excessive behavior concerns.
- When a child needs to be sent to the office, you must call 3100 and request an administrator come to the classroom to escort the child to the office. A written referral must accompany the child as documentation of the problem. It is the teacher's responsibility to have made parent contact (verbal is best) concerning student discipline issues before you resort to sending the student to the office.
- At the administrator's discretion a referral may be sent home with the student. The referral must be signed by the parent and returned the next day to the teacher. If the student does not return the signed referral, he/she will lose one day of recess to be monitored by the teacher.
- There may be times, when your best efforts to involve students in learning opportunities are unsuccessful. Ask for help. Your colleagues, the guidance counselor, the behavior specialist, and parents are all resources that are available to you. **TEACHERS ARE EXPECTED TO HANDLE ALL, EXCEPT THE MOST DIFFICULT, DISCIPLINE PROBLEMS.**

- Have a clearly defined management plan and procedures that clearly articulate student expectations. This plan should have both positive and negative consequences outlined.
- Teachers/assistants should use positive communication with all students.
- NEVER YELL at students.
- Teachers/assistants are not to touch children when disciplining them.
- It is helpful if students have a hall pass or note when they are walking the hall unsupervised.
- STUDENTS ARE NOT TO BE PLACED IN THE HALL OUTSIDE THE CLASSROOM AS A TIME-OUT STRATEGY OR MEANS OF PUNISHMENT.
- Students must be supervised at all times. Never leave your classroom unattended. Ask a neighbor teacher to watch the class if you need a bathroom break.
- Be consistent and fair.
- Treat students with respect and dignity and expect the same from them.
- Be cautious about punishing an entire class without knowledge of each student's involvement.

EXPECTATIONS

- **Planning and Preparation** is expected for all daily assignments. Teachers should exhibit a command of subject matter, use effective and varied teaching techniques, recognize and make provisions for individual differences, and maintain a pleasant classroom. Each teacher must have on his/her desk at all times a current lesson plan to cover daily/weekly lessons/activities. Teachers are expected to organize and plan for each day of teaching. Lesson plans should be available at all times. Please keep a copy on your desk for review. Periodically you may be required to submit a copy to an administrator (preferably electronically). Lesson plans should include the following items: subject/grade, date, standards, strategy/activity, materials/resources, and assessments.
- Lesson plans should also include the following initiatives:
 - a. **Daily Five/CAFÉ**
 - b. **Writer's Workshop**
 - c. **Balanced Literacy Components**
 - d. **State Standards**
 - e. **Best Practices for Math Instruction (S. Goff strategies)**
- **Preparation is important.** Teachers are expected to plan and prepare for all daily assignments, exhibit a command of subject matter, use effective and varied teaching techniques, recognize and make provisions for individual differences, and maintain a pleasant classroom. All grades must provide 90 minutes of ELA Instruction daily. All grades must provide a minimum of 60 minutes Math instruction on a daily basis.
- Authentic writing experiences/opportunities will be provided in all subject areas.
- **Long range plans** are to be submitted to Ms. Blocher by **September 22, 2015**. This needs to be a working plan to keep you on track throughout the year.
- **Emergency Lesson Plans** must be completed by each teacher by **September 22, 2015**. These plans will be used in the event of an unexpected emergency when you are unable to provide substitute plans. Team leaders may ask for the plans if needed.
 - You are to leave any duplicates and/or worksheets in an easily accessible place in your room (or you may choose to include with the plans).
 - Make sure that all Emergency Lesson Plans go to Ms. Blocher. They will be located in her office.

- It is the responsibility of the teacher to update Emergency Lesson Plans as appropriate, and to file new plans once the existing plans have been used. Please update each nine weeks.
- **Parent Involvement Letters** are mandatory and must be sent out at least once per month. The following information is to be included:
 1. Date/Month
 2. Objectives being studied
 3. Ways parents can assist students with school work at home
 4. Put your classroom school website (change each month)
 5. The letters should go home the first week of each month.
 6. Post a copy of your newsletter beside your door.
 7. Continuing Contract teachers are to keep a copy of ALL Parent Involvement Letters.
 8. Please give a copy of your classroom letter to your team leader. Team leader will place a copy of each letter in a folder and place in Mrs. Smith's mailbox.
- **Planning for your Substitute** must include the following information:
 1. Attendance Card: Substitute teachers will take roll using the attendance cards. They must place the cards and excuses outside the door each morning for Mrs. Lambert to pick up.
 2. Daily schedule
 3. Substitute teacher's plans and materials
 4. Transportation information
 5. Student IDs
 6. Schedule and names of resource, speech, and gifted/talented students who may leave your room for another class.
- **Learning objectives** with standards should be placed on the board daily. Present clearly defined objectives to the students They must know what they are expected to learn. Teachers are encouraged to use child-friendly language and display the big ideas and essential questions related to daily lessons. Pacing guide/state standards should be posted in the classroom.
- **Homework** may be given daily. Friday is optional. (Meaningful-practice-non-graded) It should be considered an extension of your daily lessons. The teacher should lay groundwork so that the home study will be interesting, pleasant, and successful. Purposes include:
 - extending the work of the class and to develop good study habits
 - allowing the student the opportunity to develop creativity
 - reinforcing mastery by providing additional practice and application
 - incorporating resources of the home / family
 - improving home - school relations
 - improving student achievement

- developing independent work-study habits
 - taking responsibility for completion of assignments.
- Use **data** from daily and common assessments such as MAP, running records, STAR Reader and writing samples. **Each teacher is required to have their own Data Notebook.**
 - **Writing experiences**/opportunities are required to be included in all subject areas. These opportunities are documented in your weekly lesson plans.
 - **Students' work** should be displayed in the classroom and outside the classroom. Work should be changed often.
 - **Parent Contacts/ Conferences** should begin as soon as school starts. It is important to establish positive communications with your parents. We strongly encourage you to schedule a parent conference for students who are not making adequate progress as documented through their daily work. You must have tried to make 2 parent contacts before you can refer a child to the Student Intervention Team. Do not wait until parent conference time in October to discuss the learning needs of these students. You are encouraged to document what is discussed at these face to face conferences. Intervention plans should be included in these discussions. Each nine weeks, teachers should schedule conferences for those students who are not mastering the state standards.
 - **Permanent records** must be kept accurate and up-to-date. If you do not understand the procedure, request assistance from your team leader or Kim Lawrimore. Permanent records are to remain at school. **They may not be taken home.** (see information in this handbook)
 - **Assessments** should include but are not limited to multiple choice, open-ended, projects, etc.... All teachers are required to use Teacher Power School for grading purposes. Use a variety of authentic assessments in all content areas.

Duty Responsibilities

- **Attendance:** It is important for all staff members to be present every day. Be present and on time. All staff members are expected to arrive by 7:15 unless you are assigned early morning (7:00am) cafeteria duty.
- Homeroom teachers and instructional assistants are expected to be inside their classrooms ready to greet students by 7:20.
- When you have morning hall duty you are expected to be in your place by 7:15.
- When you know you are going to be absent it is your responsibility to locate another teacher or instructional assistant to do your duty.
- Teachers are expected to **attend all Tuesday faculty meetings, Tuesday grade level meetings and weekly PLTC/staff development meetings.** Be prompt and prepared.
- Instructional assistants are required to attend the 1st Tuesday Faculty Meeting. Other Tuesday afternoons are to be spent on classroom cleanliness/sanitation, lesson preparations as assigned by teacher, and committee meetings.

Dress Professionally

We must adhere to the Dress Code outlined in the Employee Handbook. Faculty is allowed to wear jeans on Fridays with a school shirt. Teachers may be allowed to wear jeans on other special designated days, but a school shirt must be worn on these days also. We ask that you do not wear flip flops that detract from your professional dress. It is also a precaution against someone stepping on your toes. If you have to think twice about your clothing it is best not to wear it.

Leaving the Building for Personal Reasons

Teachers are allowed to leave the building during planning or non-instructional times. You must sign out at the designated places and you must inform Mrs. Smith that you are leaving the building. If Mrs. Smith is not available, then you must inform Ms. Miller that you are leaving the building.

Other responsibilities

- All faculty and staff are expected to check your mailbox each morning and before leaving daily.
- All faculty and staff are expected to sign in using the orange clicker (from Mrs. Carroll). This computer is located in the teacher workroom. This is a back-up system in case of an emergency. It can be accessed to determine who was in the building.
- E-mail should be checked daily. Important information may be sent by email and not by a hard copy.
- Teachers are expected to refrain from discussing students and fellow staff members in a negative, inappropriate, or sarcastic manner while in the teacher's workroom/PD room, halls, cafeteria, front office lobby, and community. Please be mindful of the confidentiality rule. Be cautious about what is shared through Facebook.
- Abide by the District Policies. These notebooks are kept in Mrs. Smith's office, in the media center, and on the GCSD website.
- Classroom doors should be locked at all times. Lights and interactive boards should be turned off when you are not in your classroom. The District Office periodically does safety checks and notify principals if these requirements are not being met.

Cell Phone Use

- All cell phones should be put in a safe place during instructional and supervisory (duty) times. We expect you to be professional and inform your contacts of the appropriate times to call (during your planning times) unless you are having a family emergency. Contacts may also call through the school telephone system.

FIELD STUDIES

Field studies are recognized as part of the curriculum as long as there is educational justification for the trips. Trips must be carefully planned by the teacher.

The following procedures are required for field studies:

1. Team leaders must submit a list of the expected field trips for the year to Mrs. Smith by September 22, 2015.
2. The Field Trip Request must be submitted 7 school days prior to the actual Field Study. Mrs. Carroll is the designee to help with this process.
3. A Field Study Permission Slip must be completed for each child. Teachers need to be sensitive to planning trips that may cost too much and cause hardship for families. If a child cannot pay for the trip please notify administrators.
4. If the teacher wants the lunchroom to provide lunch on the field trip, it **is his/her responsibility to notify the lunchroom manager 10 days prior to the trip.**
5. **The teacher should notify special area teachers (Music, Art, P.E., Guidance, and Media) if students will miss a class due to the field trip.**
6. **Cash only will be acceptable for field trips. NO CHECKS WILL BE ALLOWED.**
7. No money should be left in the classrooms.
8. Field Trips will be included on monthly calendars.
9. Parents are not allowed to ride on the school bus.

FIELD STUDY REQUEST (sample)
(Must be Submitted 7 School Days Prior to Field Study)

Name of School _____ Date Submitted _____

Name of Teacher(s) _____

Grade(s) or Subject(s) _____ Date(s) of Trip _____

Number of Students _____ Number of Chaperones _____

Destination _____

Departure Time _____ Return Time _____

Will yellow school bus/buses be used? _____ Yes _____ No _____ How many?

Will school activity bus/buses be used? _____ Yes _____ No _____ How many?

List the Name/Names of Drivers: _____

Means of Transportation Other Than Yellow School Buses or Activity Buses _____

Purpose of Trip: _____

Pre-Trip Activities _____

Post Trip Activitie _____

List GCAD Objectives by Number to be studied on Field Study _____

If students will miss other classes, how will objectives of these classes be met?

Teacher's Signature

Principal's Signature

Assistant Superintendent for Instruction
Signature Required Only for Overnight Trips or Out-of-State Trips

FIELD STUDY PERMISSION SLIP

McDonald Elementary School's _____
(Name of class/group)

will be taking a field trip to _____
(Location)

on _____, _____/_____/_____, for the purpose of _____
(Day of week) (Month) (Day) (Year)

We plan to leave McDonald Elementary School at _____
AM/PM

and return to the school at approximately _____ am/pm. If you have any questions,
please call me at the school. (527-3485)

-

_____ MAY / MAY NOT participate in the above field trip.
(Circle one)

Insurance Company _____

Policy Number _____ Allergies, Medication. or Special Conditions:

(Please Print Parent/Guardian's Name Here)

(Signature of Parent / Guardian)

_____/_____/_____
(Month) (Day) (Year)

Home Phone _____ - _____

Work Phone _____ - _____

Emergency Phone _____ - _____

Emergency Contact's Name _____

Use of Videocassettes and DVDs

- A videocassette and DVD request forms are provided in the media center.
- Teachers must complete and submit the request forms 24 hours in advance for administrator/designee (Ms. Blocher) approval. Forms must then be returned to the media specialist.
- Videos/DVDs may not be used for entertainment or rewards. They are to be shown as part of an instructional lesson or theme.
- Do not bring VCRs or DVD players from home.
- Do not use Promethean boards as a theater without approval forms.

COMPULSORY KINDERGARTEN LAW

Students who will be five (5) years old on or before **September 1**, must attend Kindergarten, public, private, or church related. A child will be exempt from this requirement if a parent signs a written waiver.

Legal Guardianship

If a student's parents live outside of Georgetown County, tuition is required, unless the individual with whom the student resides has legal guardianship papers.

Dismissal of Students

Students are expected to go home the same way, either by bus, car, or by walking, each day following the directions the parents suggest when the students arrive on the first day. If a student arrives on the bus the first day they will be tagged with a color of the bus so that the teacher will know which bus each child will ride in the afternoon.

Students must ride assigned buses to and from school unless you receive notification of changes from a parent or through the office. The teacher needs to keep a copy of the note regarding a transportation change.

A parent or guardian may request a child to leave early. The office will notify you of this as soon as the parent arrives. No student should be released from any classroom without notification from the office. The student will be signed out at the front office by the parent or guardian.

The office keeps a list of special situations concerning adults who do not have permission to pick up a student. Please notify the office of these situations as you become aware of them. If you are in doubt whether a child has permission to go home with a certain adult please consult administration.

EMERGENCY ACTION

Please let the Nurse do her job!

The following basic steps are recommended as the first steps when an injury occurs:

1. Determine the extent and type of injury. If this is not possible, immediately obtain professional help.
2. Restore breathing, restore heartbeat, and stop bleeding if trained in these areas; if not, send for help.
3. Apply only first aid that is necessary to preserve life. Do no more until trained help arrives.
4. Disperse crowd and keep injured person and the surroundings as quiet as possible.
5. Notify school nurse and principal by sending other students to these people. Do not leave the injured person alone.
6. If the injury is minor (splinter, etc.), send the student to the school nurse. If it is a slight cut, send injured person with someone. Some students faint at the sight of blood.
7. If an object has entered the student's body (puncture wound), seek help immediately. Do not remove. To remove it may cause more damage and bleeding.
8. If a foreign particle has entered the eye, seek professional help. If a liquid has entered the eye (acid, etc.), immediately wash the eye with running water for 30 minutes. Seek help from the nurse immediately.
9. Acute allergic reactions (respiratory distress) require immediate attention from the nurse. If unable to get student to the nurse, send for her immediately with the student's name. Keep the student in a sitting position.
10. In any accident involving the back, treat as a spinal injury. Do not move the student. Do not allow the student to move. If he/she needs artificial respiration - it should begin in the position in which he is lying. Send for help immediately. Neck injuries are not to be moved.
11. There are students who have severe reactions to bee stings and require immediate care. If anyone receives a bee sting - Send him/her to the nurse with someone.
12. If severe bleeding occurs, elevate wound area, if possible, and apply direct pressure.
13. If a fracture is suspected, do not move the student. Send for the nurse
14. If a student has a convulsion, please follow the following procedures:

- a. Do not restrain student's movement any more than is necessary to protect him/her from injury.
- b. Loosen any restricting clothing.
- c. Do not force the mouth open and do not force anything between the teeth.
- d. Immediately after the convulsion stops, turn the student on either side to allow the saliva to drain from the mouth.
- e. As soon as possible, send for the nurse.
- f. Afterwards, be supportive of the student and offer a brief explanation to the other students on convulsions and understanding the epileptic child.

15. These are some symptoms to watch for in diabetes (insulin shock) :

pallor	abdominal pain	inappropriate
responses		
headache	drowsiness	inability to concentrate
hunger	trembling	lack of coordination
dizziness	excessive perspiration	inattentiveness
irritability	nausea	blurring of vision
crying		

Most often the student will be aware of a reaction starting. Do not send to the nurse alone.

16. Communicable diseases should be reported to the nurse.

chickenpox	ringworm	impetigo
scabies	lice	tonsillitis
diphtheria	rubeola	mumps
pertussis	rubella (German Measles)	
Acute Contagious Conjunctivitis (pink eye)		
Respiratory Streptococcal Infections, including Scarlet Fever		

17. General Information

Any student with a hearing or vision problem should have seating in front of the room. The student should sit with defective ear away from the center of the room.

Revised May, 2014

**Permanent Records Checklist
Organizational Sequence and Content of Cumulative Folder
(See Kim Lawrimore, Guidance Counselor)**

Student records should be in alphabetical order and include the following:

1. Academic Record Card- updated with current information including numeric grades for grades 2 – 5 and year, teacher’s name, and attendance. PLEASE USE BLACK INK. If you make a mistake please use buff colored liquid paper instead of white out.
2. Current year’s report card.
3. Cumulative Test record card- with test labels or reports. CogAT (Grades 2-5), PASS (Grades 4 & 5), ELDA (ESL students)
4. GT card (if student is in GT)
5. Birth Certificate (Health card and immunization do not need to be placed in permanent record.)
6. Current photo - if the student has one
7. District registration forms – white registration form on white cardstock and proof of residency form and documents (Some students will have only one registration card completed with the date he/she initially enrolled in our school. Students who enrolled, left, and re-enrolled may have multiple registration cards.)
8. Legal Documents (i.e., custody papers, affidavit, court orders) if applicable
9. Out of District Records from other schools if applicable

PLEASE REMOVE STAPLES FROM CUMULATIVE FOLDERS!

McDonald Elementary School Textbook Procedures & Guidelines

Our hardback textbooks are the property of the state of South Carolina. Therefore we are held accountable for every book we issue to a teacher or student. An inventory is completed at the end of each school year and we must pay for any lost or badly damaged books. Teacher Editions are included in this inventory and must be available in the event of a state textbook audit. Administrators and teachers must teach our students the importance of responsible care of their textbooks because we are using them for many years. The following guidelines will help in this process.

1. Textbooks are issued at the beginning of each year and will be checked in after May 1. At that time we are held responsible for all lost books.
2. When the textbooks are issued the barcode on the back of the book is scanned. It is extremely important that we teach our students to protect the barcode and not damage it. However, some of our textbooks are old and the barcodes are replaceable.
3. **Book Identification:** It is the teacher's responsibility to label the inside front cover of each book with the student's first and last name, the teacher's name, and the year. If you choose to use printed labels please place them neatly in the book.
4. If you keep extra textbooks in your classroom (Journey's, My Math, Science, Social Studies) the books will be scanned in the teacher's name and you will be responsible for any lost books. They may be stored in the bookroom also.
5. Do not send home any hardback textbook over a long holiday weekend and spring or winter break.
6. Teachers will be provided a textbook inventory list to check off throughout the year. This will help us keep track of the assigned books. If a student leaves during the year it is the teacher's responsibility to be sure the student does not take a textbook with him. If this happens, notify Ms. Miller as soon as possible so she can assist in getting the book returned.
7. If you realize a student has lost a book please encourage him/her to find the book. We **prefer** them to find the book.
8. If the student does not return the book a letter is provided to send home as soon as needed to inform the parent of the lost book and the fee involved. The letter is included in the handbook.
9. If a student damages or abuses a book so that is not useable, a letter is sent home as soon as possible to inform the parents. Money collected for badly abused books, in the form of "fines", is collected by the office (Mrs. Carroll) and is retained by the school and deposited in the textbook activity fund to cover lost books for which the school is unable to collect. If a student has seriously damaged a book inform Ms. Miller and she will notify you of the applicable fine. The parents will be informed by letter.
10. A replacement book will be issued to a pupil only after the lost or badly damaged book fee has been paid. (This decision will be made by the administrators.)

Mrs. Carroll will take money and write student receipt.

Please send the following information with money:

1. Pupil's name
2. Teacher's name
3. Title of textbook
4. Amount collected
5. Indicate whether lost or damaged



McDonald Elementary School



532 McDonald Road
Georgetown, South Carolina 29440
(843) 527-3485
Fax (843) 546-8674

Genia E. Smith
Principal

C. Melissa Miller
Assistant Principal

Date: _____

Student's Name: _____

Grade: _____

Teacher's Name: _____

Dear Parent:

Your son/daughter has damaged/misplaced the following textbook or materials. He/she needs to locate the book and return it to school as soon as possible. We would prefer to have the book returned instead of you having to pay for the book. Report cards will not be released until payment is received.

Title of lost or damaged book(s):

Please send \$_____ for the cost of the damaged or lost book. If you have any questions please contact the assistant principal, Ms. Miller, at 843-527-3485.

Please sign below and make comments regarding this problem if needed. This is to verify that you did receive this notice. Your child needs to return this form to his/her homeroom teacher. Thank you.

C. Melissa Miller
Assistant Principal

Parent's Signature: _____

Comments:

******* Notice to the Public*******

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976: Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act 1972; Title IX Regulation Implementing Education Amendments of 1972: Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations and policies, the Georgetown County School District shall not discriminate on the basis of sex, race, color, gender, national origin, religion, age, or disability in the educational programs or activities which it operates.

It is the intent of Georgetown County School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Procedures have been established so that any student, parent/guardian or employee who believes discrimination has taken place may file a complaint.

Complaints alleging discrimination based on sex under Title IX or based on disability under Section 504 may be addressed to the following persons:

Dr. Marthena Grate Morant
District Title IX Coordinator
2018 Church Street
Georgetown, SC 29440
Email: tmorant@gcsd.k12.sc.us
Telephone: 843-436-7065

Mr. Michael Caviris
District Section 504 Coordinator
2018 Church Street
Georgetown, SC 29440
Email: mcaviris@gcsd.k12.sc.us
Telephone: 843-436-7125

All other complaints of discrimination may be filed as specified in Board Policy. The Board Policy Manual may be accessed from the District website.

Complaints of discrimination can also be filed with:

Office for Civil Rights
US Department of Education
400 Maryland Avenue, SW
Washington, DC. 20202-1475
Email: OCR.DC@ed.gov
Telephone: 202-453-6020

Fax: 202-453-6021

All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health, P.E., music, vocational ed., homemaking and consumer ed., trades and industrial ed., business/office ed., regardless of race, color, national origin, religion, gender, disability or sex .

*******AVISO AL PÚBLICO*******

En cumplimiento a la Orden Ejecutiva 11246: Título II de Las Enmiendas de Educación de 1976: Título VI de la Ley de Derechos Civiles de 1964, modificada por la Ley de Igualdad en el Empleo 1972; el Reglamento de Aplicación Título IX de las Enmiendas de Educación de 1972: Sección 504 de la Ley de Rehabilitación de 1973; y todas las demás leyes Federales, Estatales, las Normas Escolares, los reglamentos y las políticas, el Distrito Escolar del Condado de Georgetown no serán discriminatorias por motivos de sexo, raza, color, sexo, nacionalidad, religión, edad, o discapacidad en los programas de educación o de las actividades que dirige.

Es la intención del Distrito Escolar del Condado de Georgetown cumplir tanto con lo escrito y con el espíritu de la ley asegurándose de que no existe discriminación en sus políticas, normas y las operaciones. Se han establecido procedimientos para que cualquier estudiante, padre/tutor o empleado que cree que ha ocurrido un acto de discriminación pueda presentar una queja.

Las quejas alegando la discriminación basadas en sexo bajo el Título IX o basado sobre la discapacidad bajo la sección 504 pueden ser dirigidas a las siguientes personas:

*Dr. Marthena Grate Morant
Coordinadora del Distrito Título IX
2018 Church Street
Georgetown, SC 29440
Correo Electrónico: tmorant@gcsd.k12.sc.us
Teléfono: 843-436-7065*

*Sr. Michael Caviris
Coordinador del Distrito Sección 504
2018 Church Street
Georgetown, SC 29440
Correo Electrónico: mcaviris@gcsd.k12.sc.us
Teléfono: 843-436-7125*

Todas las demás quejas de discriminación se pueden presentar como se especifica en la Política del Consejo. El Manual de Normas se puede acceder desde la página web del Distrito.

Las quejas de discriminación también pueden presentarse con:

*Office for Civil Rights (La oficina para los Derechos Civiles)
US Department of Education (Departamento de Educación de los Estados Unidos)
400 Maryland Avenue, SW
Washington, DC. 20202-1475
Correo Electrónico: OCR.DC@ed.gov
Teléfono: 202-453-6020 Fax: 202-453-6021*

Todos los estudiantes que asisten a las escuelas del Condado de Georgetown pueden participar en programas educativos y actividades, incluyendo pero no limitado a la salud, educación física, música, educación vocacional, educación doméstica y de consumo, educación industrial y comercial., educación de negocios/oficina, sin importar raza, color, nacionalidad, religión, género, discapacidad o sexo.

*****Notice for Reporting Abuse*****

All employees of the Georgetown County School District are required by law to report immediately any suspicions of child abuse, neglect, or molestation of a child at home to DSS.

All employees of the School District are required by law to report immediately to law enforcement any suspected criminal behavior at school or school-sponsored activities.

There are no exceptions to this legal requirement.

Georgetown DSS 546-5134
Georgetown Sheriff 546-5102
Georgetown Police 527-4454

*****Aviso Para Denunciar Los Abusos*****

Todos los empleados del Distrito Escolar del Condado de Georgetown están obligados por la ley a informar de inmediato cualquier sospecha de abuso infantil, negligencia o abuso sexual a un niño(a) en el hogar al DSS (Departamento de Servicio Social).

Todos los empleados del Distrito Escolar están obligados por la ley a informar de inmediato a la autoridad policial de cualquier comportamiento sospechoso delictivo en las actividades escolares o patrocinadas por la escuela. No hay excepciones a este requisito legal.

Departamento de Servicio Social de Georgetown	546-5134
Oficina del Jefe de Policia de Georgetown	546-5102
Policia de Georgetown	527-4454

School Procedures for Reporting

- Teachers are not required to report suspected abuse without the help from administrators and guidance counselor.
- If you suspect a child has been abused contact Mrs. Lawrimore (guidance counselor) with your concerns.
- The signs of abuse should be obvious. We should be able to see them on the parts of the body that are not covered by clothes.
- A child may tell you something that sounds suspicious. You may need to document this in order to keep the facts correct. Share this with Mrs. Lawrimore or a principal.
- Do not jump to conclusions until the situation has been discussed with Mrs. Lawrimore or a principal.

The nature of the relationships

among the adults who inhabit a school

has more to do with the school's

quality and character and with the

accomplishments of its pupils than

any other factor.

-Roland Barth